

# CONFIRMED MINUTES

## BOARD MEETING

At the **Board of Trustees Meeting** on **26 Jul 2021** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Kuiti High School
<b>Date:</b>	Monday, 28 June 2021
<b>Time:</b>	5:30 pm to 8:30 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, Tim Foy
<b>Attendees:</b>	Lee Taylor, Paula Skelton
<b>Apologies:</b>	Teagan Houchen

### 1. Opening Meeting

#### 1.1 Confirm Minutes

**Te Kuiti High School Board of Trustees Meeting 3 May 2021**, the minutes were confirmed with the following changes:

*Charter Strategic Plan - grammatical edit*

*Flying Minute - remove the personal details and place in-committee*

*Point 8 - add to in-committee minutes*

*Maniapoto Education Strategy - there is no longer any need to follow up.*

Special welcome to P Skelton. Newly appointed Deputy Principal.

Apologies received from T Karaitiana.



#### **Board Meeting Minutes Accepted**

##### Matters arising

L Taylor to make the following changes to the minutes:

- Charter Strategic Plan - grammatical edit
- Flying Minute - remove the personal details and place in-committee
- Point 8 - remove and add to in-committee minutes
- Maniapoto Education Strategy - the plan wasn't about how to lift Maori achievement rates. We have submitted the charter version that the Principal put together therefore there is no longer any need to follow up.

**Decision Date:** 28 Jun 2021

**Mover:** Hilary Karaitiana

**Seconder:** Jo Randle  
**Outcome:** Approved



### Board Approval - Cleaners

Refer to Principal Report

**Decision Date:** 28 Jun 2021  
**Mover:** Tim Foy  
**Seconder:** Rhys Brown  
**Outcome:** Approved

## 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> In Progress	Hilary Karaitiana
23 Apr 2021	TTS Server Quote <b>Status:</b> In Progress	Tim Foy
31 May 2021	Revise the Annual Plan <b>Status:</b> Completed on 28 Jun 2021	Tim Foy
31 May 2021	Maniapoto Education Strategy <b>Status:</b> Completed on 28 Jun 2021	Hilary Karaitiana



### Letter to D Black

H Karaitiana will send a letter on behalf of the TKHS BOT to thank D Black for his guidance and support.

**Due Date:** 30 Jul 2021  
**Owner:** Hilary Karaitiana

## 3. Management Reports

### 3.1 Principal's Report



#### Insurance Review

Principal to provide a report on insurance cover for Board reassurance

**Due Date:** 26 Jul 2021  
**Owner:** Tim Foy

#### Principal's Report:

- Raw data
  - where our students are at as of mid June 2021
  - combination of KAMAR data and teacher judgement
  - curriculum/time-tabling is important and does it meet the needs of our school. The new Principal needs to make those decisions.
- School reports

- Reports are being sent electronically to parents. There are a lot of families however that don't have emails. How are they going to receive theirs? They will need to be send out with the student or sent in the mail.
- Parents' evening 8th July - parents/caregivers will have the opportunity to receive a copy of their child's report
- Can we check how many parents are registered on the parent portal? Principal to follow up
- Junior Data
  - Feedback from Board is that it looks great. Well done to those involved in putting this together
  - Impact of attendance on achievement results
- Lunches in Schools
  - Refer to the Student Representative's Report where she has explained the collection & distribution process to the Board as well as feedback from the students such as small portion sizes identified by the students as an issue. Student Council are going to produce a survey for students and families. They are also looking at vending machines.
  - There is a lot more rubbish on site. Skip overflows regularly. Some of it is attributed to the lunches. Will the Board approve for the Principal to get a bigger skip? See decision.
- Banking Staffing Trend - later in the year we should get back to a neutral
- Staffing changes - two resignations, one fixed term appointment and a couple of role changes.
- Probation Service - (refer to recommendation highlighted in yellow in Principal's Report)
- Refer the property 10YPP document - flying minute
- Property Manager - refer to action
- Where does the Board want the school vans to be parked? Continue to park offsite on the Principal's front yard until a better solution is presented
- Move motion around the trees? refer to Principal Report and decision
- Cleaning contract - under review, have asked for staff feedback
- Transport Network Group - new funding agreement in place. R Jackson current Chair.
- Uniform & Stationery - stock / mark-ups. Lose the mark up on the uniform and stationery.
- Quotes provided for TV - Board have approved the quote from 100% appliances Te Kuiti
- Sports coaches - how do we acknowledge them for their service. Thank you dinner to be organised later in the year.
- PE camp - refer to decision
- Student Rep (Returning Officer) J Lincoln. We can ask her to do that process for us. Principal will approach her.



### Parent Portal

Principal to check with R Tuck - can we see how many parents are registered on our parent portal.

**Due Date:** 9 Jul 2021  
**Owner:** Tim Foy



### **Board approval to get a bigger rubbish skip**

The Board have approved the purchase of a bigger rubbish skip due to the increase in waste from lunches in school. All agreed.

**Decision Date:** 28 Jun 2021  
**Mover:** Tim Foy  
**Seconder:** Hilary Karaitiana  
**Outcome:** Approved



### **Property Manager**

Move that H Whitewood is approved as the Property Manager. All Board members in favour, yes.

**Decision Date:** 28 Jun 2021  
**Mover:** Hilary Karaitiana  
**Seconder:** Rhys Brown  
**Outcome:** Approved



### **Study Award**

The Board are not in a position to make a decision on this yet.

**Decision Date:** 28 Jun 2021  
**Mover:** Hilary Karaitiana  
**Seconder:** Jo Randle  
**Outcome:** Not Approved



### **PE Camp**

It is the decision of the Board to approve the PE Camp as presented in the Principal's Report.

**Decision Date:** 28 Jun 2021  
**Mover:** Tim Foy  
**Seconder:** Nikki Taylor  
**Outcome:** Approved



### **Appointment of Returning Officer for Student Representative Elections**

The Principal will approach Mrs Jo Lincoln about the returning officer role for the upcoming Student Representative elections in September 2021.

**Due Date:** 21 Jul 2021  
**Owner:** Tim Foy

## **3.2 Finance Report**

Areas of Significance:

- coding issues
- 2020 payments out of 2021 year - to do with time delay



### **Move Jan-April Financial Reports**

Approved.

**Decision Date:** 28 Jun 2021  
**Mover:** Hilary Karaitiana  
**Seconder:** Jo Randle  
**Outcome:** Approved

### 3.3 Health & Safety Report



#### H&S Report

Accepted

**Decision Date:** 28 Jun 2021  
**Mover:** Hilary Karaitiana  
**Seconder:** Brent Ramsey  
**Outcome:** Approved

## 4. Other Business

### 4.1 Student Representative Board Report

### 4.2 In-committee Meeting

### 4.3 Correspondence In & Out

## 5. Close Meeting

### 5.1 Close the meeting

**Next meeting:** Board of Trustees Meeting - 26 Jul 2021, 6:00 pm

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

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