

CONFIRMED MINUTES

TKHS BOARD OF TRUSTEES MEETING



At the **TKHS Board of Trustees Meeting** on **26 Aug 2024** these minutes were **confirmed as presented**.

Name:	Te Kuiti High School
Date:	Monday, 5 August 2024
Time:	6:00 pm to 8:15 pm (NZST)
Location:	Te Kuiti High School Boardroom, 21 Hospital Road, Te Kuiti 3910
Board Members:	Hilary Karaitiana (Chair), Avi Mudaliar, Gareth Williams, Marama Shearer, Nikki Taylor, Sarah McElroy
Attendees:	Lee Taylor

1. Opening Meeting

1.1 Confirm Minutes

1.2 Interests Register

2. Major Decisions and Discussions

2.1 School Uniforms

The school needs to replenish uniform stocks for 2025. 33 skirts (grey & tartan) at varying sizes are needed, however the school must meet the minimum order of 100 skirts. This means that when we change our uniform, we would have a lot of excess stock to dispose of. We have also been advised by the supplier that we will not be able to implement changes to the shirts/jerseys and other accessories by January 2025. Therefore the Board must make the following decisions:

1. Does the school place the minimum order of 100 skirts (grey & tartan) or, approve the proposed changes for new pants/shorts/skirts/skorts/faitaga and for 2025?
2. Continue with the minimum order for white shirts & polos?
3. When should we send out our first communications with the community about the proposed uniform changes?



Uniform Changes 2025

Resolution: The Board has approved the decision to change the uniform bottoms in 2025 to black pants, shorts, skirts, skorts & faitaga (subject to availability).

Resolution: The Board has approved the minimum white shirt order x100 from NZ Uniforms for 2025

Resolution: The Board will prepare for the implementation of a new uniform in 2025/26. Messaging to the community will be complete by the end of August 2025 (subject to availability).

All Board members in favour - Yes. Nil opposed.

Decision Date: 5 Aug 2024
Mover: Hilary Karaitiana
Seconder: Marama Shearer
Outcome: Approved

2.2 EOTC - Hillary Outdoors

Please update the EOTC form with the correct staff details and correct budget information such as the Active As funding contribution amount.

This year the school has decided to take the Year 13 cohort on this trip.



Hillary Outdoors - Flying Minute

Send out a flying minute to approve the EOTC application for Hillary Outdoors once the form has been amended.

Due Date: 6 Aug 2024
Owner: Gareth Williams

3. Board Annual Work Plan

3.1 Policy Review Term 3 (SchoolDocs)

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner
29 May 2023	Year 13 Hoodies Status: On Hold	Marama Shearer
29 May 2023	Combined Policy Review Uniform Status: In Progress	Sarah McElroy
26 Feb 2024	Water Leak Follow-up Status: Completed on 26 Jul 2024	Hilary Karaitiana

5. Management Reports

5.1 Principal's Report

Report Notes:

Achievement Tracking & Monitoring:

- Y13 - focus on UE students to ensure they have what they need and that they're on track.
- NCEA target is 60 (does not include Trades and credits that they'll pick up from external courses).
- Traffic Lights - There are notes to show what is in place for each student, what their needs are and what they're doing.
- Y12 - level 2 require 60 credits. There are some who have already achieved this.

- Y11 - literacy/numeracy groups. Test results data will be out later this week.
- Explanation of the changes to the reading, literacy & numeracy testing and how it works.
- Are you aware of where the students are at? and do they have plan? Yes.
 - We are working on improving what we're doing and informing families.
- eStudee - practise exams is available for our students.

Other updates:

- Staffing - new teacher
- New enrolments in term 3
- Attendance improvements

Property:

- Science block upgrade meeting with our property manager & project manager
- Old gym - disposal process
- N4L upgrade
- RTLB prefab - roof leak



Principal's Report - June 2024

Resolution: The Board has accepted the Principal's Report for June as tabled.

Decision Date: 5 Aug 2024
Mover: Hilary Karaitiana
Seconder: Marama Shearer
Outcome: Approved

5.2 Finance Report



July 2024 Creditor Payment Summaries

Resolution: The Board has accepted the July 2024 Creditors schedule totalling \$98,561.32 as tabled.

Decision Date: 5 Aug 2024
Mover: Nikki Taylor
Seconder: Sarah McElroy
Outcome: Approved



July 2024 Credit Card Statements

Resolution: The Board has accepted the July 2024 credit card statements totalling \$3,216.73 as tabled.

Decision Date: 5 Aug 2024
Mover: Nikki Taylor
Seconder: Sarah McElroy
Outcome: Approved



July 2024 Board Finance Report

Resolution: The Board has accepted the July 2024 Report as tabled.

Decision Date: 5 Aug 2024
Mover: Nikki Taylor
Seconder: Sarah McElroy
Outcome: Approved



Invite The School Office

Send an invite to Dan Hill from The School Office to attend the next Board meeting.

Due Date: 16 Aug 2024

Owner: Lee Taylor



Science Project - Board Contributions

Resolution: The Board has agreed to contribute \$420,000 of school funds to the Science block upgrade. All in favour? Yes. Nil opposed.

Decision Date: 5 Aug 2024

Mover: Hilary Karaitiana

Seconder: Nikki Taylor

Outcome: Approved

5.3 In-committee Meeting

In Committee: 7:46pm *S McElroy / G Williams*

Out of committee: 8:04pm *A Mudaliar / N Taylor*

6. Close Meeting

6.1 Close the meeting

Next meeting: TKHS Board of Trustees Meeting - 26 Aug 2024, 6:00 pm

Approved decisions made between meetings



Payment to WDC Requires Board Approval

Kia ora,

Payments over \$10,000 require Board approval.

Attached invoice 23224 from the Waitomo District Council for \$59,093.90

For the Year Ended 11 February 2024 (Clause 9.1 of the Property Sharing Agreement)

- Contribution for the Operational Costs
- Property Maintenance Grant
- Long Term Maintenance Grant

Please approve.

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

0 Opposed:

0 Abstained:

Decision Date: 10 May 2024

Outcome: Approved