

CONFIRMED MINUTES

TKHS BOARD OF TRUSTEES MEETING



At the **TKHS Board of Trustees Meeting** on **21 Oct 2024** these minutes were **confirmed with the following changes:**

H Karaitiana - apologies for previous meeting added.

Name:	Te Kuiti High School
Date:	Monday, 23 September 2024
Time:	6:00 pm to 8:00 pm (NZST)
Location:	Te Kuiti High School Boardroom, 21 Hospital Road, Te Kuiti 3910
Board Members:	Avi Mudaliar, Gareth Williams, Marama Shearer, Sarah McElroy, Ryan Maarhuis
Attendees:	Lee Taylor
Apologies:	Nikki Taylor, Hilary Karaitiana (Chair)
Guests/Notes:	Dan Hill (TSO)

1. Opening Meeting

1.1 Confirm Minutes

TKHS Board of Trustees Meeting 26 Aug 2024, the minutes were confirmed as presented.

1.2 Interests Register

2. Major Decisions and Discussions

2.1 Thai Student Exchange



Follow up (Thai Exchange)

The Board has requested the following information:

- Transport - Ammon Motors, what do they charge per kilometre?
- Once we have the information, L Taylor will send a vote by flying minute

Due Date: 24 Sept 2024

Owner: Lee Taylor

2.2 EOTC - Junior Kiorahi Nationals 2024



EOTC - Junior Kiorahi Nationals 2024

Motion: The Junior Kiorahi Nationals 2024 EOTC application to be accepted as tabled

7 Supported: Avi Mudaliar , Gareth Williams , Hilary Karaitiana , Marama Shearer , Nikki Taylor , Ryan Maarhuis , Sarah McElroy

0 Opposed:

0 Abstained:

Decision Date: 23 Sept 2024

Outcome: Not Approved

3. Board Annual Work Plan

3.1 TKHS Board Work Plan 2024

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner
29 May 2023	Year 13 Hoodies Status: Completed on 23 Sept 2024	Marama Shearer
29 May 2023	Combined Policy Review Uniform Status: In Progress	Sarah McElroy
6 Aug 2024	Hillary Outdoors - Flying Minute Status: Completed on 5 Sept 2024	Gareth Williams
16 Aug 2024	Invite The School Office Status: Completed on 26 Aug 2024	Lee Taylor
30 Aug 2024	Reminder to the BOT Status: Not Started	Lee Taylor
6 Sept 2024	EOTC Applications Status: Not Started	Gareth Williams
6 Sept 2024	Letter of Appointment Status: Not Started	Lee Taylor
27 Sept 2024	Science Upgrade Expenses Status: Not Started	Lee Taylor

5. Management Reports

5.1 Principal's Report

Principal's Report Discussions:

- CAA exams update - catchup groups, derived grade exams
- Services Academy proposal - we are one of the top two schools for consideration
- Careers evening feedback & Navy trip had great feedback from students
- Role has increased in the last month. Up based on the role this time last year. Teaching allocation has increased for 2025
- Attendance issues - there is a plan so we can try to address these. Work in progress

- Student achievement - Year 12 are tracking really well



Principal's September Report

Resolution: That the Principal's Report be accepted as tabled.

Decision Date: 23 Sept 2024
Mover: Sarah McElroy
Seconder: Marama Shearer
Outcome: Approved

5.2 Finance Report

D Hill (The School Office) Finance Report Update:

- Operational Grant - currently on track (75% funds received to date)
- Annual results tracking well- due to unbudgeted MOE funds we've received (settlement funds etc)
- Local funds - the school has received lots of local funding due to funding such as Active As and Carbon Farming
- Trading is ahead of budget also
- Expense wise, most budgets are tracking well such as the teaching salaries and support staff.
- Administration expenses 63% - under budget when comparing to this time last year.
- Auditors fee 2024-26 will be out soon.
- Property - tracking well. The repairs and maintenance expenses are within budget. You need to review the Cyclical Maintenance Plan and how that's going to look moving forward. How the stadium overheads/maintenance will intergrate into this. What are the expectations of the school to be involved in the maintenance of the gym/rec centre.
- Capital Expenses Budget - This budget has been spent or close to it. Any further purchases need to be minuted by the board.
- Uncommitted Funds - tracking very well. The Principal asked if there is a formula to calculate the amount of Uncommitted Funds a school should retain or a per student rate? D Hill replied that it is variable between schools. Some say \$800-\$1000 working capital per students however there is nothing specific from the Ministry. The School need to set a target and create a rainy day fund. It is worth a discussion with a couple your Ministry finance advisor.
- G Williams - Follow up on the Uncommitted Funds & Term Deposit Top-up

Key areas to review:

- Cyclical Maintenance - to mitigate inflation rate costs
- Banking staffing - underspend
- Support Staff - under budget
- There are some things over budget - L Taylor will review these to ensure they are coded correctly



Finances to be accepted by flying minute

L Taylor will send the motion for the board to accept the finance report, creditor schedules and credit card statements by flying minute.

Due Date: 24 Sept 2024
Owner: Lee Taylor

6. General Business

6.1 School Uniform Update

Discussions:

- Yes the board agree that the uniform bottoms (pants, shorts, skirts etc) should be changed black for both junior and senior school. They hope that this can happen in 2025 however, a decision needs to be made regarding the supplier.
- The Warehouse Te Kuiti currently supply skirts, shorts and pants in black for two local secondary schools/wharekura. Maybe we should consider this option to keep uniform costs down.
- Further consultation with students and the community regarding the uniform proposal from NZ uniforms

6.2 In-committee

In-committee

Resolution

That the board move In-committee @ 7.25pmby *G Williams / S McElroy*

In-committee Minutes from 26 August 2024 will be presented at the next meeting the board moved out of In-committee @ 7:48pmby *A Mudaliar / M Shearer*

7. Close Meeting

7.1 Close the meeting

Next meeting: No date for the next meeting has been set.

Approved decisions made between meetings



New Flying Minute Please vote to Approve Netball Tournament EOTC

Do you approve EOTC netball tournament

6 Supported: Avi Mudaliar , Gareth Williams , Marama Shearer , Nikki Taylor , Sarah McElroy , Hilary Karaitiana - Lack of information provided to coaches has meant this has come in late.

0 Opposed:

0 Abstained:

Decision Date: 10 Sept 2024

Outcome: Approved