

# CONFIRMED MINUTES

## BOARD OF TRUSTEES MEETING

At the **Board of Trustees Meeting** on **29 Mar 2021** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Kuiti High School
<b>Date:</b>	Thursday, 11 February 2021
<b>Time:</b>	7:00 pm to 9:00 pm
<b>Location:</b>	Staffroom - A Block, Te Kuiti High School, 21 Hospital Road, Te Kuiti
<b>Board Members:</b>	Hilary Karaitiana (Chair), Brent Ramsey, Jo Randle, Nikki Taylor, Rhys Brown, Teagan Houchen
<b>Attendees:</b>	Lee Taylor
<b>Apologies:</b>	Thomas Tumai, Elizabeth Fetalaiga

### 1. Opening Meeting

#### 1.1 Election of New Board Chair



##### Hilary Karaitiana re-elected Board Chairperson

L Taylor (Secretary) called for nominations for Board of Trustees Chairperson 2021. All trustees in favour for H Karaitiana to be re-elected to the position of Board Chairperson for 2021.

<b>Decision Date:</b>	11 Feb 2021
<b>Mover:</b>	Brent Ramsey
<b>Seconder:</b>	Jo Randle
<b>Outcome:</b>	Approved

#### 1.2 Student Representative

The Board have authorised J Lincoln as the Returning Officer.

H Karaitiana would like all students who have expressed interest in the role, need to be briefed on what to expect and understand the role of the Student Rep. T Houchen will action this.



##### Election of Returning Officer - Student Representative

J Lincoln has been approved by the Board as the returning officer for the Student Representative Elections 2021.

<b>Decision Date:</b>	11 Feb 2021
<b>Mover:</b>	Hilary Karaitiana
<b>Seconder:</b>	Jo Randle
<b>Outcome:</b>	Approved



### **Role of Student Representative to the Board of Trustees explained to all candidates.**

T Houchen will explain the role and duties of a student representative of the Board of Trustees to all candidates.

**Due Date:** 22 Mar 2021

**Owner:** Teagan Houchen

## **1.3 Confirm Minutes**

**TKHS Board Of Trustees Meeting 30 Nov 2020**, the minutes were confirmed as presented.

## **1.4 Interests Register**

2. Management Reports

3. Workplan Items

### **3.1 2021 Board Work Plan**

### **3.2 Finance - Budget 2021 - Draft**

### **3.3 Draft Annual Plan**



#### **Tabled for a future Board meeting**

Decision of the Board to table this discussion for a future Board meeting.

**Decision Date:** 11 Feb 2021

**Mover:** Hilary Karaitiana

**Seconder:** Jo Randle

**Outcome:** Not Approved

Karen Crowe (MOE) has confirmed that an extension is ok.

## **4. Other Business**

### **4.1 2021 Staffing Update - G Londt**

G Londt - supplied a document showing the staffing needs vs MOE staffing entitlement.

- 41 leaving school to do trades courses - no longer our students. They only get 80% funding. So we lose 20% funding of each student.
- Our staffing entitlement 24.6 (based on 1 July roll of 242).
- We currently have 25.5 teachers employed.
- Roll as at 11 February 2021, is 289 would give us a funding of 26.01 teachers (1 March).
- STP funding comes back to the school in cash. It is included in our operation funding and in our budget.
- Ministry calculator and put all your staffing in - we currently have 24.1 allowance, with 25.5 staff employed.

Ideas:

- After consulting with K Crowe from MOE - hold off appointing DPs until we appoint a Principal so that the Principal has input in the
- Explained the need to hire a full time English teacher to cover four classes.
- M Briasco - has resigned. She currently holds the SENCO position. This full time position.
- Gateway position - if we employ a teacher in this role. They could possibly pick up some art classes.
- J Sneddon - Student wellbeing liaison / another person in the mix to re-shuffle.
- Kahui Ako - Within Schools Coordinator. One position has been filled. One still to be filled.
- School is in a crisis zone - why have the Board not been visible or meeting to support the school.

The Board thanks G Londt for stepping up into the role. The Board will be in touch with G Londt and R Price very soon to move forward.

## 4.2 Student Progress and Achievement

G Londt - NCEA Results:

- When we look at the historical figures, this year we have increased achieved. Best results since 2017. It's very encouraging.
- Top English class did all their standards, rates of achievement were huge. Response to lockdown has affected groups of students in many different ways.
- Last year \*(2020), was the best year I personally had at teaching due to the processes set in place at school for behaviour, attendance and the way the Manukura worked was amazing and things were working well. I attribute that to part of the success. It was really cool.
- Attendance - attributed to a big part of the success.
- Is anyone picking that up in H Ikahihifo's absence. Everyone has picked it up. Last year set the standard. The processes set up are sustainable. All working towards the common goal.
- Do they give literacy & numeracy results? Yes they do. We can sort the results from the raw data. There was a lot of work done by P Knight (Manukura Akonga - senior achievement).



### Acknowledgement to the staff for the 2020 NCEA results

Arrange an acknowledgement to the staff.

**Due Date:** 26 Feb 2021  
**Owner:** Hilary Karaitiana

## 4.3 Lunches In Schools

H Karaitiana has met with S Johnson regarding Lunches in Schools programme. There is a lot of work she needs to do in order to be an approved provider. How can the Board support her? H Karaitiana will keep the Board updated with her progress.

## 4.4 Interim Roles

## 4.5 Deputy Principal Update

## 4.6 EOTC - Year 9 Camp 2021



### EOTC Year 9 Camp - Approved.

Board have decided that it be fully funded from the donations scheme funding (EOTC) and reduce the cost to students.

**Decision Date:** 11 Feb 2021  
**Mover:** Jo Randle  
**Seconder:** Teagan Houchen  
**Outcome:** Approved

Email needs to go out to staff along with the criteria for EOTC.

## 4.7 Game On Charitable Trust Update

H Karaitiana attended the latest Game On Charitable Trust meeting. The Board need to pass a motion to sell two lots of flats on the table tonight. P Hannam from the Ministry of Education has confirmed that we can use it on the gym.

Sport NZ have contracted a independent review of the plan. Minister of Sport is waiting for this review to be done.

A Board member needs to represent the school on the GOCT. We will discuss this at a later date.

H Karaitiana - spoke with realtor M Tapu from Property Brokers who confirmed that considering the market, the flats would be the best properties to sell.



### To sell two sets of flats on Eketone Street, Te Kuiti.

All Board members are in favour of selling the two flats.

**Decision Date:** 11 Feb 2021  
**Mover:** Hilary Karaitiana  
**Seconder:** Brent Ramsey  
**Outcome:** Approved

## 5. Actions from Previous Meetings

### 5.1 Action Item List

Due Date	Action Title	Owner
20 Sep 2020	Board Access <b>Status:</b> Completed on 29 Mar 2021	Thomas Tumai
16 Oct 2020	Review Policies <b>Status:</b> Completed on 16 Mar 2021	Lee Taylor
30 Oct 2020	Follow up actions for Principal <b>Status:</b> Completed on 30 Nov 2020	Thomas Tumai
30 Oct 2020	Website Update - Annual Report 2019 <b>Status:</b> Completed on 30 Nov 2020	Thomas Tumai
4 Dec 2020	Exit Interview Questionnaire <b>Status:</b> Completed on 4 Dec 2020	Lee Taylor
4 Dec 2020	Careers, Tourism & classroom teacher position <b>Status:</b> Completed on 10 Dec 2020	Thomas Tumai
4 Dec 2020	Discussion with S Johnson <b>Status:</b> Completed on 4 Dec 2020	Thomas Tumai
4 Dec 2020	New World iShop App <b>Status:</b> Completed on 4 Dec 2020	Lee Taylor

<b>Due Date</b>	<b>Action Title</b>	<b>Owner</b>
10 Dec 2020	Interviews for Exiting Staff <b>Status:</b> Completed on 16 Mar 2021	Thomas Tumai
10 Dec 2020	Physical Restraint Training <b>Status:</b> Completed on 16 Dec 2020	Thomas Tumai
14 Dec 2020	Budget 2021 <b>Status:</b> Completed on 10 Dec 2020	Thomas Tumai
14 Dec 2020	Amendment to the correspondence table <b>Status:</b> Completed on 14 Dec 2020	Lee Taylor
25 Dec 2020	Police Vetting <b>Status:</b> In Progress	Lee Taylor
25 Dec 2020	Further reporting updates required <b>Status:</b> Completed on 16 Dec 2020	Thomas Tumai
25 Dec 2020	Chromebook / Devices <b>Status:</b> In Progress	Hilary Karaitiana
5 Feb 2021	Units & Allwances Table <b>Status:</b> Completed on 10 Dec 2020	Thomas Tumai

## 6. In-Committee

### 6.1 In-Committee

## 7. Close Meeting

### 7.1 Close the meeting

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

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

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