

# CONFIRMED MINUTES

## BOARD MEETING

At the **Board Meeting** on **25 Jul 2022** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Kuiti High School
<b>Date:</b>	Monday, 23 May 2022
<b>Time:</b>	6:00 pm to 8:00 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, Ayva-Maree Finn-Taylor
<b>Attendees:</b>	Lee Taylor

### 1. Open Meeting & Karakia

#### 1.1 Confirm Minutes

**Board Meeting 26 Apr 2022**, the minutes were confirmed with the following changes:

3.1 - include "please"

3.2 - amend spelling of "across"

**Board Finance Committee Meeting 1 Mar 2021**, the minutes were confirmed as presented.



#### Previous Meeting Minutes Approved

The board approve the previous meeting minutes with the following amendments:

- 3.1 - Include "Please"
- 3.2 - Include "Across"

<b>Decision Date:</b>	23 May 2022
<b>Mover:</b>	Rhys Brown
<b>Seconder:</b>	Jo Randle
<b>Outcome:</b>	Approved



#### BoT Finance Committee Meeting Minutes

The board has approved the finance committee meeting minutes held on 1 March 2021 as tabled.

<b>Decision Date:</b>	23 May 2022
<b>Mover:</b>	Jo Randle
<b>Seconder:</b>	Lee Taylor

**Outcome:** Approved

## 1.2 Interests Register

## 2. Major Decisions and Discussions

### 2.1 Security Cameras - School Vans/Carpark

Query raised - are TTS required to assist with the installation of the CCTV security system and if so, will they also need to provide a quote for the work they need to do to install this system?

In regards to TTS, H Karaitiana has requested a copy of the contract from TTS as the school does not have an up-to-date copy on file. TTS have offered to meet with the Principal however this has not happened yet. The previous acting Principal had explored another company.

From the two CCTV installation quotes, which quote does the Principal prefer? OnGuard's quote.



#### Quote from OnGuard

The quote from OnGuard is the preferred quote voted by the board on 23 May 2022.

**Decision Date:** 23 May 2022  
**Mover:** Jo Randle  
**Seconder:** Rhys Brown  
**Outcome:** Approved



#### R Tuck to check the Security Quotes

The board has recommended that R Tuck check both security quotes. If TTS is required to do anything, it comes back to the Board with a full quote.

**Due Date:** 20 Jun 2022  
**Owner:** Gareth Williams

## 2.2 Staff Board Representative & Succession Planning



#### NZSTA Advice

H Karaitiana will seek further advice from NZSTA regarding a staff representative fill in while T Karaitiana is on maternity/parental leave.

**Due Date:** 20 Jun 2022  
**Owner:** Hilary Karaitiana

## 2.3 EOTC - Ki-o-rahi Nationals Competition



#### EOTC Application for Ki-o-rahi Nationals

The Board have approved the EOTC Application for Ki-o-rahi Nationals Trip as tabled.

The Deputy Principal, S Stewart, has asked that the Sport Coordinator create a budget plan with costings for food, travel and entertainment.

**Decision Date:** 23 May 2022  
**Mover:** Hilary Karaitiana

**Seconded:** Jo Randle  
**Outcome:** Approved

## 2.4 Sports Sponsorship



### R Waddell's Organisation - Offer for Sport Sponsorship

The Board have accepted the offer as follows:

- Come up with a plan as to how are we going to spend it?
  - Subsidise part of the Netball South Island Trip.
  - Reporting - The Board would like to know what needs upgrading or replacing? Would like to see that the money is spent across lots of different sports not just the regular sports.

**Decision Date:** 23 May 2022  
**Mover:** Gareth Williams  
**Seconded:** Nikki Taylor  
**Outcome:** Approved

Ask for info from G Williams

## 3. Board Annual Work Plan

### 3.1 2022 Policy Review - SchoolDocs

The Principal has received lots of feedback via SchoolDocs from the board/staff members reviewing the policies. At the next meeting we will review the changes.



#### Student Rep - Intro to SchoolDocs

H Karaitiana will meet with the Student Rep for training in using SchoolDocs.

**Due Date:** 20 Jun 2022  
**Owner:** Hilary Karaitiana



#### Board Code of Conduct

L Taylor to supply a copy of the Board Code of Conduct and add it to the Board Governance Documents for revision at the next meeting.

**Due Date:** 20 Jun 2022  
**Owner:** Lee Taylor

### 3.2 HOD Reports

Social Sciences HOD Report - Chris Hill:

- Results for Jnr & Snr students 2021
  - What learning is offered, NCEA standards & credits
  - How many students started, finished and their achievement results
- Breakdown and comparison of curriculum levels
- 2021 Highlights:
  - Now settled with a full SLT and a dynamic curriculum going forward

- Social Science results have been pleasing given the circumstances
- Three year one provisionally registered teachers, two are still with us. We also had one resignation and one fixed term contract ended.
- Two level one pilot programs in Social Sciences. They are History & Social Studies pilots. Only 5 kura are piloting the new standards in Social Studies level one and History level one.
- Next steps
  - Literacy push & "Write That Essay"
  - Field Trips up & running
  - We hope for a stable three terms for the rest of 2022 to reinforce learning after the disruptions of the past two years & in term one.
- Thoughts from all HOD - reporting to the Board in a more timely fashion. Would like to be reporting on the previous year in March.
- Aotearoa Histories Curriculum will be introduced in 2023.

#### Feedback from the BoT:

- Can we have this reported in a way that is more consistent e.g. achievement data, what are the credit standards, statistics for comparison - how many students, how did they do. Needs to be more clear. Also, needs to include a summary of what the board need to understand as to why students aren't achieving. E.g attendance. The board needs to know so that they can provide better support and it's important to know what the next steps are.
  - HOD agreed to summarise the achievement of all the students. Also need to see clearly who isn't achieving and, what are or might be, contributing factors. "Drill down" further.
  - HOD would like the board to understand how attendance was recorded during covid when students were learning from home online and how it has affected the attendance stats.
  - The board would also like to know how the programs that have been purchased to assist with learning are going? Is it working? If not, why. Are some students going online to learn? How many?
  - HOD explained that in 2020, we initially had 50% engagement during the March-April covid lockdown. Every lockdown after that, there was less and less by-in. Hugely problematic. The learning, ongoing consequences for our students. It's super important to keep the school open as long as we can. When they are on-site there is much more engagement. There's competitive elements that are design features of education perfect. As for online learning, our students are not buying-in. Being home has been counted as attending but that doesn't mean they are engaged in learning.
  - HOD to focus on what are your next steps with an explanation so that the board get a better understanding and we are assured that something is being done. How are we going and what are we doing next?
  - The board will have further discussions as to how HOD reporting is done going forward.
- Tourism query from the board - How many students took it? and why was it not within the timetable? It would be interesting to know how many were affected and what the results were.
  - It was a timetabling issue. At a senior level, because a lot is offered, there are a lot of teachers who teach out of line.
- Te Reo Maori query from the board - are there results in the new report? Yes

- How many passed? What is the pass rate? C Hill will work on this information for the Board.
- Discussion regarding standards, internals, externals and the upcoming changes.
- Attendance hasn't been good in the past two years. We haven't been able to make home visits in order to keep families and ourselves covid safe. There has been no engagement with some students for a long time. Some of this stuff is holistic pastoral care. We do have a small cohort who are recidivist students. Behaviour change is difficult. Not much change and we're seriously looking at pathways to improve this.

The Board thank you for coming tonight. We'll have a discussion about the reports and review what detail we require. We really enjoy these opportunities to have these discussions with staff. We want the data to help us distinguish who is where and what we as a board need to do to help you. Tell the story so we understand the picture.

## 4. Actions from Previous Meetings

### 4.1 Action List

Due Date	Action Title	Owner
26 Oct 2021	NZ Uniforms <b>Status:</b> In Progress	Paula Skelton
31 Dec 2021	Classroom Furniture Quotes <b>Status:</b> Completed on 16 May 2022	Gareth Williams
12 Apr 2022	Staff Files <b>Status:</b> In Progress	Gareth Williams
20 May 2022	Policy Feedback <b>Status:</b> Completed on 20 May 2022	Lee Taylor
22 May 2022	Policy - Term One Actions for Follow-up <b>Status:</b> Completed on 22 May 2022	Gareth Williams
23 May 2022	Hillary Outdoors Funding Application <b>Status:</b> Not Started	Gareth Williams
23 May 2022	Finance Report & Credit Card Statements <b>Status:</b> Not Started	Gareth Williams
23 May 2022	Monthly Credit Card Statement Approval <b>Status:</b> Completed on 22 May 2022	Jo Randle

## 5. Management Reports

### 5.1 Principal's Report

Feedback from the Board:

1. Covid 19 additional funding
2. Wellbeing Fund - New Principals. This is additional to what was budgeted.
3. Classroom inspection - old furniture and desktop computers that need to be disposed. The Board are happy to:
  - Gift what we can to Fiji
  - Ensure the PCs are cleared of all school files
  - Try and sell what we can
  - Whatever is leftover to be given away
4. Devices - we have received funding for digital technology.

5. Some classrooms need upgrading. We need to plan what to do with that.
6. The Art Society - Kiln. The Principal will update the agreement.
7. School Ball - what is happening? There are two proposed dates and the head students are putting together a ball committee. They will then make the necessary decisions. No confirmed dates yet.



### **Student Rep BoardPro Training**

A Taylor-Finn - unable to upload the report. L Taylor will show her how to use BoardPro.

**Due Date:** 20 Jun 2022  
**Owner:** Lee Taylor



### **Principal's Report**

The board approved the Principal's report for April/May as tabled.

**Decision Date:** 23 May 2022  
**Mover:** Hilary Karaitiana  
**Seconder:** Rhys Brown  
**Outcome:** Approved

## **5.2 Finance Report**

- We are ahead of our budget which is very good. We are tracking along very nice.
- Uniform/Stationery still needs to be journaled.
- Property - G Williams is meeting N Ross and H Whitewood about Property. Will know a bit more after that meeting. Looking at 10YPP planning & 5YA projects.
- The School Office - could we please have two replacement reports to reflect the correct uniform & stationery expenditure before we accept them. The Board all agree with this request.



### **The following reports have been approved as tabled. Creditor Batc...**

The following reports have been approved as tabled.

- Creditor Batch 6-MAY-2022 of \$6,986.27
- Creditor Batch 16-MAY-2022 of \$260.00
- Credit Card Statements - April 2022

**Decision Date:** 23 May 2022  
**Mover:** Jo Randle  
**Seconder:** Rhys Brown  
**Outcome:** Approved

## **6. In-committee**

### **6.1 New Agenda Item**

Moved in-committee at 7:58pm by H Karaitiana and N Taylor.

Moved out-of-committee at 7:43pm by H Karaitiana and N Taylor.

7. Correspondence

7.1 Correspondence In

8. Close Meeting

8.1 Close the meeting

**Next meeting:** Board Meeting - 20 Jun 2022, 6:00 pm

Signature: *H Karaitiana*

Date: 20/06/2022