

MINUTES (in Review)

TKHS BOARD OF TRUSTEES MEETING



Name:	Te Kuiti High School
Date:	Monday, 1 July 2024
Time:	6:00 pm to 8:00 pm (NZST)
Location:	Te Kuiti High School Boardroom, 21 Hospital Road, Te Kuiti 3910
Board Members:	Hilary Karaitiana (Chair), Gareth Williams, Marama Shearer, Nikki Taylor, Sarah McElroy
Attendees:	Lee Taylor
Apologies:	Avi Mudaliar

1. Opening Meeting

1.1 Confirm Minutes

TKHS Board of Trustees Meeting 29 Apr 2024, the minutes were confirmed as presented.

1.2 Interests Register

2. Major Decisions and Discussions

2.1 School Uniforms

Uniform

- S McElroy to put new uniforms out to board members for approval
- Look at number of sport teams that we have and what uniforms are needed.
- Do current stocktake
- Work out system if teams need two uniforms - share between codes

2.2 Sports 2025

- Clear expectations are required for:
 - Coaching and team management
 - Sports/Team Uniforms
 - Expenses, fundraising & sponsorship for tournaments & trips
- Strengthen school systems
- All parents/caregivers must be sent invoices for sports fees

- School expectations to play sport
- Planning for 2025: Hold meeting at the Sports Pavillion for coaches etc. Have representatives for each Code. At beginning of year and then at the end of year, what do you need, what needs improving etc
- Make spreadsheet of who is in charge of what for each sport
- Stocktake of sport uniform
- Van drivers and expectations

2.3 Property

Water Leak

- Between Tech Block and Caretaker's Shed
- McIndoe's has broken a pipe when concreting
- Discussion about NPG fixing pipe \$1400
- Have spent \$15,000 on water bills
- Check with insurance to pay for damages etc
- Ministry doing it like a P1?
- Gareth to check with insurance

10 Year Property Plan List

- Lee to provide an updated list
- What's happening these holidays?
- Wooden bollards perimeter of field along gym driveway

Cleaning of Gym with Belgravia

- Gareth to have meeting with management on Wednesday 03.07.24
- Complaints should go to the Council as the employers
- Equipment maintenance

3. Board Annual Work Plan

3.1 School Policies (SchoolDocs)

Policy Reviews

- Everyone to review policies for review before next meeting
- Safety for parents to attend trips. Have list of potential parents before trips.

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner(s)
29 May 2023	Year 13 Hoodies Status: Completed on 23 Sept 2024	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

Principals Report

- Current Year 9 group is lowest that we've had in many years
- Spread of students is quite compact rather than a range of poor to high quality
- Concerns about Literacy and Numeracy. Need interventions put in place for this
- \$2500 for teacher aide support this year
- Erica Stanford responsive
- Emma Nahna involvement with literacy and MOE

Strategic 1 Goal

- Maori Tourism course positive for Level 2 & 3 for Level 3 credits
- RMC Walter and Gareth attended. TKHS Prospectus shared.
- Suggestion to invite kaumatua, BOT and visitors in to events like Matariki

Staffing Appointments

- Work visa renewal approved for staff member

IT Update

- Happening during holidays N4L

Stand downs and Suspensions

- Only report on the current stand downs for the month
- Give numbers for the year
- If same student, make it known that it is one person

Alternative Education is now off site

- Based at 38 Ngarongo Street, Te Kuiti.

Teacher Only Day

- November

Update Enrolment Info

- Relook at what nationality students are being enrolled as. Update hapu information. Manukura to look at this

5.2 Finance Report

Finance Report

- April, May, June
- All accepted
- L Taylor to put in amount for credit card and batch statements
- Credit cards for April, May, June accepted (Moved S McElroy / seconded G Williams)



Finances Approved

April, May & June 2024 Creditor Payment Summaries

Motion: That the April 2024 Creditors schedule totalling \$80,325.95 be accepted as tabled. That the May 2024 Creditors schedule totalling \$159,729.22 be accepted as tabled. That the June 2024 Creditors schedule totalling \$74,179.32 be accepted as tabled.

April, May & June 2024 Credit Card Statements

Motion: That the April 2024 credit card statements totalling \$2,736.41 be accepted as tabled. That the May 2024 credit card statements totalling \$2,135.74 be accepted as tabled. That the June 2024 credit card statements totalling \$2,032.29 be accepted as tabled.

April, May & June 2024 Board Finance Report

Resolution: The board approves the Apr/May/June 2024 Finance Report, Credit Card Statements and Creditor Payment Summaries as tabled.

Decision Date: 1 Jul 2024
Mover: Sarah McElroy
Seconder: Gareth Williams
Outcome: Approved

6. Close Meeting

6.1 Close the meeting

Next meeting: TKHS Board of Trustees Meeting - 5 Aug 2024, 6:00 pm

Signature: _____

Date: _____