

# CONFIRMED MINUTES

## TKHS BOARD OF TRUSTEES MEETING



At the **TKHS Board of Trustees Meeting** on **24 Oct 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Kuiti High School
<b>Date:</b>	Monday, 18 September 2023
<b>Time:</b>	6:00 pm to 8:00 pm (NZST)
<b>Location:</b>	Te Kuiti High School Boardroom, 21 Hospital Road, Te Kuiti 3910
<b>Board Members:</b>	Gareth Williams, Hilary Karaitiana (Chair), Alton Matthews, Marama Shearer, Nikki Taylor, Blake Matthews, Jo Randle, Sarah McElroy
<b>Attendees:</b>	Lee Taylor

### 1. Opening Karakia & Welcome

#### 1.1 Confirm Minutes

**TKHS Board of Trustees Meeting 24 Jul 2023**, the minutes were confirmed as presented.

**TKHS Board of Trustees Meeting 30 Aug 2023**, the minutes were confirmed as presented.



#### Previous meeting minutes - July 2023

Motion:

<b>Decision Date:</b>	18 Sept 2023
<b>Mover:</b>	Nikki Taylor
<b>Seconder:</b>	Marama Shearer
<b>Outcome:</b>	Approved

#### 1.2 Interests Register

### 2. Decisions

#### 2.1 EOTC

The Principal confirmed that we are moving our EOTC process to an online form. It will be an electronic google form which will date stamp/timeframe



## Tourism Trip

The Board approves the Tourism Trip with the following conditions:

- Improving the RAMS form and,
- Parental consent - participants ability to swim is known & recorded

**Decision Date:** 18 Sept 2023  
**Mover:** Hilary Karaitiana  
**Seconder:** Nikki Taylor  
**Outcome:** Approved



## Te Reo Maori Trip to Mokau & Kawhia

The Board approve the Te Reo Māori trip to Mokau & Kawhia.

Please note: That each trip needs to be labeled properly to avoid confusion.

**Decision Date:** 18 Sept 2023  
**Mover:** Hilary Karaitiana  
**Seconder:** Alton Matthews  
**Outcome:** Approved

## 3. Board Annual Work Plan

### 3.1 SchoolDocs Policy Review - Term 3

## 4. Actions from Previous Meetings

### 4.1 Action List

Due Date	Action Title	Owner
29 May 2023	Year 13 Hoodies <b>Status:</b> On Hold	Marama Shearer
29 May 2023	Combined Policy Review Uniform <b>Status:</b> In Progress	Sarah McElroy
30 Aug 2023	Cleaning Checklist <b>Status:</b> Completed on 13 Oct 2023	Lee Taylor
30 Aug 2023	Finance Report Queries <b>Status:</b> Completed on 18 Sept 2023	Gareth Williams
18 Sept 2023	SchoolDocs Term3 Reviews - Next Meeting <b>Status:</b> Completed on 18 Sept 2023	Lee Taylor
18 Sept 2023	Finance Reports July 2023 - Next Meeting <b>Status:</b> Completed on 18 Sept 2023	Lee Taylor

## 5. Management Reports

### 5.1 Principal's Report

- Notes from the NCEA achievement data:
  - Numeracy will be a bigger concern than literacy. We've identified those students who require further support and we will work with them to help get them through. Our target is 90%.
  - Trades students - there are 30 credits in trades that do not register until the end of the year when WINTEC put them through.

- The students who have left school still affect our results.
- Staffing 2024
- Services Academy application - shortlisted to final three schools
- Professional Learning funding - Board Governance, culturally responsive practice - Hautu Tool (NZSTA)
- Principal's Leave is now included in the monthly reports
- Prizegiving invites reminder

## 5.2 Finance



### Finances July & August 2023

Follow-up: McAfee 23 July

**Decision Date:** 18 Sept 2023  
**Mover:** Hilary Karaitiana  
**Seconder:** Marama Shearer  
**Outcome:** Approved



### TSO June/July & August 2023 Reports

L Taylor & D Hill will be meeting post BOT meeting to complete the journaling of the following budgets:

- Staff Development
- EOTC
- School Donation Scheme Funding
- Repairs & Maintenance
- Vandalism

The Board has accepted the finance report, payment schedules and credit card statements for June-July & August 2023 as tabled.

**Decision Date:** 18 Sept 2023  
**Mover:** Hilary Karaitiana  
**Seconder:** Jo Randle  
**Outcome:** Approved

## 5.3 End of Year Reports



### EOY Reports 2023

The Principal will include the EOY reports in his reporting to the Board - four times per year.

Assurance that the programme is being managed - risk, planning & monitoring, budget and numbers participating.

Also includes:

- Alternative Education
- Attendance Service

**Due Date:** 16 Oct 2023  
**Owner:** Gareth Williams

## 6. Other Business

### 6.1 Property Update

- Insurance for the hall flooring has come through. Decisions need to be made regarding what gets replaced etc.
- Water leaks - a leak was discovered in the atrium lift
- Pavilion outside lights have been fixed
- C Block outside lights need repairs
- Music room cladding - old asbestos panels need to be removed by specialists
- Drainage on the rugby field
- We have received confirmation that the fenced land block is out of the disposal process
- L Taylor - provide a clearer description of the areas that need painting
- Old gym - in the disposal process. The destruction is being managed by the Ministry

### 6.2 In-committee Meeting

## 7. Close Meeting

### 7.1 Close the meeting

**Next meeting:** TKHS Board of Trustees Meeting - 24 Oct 2023, 6:00 pm

Signature: *H Karaitiana*

Date: 24-OCT-2023