

CONFIRMED MINUTES

TE KUITI HIGH SCHOOL BOARD OF TRUSTEES MEETING

At the **Board Meeting** on **28 Jun 2021** these minutes were **confirmed with the following changes**:

Charter Strategic Plan - grammatical edit

Flying Minute - remove the personal details and place in-committee

Point 8 - add to in-committee minutes

Maniapoto Education Strategy - there is no longer any need to follow up.

Name:	Te Kuiti High School
Date:	Monday, 3 May 2021
Time:	6:00 pm to 8:30 pm
Location:	Te Kuiti High School Boardroom, 21 Hospital Road, Te Kuiti 3910
Board Members:	Hilary Karaitiana (Chair), Brent Ramsey, Halima Shah, Jo Randle, Teagan Houchen, Tim Foy
Attendees:	Lee Taylor
Apologies:	Nikki Taylor, Rhys Brown

1. Opening Meeting

1.1 Confirm Minutes

Board of Trustees Meeting 29 Mar 2021, the minutes were confirmed as presented.

Karakia/opening prayer.

Apologies - N Taylor and R Brown.



Previous minutes accepted as tabled.

Previous minutes confirmed as true and correct.

Decision Date:	3 May 2021
Mover:	Jo Randle
Seconder:	Brent Ramsey
Outcome:	Approved

1.2 Interests Register

2. Actions from Previous Meetings

2.1 Action List

Due Date	Action Title	Owner
20 Sep 2020	Board Access Status: Completed on 29 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
16 Apr 2021	Junior Data - Analysis to be sent to Board Status: Completed on 3 May 2021	Tim Foy
23 Apr 2021	TTS Server Quote Status: In Progress	Tim Foy

3. Management Reports

3.1 Principal's Report

Principal's Report:

1. Testing - writing, reading, Year 9 and 10 data.
2. Focus on School Leaver's data - what do we expect our students to walk out of school with? What the Board's minimum expectations?
 - o NCEA L2
 - o Trades pathway
 - o Student representative feedback from peers - that the gap or jump from NCEA L2 to L3 is too big
 - o Many schools ask themselves how can we entice students to stay? How can we utilise Wintec and trades training
 - o Managing leavers data - better controls. Some work to do here. We are being asked to have a system. Privacy issues raised.
3. Charter/Strategic Plan - The Principal has put something together.
 - o Principal to put together a revised annual plan
 - o Board Chair to consult the MMTRB Education Strategic Plan
 - o Setting percentage targets
 - o Are we still keeping a database that is tracked and monitored? Yes we are still doing that.
4. Staffing
 - o Over staffing issue
 - o Don't have enough staff to cover the curriculum (about 0.8 of a teacher)
5. Insurance - not entirely sure that we are fully covered. Has the Board thought about whether we're covered.
6. Playing fields - is the Board aware of the state of the school fields? There is a hole that needs to be filled. Shall we get it graded? Not yet, approach a local contractor to fill the holes.
7. BWOFF - Capital Works holding it up. Waiting on the Code of Compliance to come through.
8. Sport Coordinator - part of the role/job description to organise coaches, vehicles etc.

- code of conduct
 - fundraising processes
9. Total students - roll. Please add this to your report.
10. Draft letter of engagement - what we want them to do.
- Bills are being entered in Xero
 - Ed Services GL Codes
 - Right opening balances
 - Imported 1 January data and reconciling
 - GST
 - Suggestion to send a formal letter to local suppliers regarding the new process. Close off 10th of the month and schedule Board meetings for the week following.
11. Van - 4 weeks away from being finished.



Revise the Annual Plan

The Board has asked that the Principal put together a revised annual plan.

Due Date: 31 May 2021

Owner: Tim Foy



Maniapoto Education Strategy

The Board chair will approach the Maniapoto Maori Trust Board to compare and align plans related to lifting Maori achievement rates, with the School.

Due Date: 31 May 2021

Owner: Hilary Karaitiana



Report, AoV and Annual Plan

The Board has approved the following:

1. Approve the Charter as tabled.
2. SchoolDocs Policy Review to be tabled at the next meeting.
3. Approve the website approx \$5K for redesign (moved by H Karaitiana / B Ramsey)
4. Purchase Xero Accounting Hubdoc (moved by H Karaitiana / B Ramsey)

Decision Date: 3 May 2021

Mover: Hilary Karaitiana

Seconded: Teagan Houchen

Outcome: Approved

3.2 Finance Report



Creditors Batch

The Board have accepted the Creditors Batch as tabled.

Decision Date: 3 May 2021

Mover: Jo Randle

Seconded: Brent Ramsey

Outcome: Approved

3.3 Health & Safety Report



April 2021 Health & Safety Report

The Board have accepted the Health & Safety Report for April 2021.

Decision Date: 3 May 2021
Mover: Jo Randle
Seconded: Teagan Houchen
Outcome: Approved

4. Other Business

4.1 New Server Installation and Invoice

The Board Chair has investigated the quote and invoice received from TTS regarding the server installation. A response from TTS was read out aloud at the meeting by the Board Chair.

Further investigation is required.

4.2 In-committee Meeting

In-committee minutes 29 March 2021 - accepted.

4.3 Correspondence In & Out

The Correspondence In & Out schedule for April 2021 has been accepted by the Board.

5. Close Meeting

5.1 Close the meeting

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

Approved decisions made between meetings



New Flying Minute

Motion for board (Employment Committee) to accept Thomas Tumai resignation on 2 February 2021, effective as of 1 April 2021 on medical retirement and place on discretionary leave between 4 Feb 2021 and 1 April 2021. Medical certificate has been provided.

3 Supported: Jo Randle , Rhys Brown , Nikki Taylor

0 Opposed:

0 Abstained:

Decision Date: 1 Apr 2021

Outcome: Approved

Signature: _____

Date: _____

