

# CONFIRMED MINUTES

## TKHS BOARD OF TRUSTEES MEETING

At the **TKHS Board of Trustees Meeting** on **6 Dec 2021** these minutes were **confirmed with the following changes**:

*Insert covid vaccine guidelines for staff and re-send previous minutes to Board members.*

<b>Name:</b>	Te Kuiti High School
<b>Date:</b>	Monday, 1 November 2021
<b>Time:</b>	6:00 pm to 7:45 pm
<b>Location:</b>	Te Kuiti High School Boardroom, 21 Hospital Road, Te Kuiti 3910
<b>Board Members:</b>	Hilary Karaitiana (Chair), Gareth Williams, Jo Randle, Nikki Taylor, Rhys Brown, Teagan Houchen
<b>Attendees:</b>	Brent Ramsey, Tim Foy, Lee Taylor
<b>Apologies:</b>	Halima Shah

### 1. Opening Meeting

#### 1.1 Interests Register

#### 1.2 Confirm Minutes

**Te Kuiti High School Board of Trustees Meeting 21 Sep 2021**, the minutes were confirmed as presented.

**Board of Trustees Meeting 26 Jul 2021**, the minutes were confirmed as presented.



#### **Previous meeting minutes approved as tabled.**

Approved.

<b>Decision Date:</b>	1 Nov 2021
<b>Mover:</b>	Hilary Karaitiana
<b>Seconder:</b>	Jo Randle
<b>Outcome:</b>	Approved

### 2. Actions from Previous Meetings

#### 2.1 Action List

<b>Due Date</b>	<b>Action Title</b>	<b>Owner</b>
22 Sep 2021	Schedules and Documentation for Board Members <b>Status:</b> Completed on 6 Oct 2021	Jo Randle
26 Oct 2021	NZ Uniforms <b>Status:</b> In Progress	Paula Skelton
31 Oct 2021	TTS Server Payment <b>Status:</b> Completed on 8 Dec 2021	Hilary Karaitiana

Due Date	Action Title	Owner
1 Nov 2021	Confirm Meeting Minutes - July 2021 <b>Status:</b> Completed on 8 Dec 2021	Hilary Karaitiana

### 3. Management Reports

#### 3.1 Principal Report

##### Principal Update:

- Greeted seniors back to school this term (Years 11-13) - attendance has been fairly good. Over 50 students each week. Online learning for junior school is still continuing.
- Highlight - New Gymnasium. Really exciting for our school.
- Designing new curriculum and timetable for 2022.
- Sustaining an online blended learning. What we can do to engage learners. Google meet is not working at the moment. Keeping up with students and their whanau.
- Review, refine and update our school processes.
- Feedback from staff rep - all positive feedback about the changes from a variety of staff. It's very exciting.
- Tracking where students are at. Flexible timetable is that it is needs based. Where they need to spend more time in a particular area they've been able to do that.
- Achievement statistics by Year group are as follows:
  - Year 11 - 40% on track to pass. 30% maybe (need support to pass)
  - Year 12 - 66% on track to pass. 26% maybe (need support to pass)
  - Year 13 - 100% have level 2, 66% on track to pass, 28% maybe. 64% will get UE, 11% need support to pass.
  - H Karaitiana asked if that is off the 80%? Yes it is.

##### Any further questions?

- Tough start for Year 11 doing their level one NCEA. What is the plan if they don't achieve by end of November?
  - It would be great for them to get level 1 however it is not important as their level 2 credits can count towards level 1. More important to get them back to school and back on track for next year when they do level 2.
- Have all the licence credits been applied? T Karaitiana acknowledged that she has seen driver licence credits applied.
- Board acknowledged the great work to date. 11 days in for the new Principal and he is doing very well so far.

Vaccine guidelines for staff (Document linked). NZEI, NZSTA have got some really good information with Frequently Asked Questions which are really good. The Principal has made all this information available to staff so that they are well informed.

- What is the cut-off date? November 16th. They will be on discretionary leave without pay. If they decide to get a vaccine after that date they can then return to work. There is a notice date.
- Gareth needs EdPay access - L Taylor to ensure that G Williams has access.
- What is the feeling amongst staff? It's mixed. Majority are fully vaccinated however there are a few that aren't. The Principal is working through it with those staff members.
- Fixed term appointments for 2022 will be provided before the EOY process completion, 22 November 2021. The Principal will create the letters after the 16th November 2021.

- What are our percentages? 21% who haven't given information or are not vaccinated.
- Are Board members required to be vaccinated? - If there is a Student rep on your Board then the same process applies to Board members, same as for contractors that come on site. The Principal has recommended that the Board members go to NZSTA to find more detailed information.

### Property Update:

1. Ministry have agreed to let us split the roof project.
2. Board decision - are we re-roofing like for like or do we want to rationalise?
3. Music room is at the final stages.
4. Mould - they think it is not as bad as the mould readings are suggesting. They are going to do some tidy up under the floor and add a couple more vents. There was some water getting into A6 classroom. They will re-do the flashings to stop the water leak. (Boot flashings).
  - For health & safety reasons we need to make sure that the workplace is safe for our staff. The Board members agreed that we should re-test. H Karaitiana will arrange a new test.
5. Canteen and rationalising buildings. T Foy will have a discussion with the Principal about his concerns around the canteen, roofing and science block. 5YA and ventilation. Long term strategy discussions.

### Deputy Principal recruitment

In the current covid climate we decided to postpone the recruitment until next year. We haven't decided when it will be re-advertised yet.

### Senior Prizegiving 2021

How is this going to happen at Level 3? We are working on something at the moment. We are considering doing a presentation and providing the community with a link. We will let you know more soon.



#### Mould re-test

Book another mould test.

**Due Date:** 30 Nov 2021

**Owner:** Hilary Karaitiana



#### EdPay Access for G Williams

L Taylor will ensure that G Williams has completed the process for access to EdPay.

**Due Date:** 12 Nov 2021

**Owner:** Lee Taylor

## 3.2 Finance Report

T Foy is working with The School Office. Hoping to have a finance update for the Board as soon as possible.

## 3.3 Health & Safety Review

To be tabled at the next Board meeting.

## 4. Other Business

### 4.1 In-committee

## 5. Close Meeting

### 5.1 Close the meeting

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

### Approved decisions made between meetings



#### Approve signing of the Stadium Agreements

To approve Hilary to sign the Stadium project Property sharing agreement and Development Agreement on behalf of the board. Documents attached

**7 Supported:** Brent Ramsey , Hilary Karaitiana , Jo Randle , Nikki Taylor , Rhys Brown , Teagan Houchen ,  
Tim Foy - Phone call with Tim, laptop is in Te Kuiti and due to lockdown, cannot access

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 7 Oct 2021

**Outcome:** Approved

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

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