

CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING

At the **Te Kuiti High School Board of Trustees Meeting** on **3 May 2021** these minutes were confirmed as presented.

Name:	Te Kuiti High School
Date:	Monday, 29 March 2021
Time:	6:00 pm to 8:38 pm
Location:	Te Kuiti High School Boardroom, 21 Hospital Road, Te Kuiti 3910
Board Members:	Hilary Karaitiana (Chair), Brent Ramsey, Jo Randle, Nikki Taylor, Rhys Brown, Teagan Houchen, Tim Foy, Halima Shah
Attendees:	Lee Taylor

1. Opening Meeting

1.1 Confirm Minutes

Board of Trustees Meeting 11 Feb 2021, the minutes were confirmed as presented.



Approved minutes

Approved

Decision Date: 29 Mar 2021
Mover: Teagan Houchen
Secunder: Rhys Brown
Outcome: Approved

1.2 Interests Register

2. Major Decisions and Discussions

2.1 First item for decision...



Schedule of Delegations - to be adopted by TKHS Board of Trustees

Schedule of Delegations will be reviewed and then tabled again at the next Board meeting.

Decision Date: 29 Mar 2021
Mover: Hilary Karaitiana
Secunder: Jo Randle
Outcome: Not Approved

2.2 Vote



Repair the current mower

Repair the current mower and review the roles & job descriptions.

Decision Date: 29 Mar 2021
Mover: Hilary Karaitiana
Seconder: Jo Randle
Outcome: Approved



Vote

Motion for the Board to approve the process of purchasing a new ride-on mower. Process to be discussed at meeting and then voted.

Further information will be provided at the meeting - could not scan the entire booklets into BoardPro

8 Supported
0 Opposed
0 Abstained

Decision Date: 29 Mar 2021
Outcome: Approved

3. Board Annual Work Plan

3.1 Student Progress and Achievement

Junior data - no analysis yet as it was only received today 29 March. The Principal will distribute this data to the Board.



Junior Data - Analysis to be sent to Board

Send out information to Board by end of term.

Due Date: 16 Apr 2021
Owner: Tim Foy

3.2 Human Resources

Staffing discussed in-committee.

3.3 Budget



December 2020 Financial Report

It is the decision of the Board to approve the December 2020 Financial Report as tabled. All in favour.

Decision Date: 29 Mar 2021
Mover: Hilary Karaitiana
Seconder: Brent Ramsey
Outcome: Approved

3.4 Board Process Requirements

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner
20 Sep 2020	Board Access Status: Completed on 29 Mar 2021	Thomas Tumai
16 Oct 2020	Review Policies Status: Completed on 16 Mar 2021	Lee Taylor
10 Dec 2020	Interviews for Exiting Staff Status: Completed on 16 Mar 2021	Thomas Tumai
25 Dec 2020	Police Vetting Status: Completed on 31 Mar 2021	Lee Taylor
25 Dec 2020	Chromebook / Devices Status: In Progress	Hilary Karaitiana
26 Feb 2021	Acknowledgement to the staff for the 2020 NCEA results Status: Completed on 18 Feb 2021	Hilary Karaitiana
22 Mar 2021	Role of Student Representative to the Board of Trustees explained to Teagan Houchen all candidates. Status: Completed on 16 Mar 2021	

5. Management Reports

5.1 Principal's Report

Achievement Data:

- What did we do differently to improve Maori achievement in 2020?
- More evidence needs to be gathered.

EOTC:

- The Principal is currently reviewing the EOTC process and SchoolDocs policy.
- The Board chair will meet with the Principal to approve the Ki-o-rahi Nationals Trip in April.
- Re-communicate the process and timeframes to staff.
- All EOTC paperwork to be submitted to the Board.

Permission for TOD - Friday, 4 June 2021

- Start process for localised curriculum.



TTS Server Quote

The Board have asked that:

TTS - go back to them and ask for an itemised list of what the payment for labour covers. Do not pay their invoice:

1. Are the issues fixed?
2. What are the specs?

Due Date: 23 Apr 2021

Owner: Tim Foy



Principal's Report

It is the decision of the Board to approve the Principal's Report as tabled - All in favour.

Decision Date: 29 Mar 2021

Mover: Tim Foy
Seconder: Brent Ramsey
Outcome: Approved

5.2 Finance Report

Xero - we are in the process of setting up Xero accounting programme.

January & February payments outstanding which we are working on. Once Xero is up & running we will push through all payments as soon as possible.

Having this programme and completing this function in house means that it reduces some of the functions that Education Services currently provide us. The Principal will review this with Education Services.

5.3 Health & Safety Report



Health & Safety Reports

Reports approved

Decision Date: 29 Mar 2021
Mover: Tim Foy
Seconder: Brent Ramsey
Outcome: Approved

5.4 Game On Trust



Motion to support the high level steering group.

1. Yes the Board support the high level steering group.
2. Who will represent the Board on the group? J Randle will represent the TKHS Board on this group.

Decision Date: 29 Mar 2021
Mover: Hilary Karaitiana
Seconder: Brent Ramsey
Outcome: Approved

5.5 ERO Update

ERO have confirmed that at first they will come to the Board, then, they will take a look at what's in place to date. They are aware that we only have an interim Principal until a new one is appointed.

6. Other Business

6.1 In-committee Meeting

6.2 Correspondence In & Out



Feb - March Correspondence accepted.

Inwards: as attached

Outwards: as attached

Resolution: That the inward correspondence be accepted and the outward approved.

Decision Date: 29 Mar 2021
Mover: Hilary Karaitiana
Seconder: Nikki Taylor
Outcome: Approved

7. Close Meeting

7.1 Close the meeting

Next meeting: Te Kuiti High School Board of Trustees Meeting - 3 May 2021, 6:00 pm

Decision made between meetings



New Flying Minute

Tim Foy to be authorised by the Te Kuiti High School Board of Trustees to be a bank signatory at BNZ bank for all TKHS school matters

6 Supported: Rhys Brown , Hilary Karaitiana , Nikki Taylor , Jo Randle , Teagan Houchen , Brent Ramsey

0 Opposed:

0 Abstained:

Decision Date: 11 Mar 2021
Outcome: Approved

Signature: _____

Date: _____