

CONFIRMED MINUTES

TKHS BOARD OF TRUSTEES MEETING



At the **TKHS Board of Trustees Meeting** on **23 Sept 2024** these minutes were **confirmed as presented**.

Name:	Te Kuiti High School
Date:	Monday, 26 August 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, Nikki Taylor, Sarah McElroy
Attendees:	Lee Taylor
Apologies:	Avi Mudaliar, Marama Shearer
Guests/Notes:	Ryan Maarhuis

1. Opening Meeting

1.1 Confirm Minutes

TKHS Board of Trustees Meeting 5 Aug 2024, the minutes were confirmed as presented.

The Presiding Member would like to welcome Ryan Maarhuis to his first Board of Trustees meeting as a selected board representative.



Meeting Minutes Confirmed

Resolution: That the meeting minutes of 5 August 2024 are confirmed as a true and correct record.

Decision Date:	26 Aug 2024
Mover:	Sarah McElroy
Seconder:	Nikki Taylor
Outcome:	Approved

1.2 Interests Register

2. Major Decisions and Discussions

2.1 EOTC Applications



EOTC Applications

The following information to be provided to the board before a final decision is made:

Ki-o-rahi Application:

1. Full budget as above
2. Emergency contacts to be updated.
3. No swimming at the beach/rivers.
4. Confirmed that the venue is safe.
5. Review form to be submitted at the end of the trip.

Basketball Application:

1. Volunteer applications were issued. Police Vetting - two forms were received however they are not staying with the staff & students. They have separate accommodation. The coaches are vetted.
2. No swimming at the beach/rivers.
3. Confirmed that the venue is safe.
4. Review form to be submitted at the end of the trip.

Due Date: 6 Sept 2024
Owner: Gareth Williams



Updates to the EOTC application form & process

1. Full budget to be included with the following information:
 - o Sponsorship amounts - has the funding been received by the school?
 - o What expenses does the funding cover?
 - o Sponsorship forms - How do we know which individuals have received funds and paid it to the school?
2. School process/guide for fundraising to be included in all EOTC applications
3. Checksheet for EOTC Coordinator - has the application been checked & approved by the coordinator and is ready for the Board to review?
4. Final report of funding received and spent at the end of each trip.

Decision Date: 26 Aug 2024
Mover: Nikki Taylor
Seconder: Sarah McElroy
Outcome: Approved

2.2 Board's Student Representative - Elections



Returning Officer for Student Elections

Resolution: The Board has appointed Jo Lincoln as the Returning Officer for the Student Elections in September 2024.

The returning officer's fee \$698.11.

Decision Date: 26 Aug 2024
Mover: Hilary Karaitiana
Seconder: Nikki Taylor

Outcome: Approved



Letter of Appointment

Send the returning officer's letter of appointment to J Lincoln.

Due Date: 6 Sept 2024

Owner: Lee Taylor

3. Board Annual Work Plan

3.1 August 2024

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner
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
6 Aug 2024	Hillary Outdoors - Flying Minute Status: Completed on 5 Sept 2024	Gareth Williams
16 Aug 2024	Invite The School Office Status: Completed on 26 Aug 2024	Lee Taylor

5. Management Reports

5.1 Principal's Report

Comments:

- New Literacy & Numeracy Tests "Common Assessment Activity" (CAA) Results
 - Teachers are supporting students by coaching them on how to take the test, providing new resources to assist their learning and utilising eStudee practice test exams for students. These are some of the things we are doing in order to get better outcomes.
 - The test can only be taken in May & September (May results come out in August and those that are unsuccessful can re-sit the exam again in September).
 - There are some technical issues with the test.
 - Students are struggling with this test and the results Nationally have not been good.
- Strat 3 Goal
 - Solo taxonomy framework - working on this with teachers
 - Professional Growth Cycles
- N4L - Principal has met with them and they will replace our cables, hardware tech, cyber security etc. Design phase is complete. Awaiting technician's visit to carry out the upgrade.
- Two Y13 students returning to school.
- Attendance - tracking up overall. Y12 is the only group tracking slightly down.

- Request to include the previous month's attendance data in the report for comparison
- Absences - notification issues.
- Professional Growth Fund for Teaching Staff - some further planning is required.
- International Student Exchange opportunities.
- Letter to the Board from Waiwhakaiho Cultural and Academic Trip to Hawaii 2025 tabled at the meeting
- Heads of Department presentations to the Board - Monday 9th September 2024 at 6:00pm



Principal's Report August 2024

Resolution: The Principal's Report for August 2024 be accepted as tabled.

Decision Date: 26 Aug 2024
Mover: Hilary Karaitiana
Seconder: Nikki Taylor
Outcome: Approved



Reminder to the BOT

Send a reminder to the Board of Trustees - Heads of Department presentations to the Board - Monday 9th September 2024 at 6:00pm

Due Date: 30 Aug 2024
Owner: Lee Taylor



Term Deposit

Motion: The Board agrees to commit \$400,000.00 towards the Science Block upgrade. The Board will break the Term Deposits as follows:

1. Term Deposit 1 - \$200,000.00
2. Term Deposit 2 - \$200,000.00

All in favour? Yes, all in favour.

Decision Date: 26 Aug 2024
Mover: Nikki Taylor
Seconder: Sarah McElroy
Outcome: Approved

5.2 Professional Development Report

The Board would like to acknowledge and congratulate Marama Shearer on her nomination as a finalist for the New Zealand Landscape Open Professional Photographer of the Year.

5.3 Finance Report



Science Upgrade Expenses

Please ensure that expenses related to the science block upgrade are coded to the 10YPP budget.

Due Date: 27 Sept 2024
Owner: Lee Taylor



Payment Batches approved

July & August 2024 Creditor Payment Summaries

Resolutions:

- a. That the 27 July 2024 Creditors schedule totalling \$23,245.61 be accepted as tabled.
- b. That the August 2024 Creditors schedule totalling \$36,939.62 be accepted as tabled.

Decision Date: 26 Aug 2024
Mover: Nikki Taylor
Seconder: Gareth Williams
Outcome: Approved

6. General Business

6.1 School Uniforms Update

P Turner-Hughes has received feedback from NZ Uniforms. The School's sales rep will send a proposal of the new uniform that was selected from our earlier site visit. This proposal will be tabled at the next meeting for the board to review.

6.2 In-committee

7. Close Meeting

7.1 Close the meeting

Next meeting: TKHS Board of Trustees Meeting - 23 Sept 2024, 6:00 pm

Approved decisions made between meetings



New Flying Minute

Please vote on agreeing to the EOTC for Hillary Outdoors. Documents attached below

6 Supported: Avi Mudaliar , Gareth Williams , Hilary Karaitiana , Marama Shearer , Nikki Taylor , Sarah McElroy

0 Opposed:

0 Abstained:

Decision Date: 7 Aug 2024
Outcome: Approved



Football tournament week

Are you happy to approve the Football EOTC for winter tournament week.costs covered by fundraising.

6 Supported: Avi Mudaliar , Gareth Williams , Marama Shearer , Nikki Taylor , Sarah McElroy , Hilary Karaitiana - Thank you, approved now

0 Opposed:

0 Abstained:

Decision Date: 19 Aug 2024

Outcome: Approved

Gareth Williams
21 Nov 2024

Hilary Karaitiana
22 Oct 2024