

CONFIRMED MINUTES

TKHS BOARD OF TRUSTEES MEETING



At the **TKHS Board of Trustees Meeting** on **29 Apr 2024** these minutes were **confirmed as presented**.

Name:	Te Kuiti High School
Date:	Monday, 27 November 2023
Time:	6:00 pm to 8:30 pm (NZDT)
Location:	Te Kuiti High School Boardroom, 21 Hospital Road, Te Kuiti 3910
Board Members:	Hilary Karaitiana (Chair), Gareth Williams, Jo Randle, Marama Shearer, Nikki Taylor, Sarah McElroy, Avi Mudaliar
Attendees:	Lee Taylor
Apologies:	Alton Matthews
Guests/Notes:	Ripeka Price

1. Opening Meeting

1.1 Confirm Minutes

TKHS Board of Trustees Meeting 24 Oct 2023, the minutes were confirmed as presented.



Previous meeting minutes approved

Approved as tabled.

Decision Date:	27 Nov 2023
Mover:	Nikki Taylor
Seconder:	Sarah McElroy
Outcome:	Approved

1.2 Interests Register

2. Major Decisions and Discussions

2.1 Budget 2024 - First Draft

- SENCO - this is where the need is to support current & incoming students.
- Principal - to provide a summary linking the budget to the strategic plan.
- We will adjust the budget and bring it back to the Board in January 2024 for final approval via a flying minute.

2.2 EOTC - Touch Nationals (Rotorua)



EOTC - Ki-o-rahi Nationals (Rotorua)

- Rugby grounds in Rotorua - heading out to the Blue Lakes
- Staying at the Ridges Hotel (within walking distance).
- Staff - R Te Whare & B Kearins
- 12 students in total
- Cost to the school - \$125 per student. They have fundraised for all costs.

Motion: Approved as tabled - All in favour.

Decision Date: 27 Nov 2023
Mover: Hilary Karaitiana
Seconder: Marama Shearer
Outcome: Approved

3. Board Annual Work Plan

3.1 Cyclical Maintenance 10YPP Plan Review

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner
29 May 2023	Year 13 Hoodies Status: On Hold	Marama Shearer
29 May 2023	Combined Policy Review Uniform Status: In Progress	Sarah McElroy
16 Oct 2023	EOY Reports 2023 Status: Completed on 31 Dec 2023	Gareth Williams
20 Nov 2023	Credit Card Statements Status: Completed on 20 Nov 2023	Lee Taylor

5. Management Reports

5.1 Principal's Report



Principal's Report November 2023

Motion: The Board approves the Principal's report as tabled.

Decision Date: 27 Nov 2023
Mover: Nikki Taylor
Seconder: Jo Randle
Outcome: Approved

- Curriculum - excellent results
- Thank you to the staff - card & contribute to the end of year staff christmas party
- Acknowledge R Rapley and her role in monitoring and achieving great results.
- Set next meeting for late January - strategic plan and policies (Tuesday 30th January)
- Teacher Professional Growth Cycle 2023 = 100% completion rate (all teaching staff)

5.2 Finance Report



Finance

Motion: Approved as tabled.

Decision Date: 27 Nov 2023
Mover: Jo Randle
Seconder: Sarah McElroy
Outcome: Approved

5.3 Health & Safety Review



Health & Safety Report - November 2023 Approved

Approved as tabled.

Board walk-around.

Decision Date: 27 Nov 2023
Mover: Sarah McElroy
Seconder: Hilary Karaitiana
Outcome: Approved

6. Other Business

6.1 ERO - Julie Moor

- Working with the school for 18 months
- Stability of SLT
- New systems implemented and better systems to be introduced.
- Very clear that staff care about the students. Staff are now willing to teak and adapt and improve outcomes for the students.
- We can see that better outcomes are starting to happen and there is still work to do.
- What we do now - compliance has been reviewed - the school policies are smart & crisp. I haven't found any areas of non-compliance.
- Board need to sign the compliance report
- Profile Report still needs to be completed
 - School chooses a focus that it will look at, evaluate and work on. Aligns with the strategic plan & annual plan
 - Next 18 months
 - Focus is - improve outcome for learners. Staff are gathering information about learners, plan around what they know about those learners. Methods of data gathering and how good/useful is that data. Ability to make sense of the information/data in order to improve outcomes for students. Patterns that come out of the data.
 - What the school wants to see as a result and what they're going to do with it?
 - Evaluate and determine how effective the plan/process/proposal is. Analyse the data. Do the analysis behind what is creating the gap. What, how and here's the timeframe. Should be a proposal that is factual and water tight. Bit of research behind it. Somebody's done a study somewhere.

- With covid and the industrial action in trying to get kids back to school - how many years will we see it filter through? It's going to take time. Attendance and engagement is a struggle for a lot of schools. What you are doing here is starting to improve.
- Does the Board have a MoU? Between the Board and the person/employer the student is going to?
- This is Julie's last visit. Thank you.

6.2 Hautu (R Price)

Hautu - Helping the Board to be culturally responsive:

- Doug Ruki - did some PLD around Maniapototanga with the staff in 2022 & 2023
- Momentum Learning - Cultural capability in Maniapoto
- Ministry approved
 - Started un-packing the Ministry documents regarding Hautu
- How to or guiding tool to help you
 - As a board (governing body), that tool supports and helps you. A matrix has been created. R Price will take the Board through the process.
 - Knowing who to contact or connect with all the hapu
 - Be seen - go to the community/hapu meetings, consult them, make contact, listen to their voice.
 - The Hautu document will take you through those steps
- March 2024 she will be working with the staff. Gives them a lens into Maniapoto from what she knows.
- How do you want to work with the Board?
 - Regular agenda item in 2024. It may be a 30 minute slot every 2nd meeting starting March.



Hautu Document added

Add to the Governance Docs

Due Date: 30 Nov 2023

Owner: Lee Taylor

7. Close Meeting

7.1 Close the meeting

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

Approved decisions made between meetings



Ki-o-rahi Nationals

Motion: For the Board to approve the EOTC request for the Junior Secondary School's National Ki-o-rahi Tournament in Wellington on 14-16 November 2023.

8 Supported: Alton Matthews , Avi Mudaliar , Gareth Williams , Hilary Karaitiana , Jo Randle , Marama Shearer , Nikki Taylor , Sarah McElroy

0 Opposed:

0 Abstained:

Decision Date: 8 Nov 2023

Outcome: Approved

Signature: H Karaitiana

Date: 29-APR-2024