

# CONFIRMED MINUTES

## TKHS BOARD OF TRUSTEES MEETING

At the **Board Meeting** on **14 Feb 2022** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Kuiti High School
<b>Date:</b>	Monday, 6 December 2021
<b>Time:</b>	6:00 pm to 8:00 pm
<b>Location:</b>	Zoom Online Meeting, Your home/work
<b>Board Members:</b>	Hilary Karaitiana (Chair), Gareth Williams, Halima Shah, Jo Randle, Nikki Taylor, Rhys Brown, Teagan Houchen
<b>Attendees:</b>	Lee Taylor, Brent Ramsey
<b>Apologies:</b>	Tim Foy

### 1. Opening Meeting

#### 1.1 Interests Register

#### 1.2 Confirm Minutes

**TKHS Board of Trustees Meeting 1 Nov 2021**, the minutes were confirmed with the following changes:

*Insert covid vaccine guidelines for staff and re-send previous minutes to Board members.*



#### **Previous minutes accepted as tabled.**

##### Matters arising

Approved with the following amendments:

1. Insert covid vaccine guidelines for staff
2. Re-send minutes from previous meeting

<b>Decision Date:</b>	6 Dec 2021
<b>Mover:</b>	Rhys Brown
<b>Secunder:</b>	Nikki Taylor
<b>Outcome:</b>	Approved

### 2. Actions from Previous Meetings

#### 2.1 Action List

<b>Due Date</b>	<b>Action Title</b>	<b>Owner</b>
26 Oct 2021	NZ Uniforms <b>Status:</b> In Progress	Paula Skelton
31 Oct 2021	TTS Server Payment <b>Status:</b> Completed on 8 Dec 2021	Hilary Karaitiana

Due Date	Action Title	Owner
1 Nov 2021	Confirm Meeting Minutes - July 2021 <b>Status:</b> Completed on 8 Dec 2021	Hilary Karaitiana
12 Nov 2021	EdPay Access for G Williams <b>Status:</b> Completed on 12 Nov 2021	Lee Taylor
30 Nov 2021	Mould re-test <b>Status:</b> In Progress	Hilary Karaitiana

### 3. Actions for Board Approval

#### 3.1 Vote - EOTC Year 9 Camp to Findlay Park 2022



##### Findlay Park Camp

Resolution:

1. Year 9 school camp to Findlay Park at Karapiro is approved by the Board.
2. The Board pass a motion that the costs to the School Camp will be paid using the Donation's Scheme funds.

**Decision Date:** 6 Dec 2021  
**Mover:** Hilary Karaitiana  
**Seconder:** Jo Randle  
**Outcome:** Approved

Ensure that the School follow the covid regulations.

Donations Scheme - The Board would like to receive the following information in the financial reports:

- amount the school receives each year
- set up the account code and give updates to the Board in the Finance Reports
- Ministry criteria to be distributed to the Board



##### Distribute the Ministry's Donations Scheme criteria to the Board

H Karaitiana will distribute information about the Donation's Scheme to all Board members.

**Due Date:** 31 Dec 2021  
**Owner:** Hilary Karaitiana



##### Vote - EOTC Year 9 Camp to Findlay Park 2022

That the TKHS Board of Trustees approve the Year 9 camp to Findlay Park.

**9 Supported:** Brent Ramsey , Gareth Williams , Halima Shah , Hilary Karaitiana , Jo Randle , Nikki Taylor , Rhys Brown , Teagan Houchen , Tim Foy

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 6 Dec 2021  
**Outcome:** Approved

#### 3.2 Vote - Delegations



##### Delegations

Resolution: All delegations approved as tabled.

**Decision Date:** 6 Dec 2021  
**Mover:** Jo Randle  
**Seconder:** Nikki Taylor  
**Outcome:** Approved



## Vote - Delegations

**Delegations & Authorities.** The following updates were recorded

- Revoke the delegations of T Foy effective 18 October 2021
- Establish the delegations of G Williams effective 18 October 2021
- Revoke the delegations of G Londt effective 27 January 2022
- Establish the delegations of P Skelton effective 6 December 2021
- Delegate principal responsibilities to P Skelton in the absence of G Williams
- Resolution to add G Williams as signatory to bank accounts effective 6 December 2021
- Resolution to add P Skelton as signatory to bank accounts effective 6 December 2021
- Resolution to grant The School Office "Read Only" access to online bank accounts effective 6 December 2021
- Resolution to grant The School Office EdPay access effective 6 December 2021

**9 Supported:** Brent Ramsey , Gareth Williams , Halima Shah , Hilary Karaitiana , Jo Randle , Nikki Taylor , Rhys Brown , Teagan Houchen , Tim Foy

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 6 Dec 2021  
**Outcome:** Approved

## 4. Management Reports

### 4.1 Principal Report

- Draft/guideline to work from for 2022.
- Board workplan 2022.
- Curriculum Review: change the current format. It still follows a NZ curriculum however the delivery will be different to suit students.
  - Projects (non-curricular) activities
  - Community projects
  - How are we going to communicate this to parents & students?
    - We'll communicate it out to the community before the end of the year and hold an open evening early next year. Due to restrictions we haven't been able to hold public gatherings. There are a number of schools who do similar things. Juniors have been doing a modular based design.

- Fits in well with Gateway
- Staffing - in-committee
- Uniform changes - student feedback now received. How does the Board want to move forward?
  - we need consult with the community
  - backlog of uniform (stocktake list), can we on-sell to another school?, affordability
    - how much uniform we have on stock?
    - how much has been ordered for 2022?
    - prices of suggested items they would like changed and provide examples
    - ask the supplier which schools have a similar uniform and would possibly buy it from us?
  - phasing out, transition over a period of time
  - create a long term plan (3-5 years)
  - recommend that P Skelton champions it



### School Uniform Actions

Provide the following information for the Board on the backlog of uniform:

- Stocktake - how much uniform does the school have on stock?
- How much uniform has been ordered for 2022?
- Prices of suggested uniform items the school would like to change and provide examples
- Ask the supplier about the possibility of our non-branded uniform being sold to other schools? e.g. grey/tartan skirts, white shirts, grey shorts/pants

**Due Date:** 31 Dec 2021  
**Owner:** Gareth Williams

## 4.2 Finance Report

D Hill - The School Office

- School management of finances with The School Office support
- There should be a strong surplus this year
- Some areas are over budget such as teaching support which could be related to:
  - historical top-ups of wages
  - annual increments
- December spending we expect to be relatively low due to covid
  - only end of year type expenses such as prizegiving
- Uncommitted Funds - anything above zero is positive
- Some items over budget - however there are no items of concern
- Budget (staffing) for 2022 is important
  - Funding notice (Operational Grant) for 2022 is available on 22 December 2021
- Next couple of weeks we'll be working with T Foy & J Randle on the 2022 Budget
- Transport Network Group - we'll be looking at in more detail in the next couple of months

- No huge liability - creditors paid on time
  - working with the Executive Officer and Principal on processes
- This finance report will be sent out to the Board this evening
- Expenses getting close to budget for the 2021 year
- \$500K surplus - this may change by the end of 2021
- We will be chasing up the 2020 audit report in the next couple of days

Obtaining the end of month reports for the Board meetings.

- Lots of work going on behind the scenes to get Xero up to date. We have been reluctant to send out reports because the information hasn't been fully accurate.
- Scheduling reports in time for Board meetings - e.g. 10th of every month
- Template we can use for the budget. We'd really like to get T Foy's input in creating a 2022 budget for the Board. Operational Grant Funding Notice will drive our decisions.
- Can we approve the staffing part in January 2022? Yes we will try to move that portion of the budget early January 2022.
- Heads of Departments (HODs) have given their wishlist/requests for 2022 to the Principal. The Principal needs that information so that it can be put in the budget.
  - Use last years template to give the HODs a solid place to start from
  - They need to consider what they spending and how are they going to improve student achievement?
  - L Taylor provided 2021 budget wishlist for the Principal as an example
  - Distinguish between budget vs property - do HODs understand the difference?
- Thank you D Hill for the finance update. An engagement letter and terms will be sent out as soon as possible. Signed out of meeting at 7:17pm.



#### **Batch Payments for Approving**

L Taylor to enter all batch payments into BoardPro for approval by the Board by flying minute.

**Due Date:** 10 Dec 2021  
**Owner:** Lee Taylor



#### **School Server Payment**

The school server query has been resolved and payment must be made as soon as possible. The Executive Officer will ensure that the payment to TTS is made.

**Due Date:** 10 Dec 2021  
**Owner:** Lee Taylor

### **4.3 Health & Safety Review**

Board queries:

How is our covid record tracking going? Are they accurate?

- There is a spreadsheet the Ministry has put together.
- They are reasonably accurate.

Curtains for C Block/Technology/Science/A Block:

- Quotes for new curtains/blinds are expensive

- There is a tertiary education provider in Rotorua who are selling secondhand commercial blinds and desks. H Karaitiana has obtained quotes to compare with the cost of new ones
- Board views on investing in classrooms and impacting on learning. Should we be upgrading student & staff desks and seats? Yes, all Board members were in support of upgrading classrooms and furniture.



### **Curtain/Blinds**

Flying minute for the Board to decide on secondhand quotes.

**Due Date:** 17 Dec 2021  
**Owner:** Hilary Karaitiana



### **Classroom Furniture Quotes**

Provide a list of what classroom furniture is needed in each block with quotes.

**Due Date:** 31 Dec 2021  
**Owner:** Gareth Williams

## 5. Other Business

### 5.1 Transport Network Group

Bus Contractors:

- Two applications
- R Jackson - approving online payments related to the Transport Network Group

### 5.2 In-committee

### 5.3 Correspondence

## 6. Close Meeting

### 6.1 Close the meeting

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

Approved decisions made between meetings



### **Waste and Water Easement - Stadium**

Agreement for the proposed Water and Waste utility services to be located on school property. Formal agreement to the proposed easements is a prerequisite to the respective easement surveys.

**7 Supported:** Brent Ramsey , Gareth Williams , Hilary Karaitiana , Jo Randle , Nikki Taylor , Rhys Brown , Teagan Houchen

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 8 Nov 2021  
**Outcome:** Approved



### Easement for running of lines and transformer - Stadium

Approval for easement for running of cable lines and transformer for the new Stadium

**7 Supported:** Brent Ramsey , Gareth Williams , Hilary Karaitiana , Jo Randle , Nikki Taylor , Rhys Brown , Teagan Houchen

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 8 Nov 2021

**Outcome:** Approved



### Delegations

Motion:

Approve board delegations to Principal (standard) attached.

New: The board delegates Gareth Williams, the Principal full employment powers of the board to deal with any employment matters arising from the Public Health Order

**7 Supported:** Brent Ramsey , Gareth Williams , Hilary Karaitiana , Jo Randle , Nikki Taylor , Rhys Brown , Teagan Houchen

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 22 Nov 2021

**Outcome:** Approved

Signature: \_\_\_\_\_

Date: \_\_\_\_\_