

# CONFIRMED MINUTES

## TE KUITI HIGH SCHOOL BOARD OF TRUSTEES MEETING

At the **TKHS Board of Trustees Meeting** on **1 Nov 2021** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Kuiti High School
<b>Date:</b>	Tuesday, 21 September 2021
<b>Time:</b>	6:00 pm to 8:00 pm
<b>Location:</b>	Te Kuiti High School Boardroom, 21 Hospital Road, Te Kuiti 3910
<b>Board Members:</b>	Hilary Karaitiana (Chair), Brent Ramsey, Halima Shah, Jo Randle, Nikki Taylor, Rhys Brown, Teagan Houchen, Tim Foy
<b>Attendees:</b>	Lee Taylor, Paula Skelton

### 1. Opening Meeting

#### 1.1 Confirm Minutes



##### Confirm Meeting Minutes - July 2021

Minutes to be confirmed at the next meeting on 1 November 2021.

**Due Date:** 1 Nov 2021  
**Owner:** Hilary Karaitiana

#### 1.2 Interests Register

### 2. Actions from Previous Meetings

#### 2.1 Action List

Due Date	Action Title	Owner
25 Dec 2020	Chromebook / Devices <b>Status:</b> Completed on 18 Aug 2021	Hilary Karaitiana
23 Apr 2021	TTS Server Quote <b>Status:</b> Completed on 23 Aug 2021	Tim Foy
9 Jul 2021	Parent Portal <b>Status:</b> Completed on 9 Sep 2021	Tim Foy
26 Jul 2021	Insurance Review <b>Status:</b> Completed on 28 Jul 2021	Tim Foy

### 3. TTW Visit

#### 3.1 Server Discussion

The Board Chair has been in communications with TTS regarding the server. As far as they are concerned, they received permission to install and therefore we are responsible for payment.



##### TTS Server Payment

H Karaitiana will follow up with K Forgeson and ask him to look into our position in paying for the installation of the server by TTS.

**Due Date:** 31 Oct 2021  
**Owner:** Hilary Karaitiana



##### Server Payment - Seek Legal Advice

The Board have agreed to seek legal advice and look further into this and let us know where we stand. All in favour, yes.

**Decision Date:** 21 Sep 2021  
**Mover:** Hilary Karaitiana  
**Seconder:** Nikki Taylor  
**Outcome:** Approved

### 4. Management Reports

#### 4.1 Principal's Report

Gateway Report: the Principal needs to review the report further before submitting it to the Board. It is not quite ready.

Staffing: In-committee minutes.



##### NZ Uniforms

Tabled for discussion at the next meeting.

**Due Date:** 26 Oct 2021  
**Owner:** Paula Skelton

### 5. Finance Report

#### 5.1 Finance Update

The Principal has been trying to provide an updated finance report to the Board. Both the Principal and the Executive Officer have been working with The School Office to get all the data into Xero. Once ready, a full report can then be submitted.

## 6. Other Business

### 6.1 Property Update

Mould Update - An assessor is coming in to take a look at the situation. The roof flashings have not been done properly therefore we need to chase up the contractor. We are currently paying for on-going testing and fogging however we really need to understand why the mould is happening.

The Principal, Executive Officer & Deputy Principal have all been given notice today that they cannot be in their office until it has been fogged again.

Roof Update - The Ministry of Education have given us two options. They are:

1. The gold standard is to fix the roof on the music side and do like for like on the other side.
2. Replace like for like - what we already have there.

Next step: getting a surveyor in to re-survey the area based on the two options. We are concerned about delaying the music room renovations so we'd like to make a decision on this as soon as possible. What was completed two years ago was that only a small part of the roof was replaced. Also, it is flat and needs to have an angle so that the water washes away.



#### Roof - New Survey

The Board approves that J Kwok from Capital Works arranges a surveyor to carry out a new survey of the leaky roof over the music room and the science corridors.

The Board require new options to consider.

**Decision Date:** 21 Sep 2021  
**Mover:** Hilary Karaitiana  
**Seconder:** Tim Foy  
**Outcome:** Approved

### 6.2 Lunch Service - Foodtruck

### 6.3 Policy Review

### 6.4 Public Excluded Business

### 6.5 Correspondence In & Out

### 6.6 Ki-o-rahi Funding Grant Application



#### Funding Grant Application for Ki-o-rahi

Te Kuiti High School Ki-o-rahi Team are going to the National Competition in Huntly (If the Covid Level drops to Level 1). They would like to apply for Grass Roots Funding on behalf of the team for \$4345.00.

Motion: The Te Kuiti High School Board of Trustees grant Sarah McElroy permission to submit an application to Grass Roots on the School Team's behalf.

All in favour - Yes.

**Decision Date:** 21 Sep 2021  
**Mover:** Hilary Karaitiana  
**Seconder:** Rhys Brown  
**Outcome:** Approved

## 6.7 Gym Update

Update from Sam Laubscher - Lawyer (Lamb, Bain & Laubscher, Te Kuiti)

Three documents for discussion:

1.

**Funding Agreement (Funding Commitment Deed)** - does not really affect the Board. An undertaking or commitment to pay the money. From the MOE they really see this as a key document. Step in rights and commit to pay the funds.

2.

**Development Agreement** - sets out the rules, who does what etc. Concerns the Ministry & the Council. Fixed Price Contract / Maximum Funding Cap. One exception - schedule 6 - works area. Identifying the works area that will be fenced off. Will be off limits to the school for health & safety reasons. The George Street access is where all the contractors will access the site.

a.

The Principal asked, do we have enough contingency/funding for that? Unsure. It is a fixed price contract.

b.

2nd question - GETS tender process. Council and Ministry agreed on the format of this. Apollo have been awarded the contract.

3. **Property Sharing Agreement** - Feb 2023 will be ready to be occupied. This is when the sharing agreement comes into play. Between Te Kuiti High School & the Council. Have this agreement finalised by Friday 24/09/21 or the following Monday at the latest.



### Schedules and Documentation for Board Members

J Randle to send out documents to the Board members to take a look at and review. All feedback to J Randle, H Karaitiana or T Foy.

**Due Date:** 22 Sep 2021

**Owner:** Jo Randle

## 6.8 Thank you to the Board

Feedback from the staff of how appreciated they felt after receiving gift packs from the Board.

## 7. Close Meeting

### 7.1 Close the meeting

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

## Approved decisions made between meetings



### **Motion to proceed with King Country Sport and Recreation Stadium**

**Motion:**

the BOT approve the recommendations from the Steering committee report dated 11 August 2021 (attached) and would like to proceed with the King Country Sport & Recreation Centre project.

**8 Supported:** Tim Foy , Jo Randle , Teagan Houchen , Hilary Karaitiana , Brent Ramsey , Halima Shah , Nikki Taylor , Rhys Brown

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 21 Aug 2021

**Outcome:** Approved

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_