

CONFIRMED MINUTES

TKHS BOARD OF TRUSTEES MEETING



At the **TKHS Board of Trustees Meeting** on **24 Jul 2023** these minutes were **confirmed as presented**.

Name:	Te Kuiti High School
Date:	Monday, 22 May 2023
Time:	6:00 pm to 7:31 pm (NZST)
Location:	Te Kuiti High School Boardroom, 21 Hospital Road, Te Kuiti 3910
Board Members:	Hilary Karaitiana (Chair), Alton Matthews, Gareth Williams, Nikki Taylor, Sarah McElroy, Marama Shearer, Blake Matthews
Attendees:	Lee Taylor
Apologies:	Jo Randle

1. Opening Karakia & Welcome

1.1 Confirm Minutes

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



Previous Meeting Minutes 24 April 2023

Approved as tabled.

Decision Date:	22 May 2023
Mover:	Nikki Taylor
Seconder:	Gareth Williams
Outcome:	Approved

1.2 Interests Register

2. Decisions

3. Board Annual Work Plan

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner
27 Mar 2023	Quotes - Music Room Status: Completed on 18 May 2023	Hilary Karaitiana
27 Mar 2023	Sport Coordinator - First Aid Certificate Status: Completed on 18 May 2023	Lee Taylor
24 Apr 2023	Health Check of Wi-Fi Status: In Progress	Gareth Williams
28 Apr 2023	Update EOTC Form Status: In Progress	Gareth Williams
28 Apr 2023	30 Week Programme - Community Work Project Status: Completed on 15 Jun 2023	Gareth Williams
29 May 2023	Year 13 Hoodies Status: On Hold	Marama Shearer
29 May 2023	Combined Policy Review Uniform Status: In Progress	Sarah McElroy
29 May 2023	Update Staff List Status: In Progress	Gareth Williams

Notes about actions still in progress.

Health Check of Wi-Fi:

- There are still blind spots. The Principal will go back to NewEra for a solution.
- What are the Wi-Fi issues? Which areas are we having issues? M Shearer will collate the Wi-Fi issues.

EOTC Form:

- The Principal is still in the process of updating the form. This will be available for the next meeting.
- EOTC training for staff

30 week programme - Community Work Program:

- We have one person to date - Police Vetting Process started and they will complete a first aid certificate
- Still looking for a second person
- Working on job description and induction/orientation process

Year 13 Hoodies:

- Trial Fridays only (H Karaitiana will write the letter and the Principal will deliver it) All in favour - Yes.

Uniform:

- Stock on hand, lag to order uniforms, what is in our contract? Touch base with the Student Administration Manager and the Sport Coordinator (L Taylor to send a copy of the contract to S McElroy and G Williams.)

5. Management Reports

5.1 Principal's Report

Comments from the Board:

- Student Reports to parents/caregivers - Term 2 Report will have an update of where they're at. Progress Report.
- At risk students - parents are contacted prior to the reports going out. Request form the Board to add a message in the newsletter to notify parents.
- Te Ara Tika - Gateway Report from 2022 and a plan for that in 2023. Action for next meeting.
- AstroTurf looks amazing. It was cleaned during the school holidays.



Principal's Report

Accepted as tabled.

Decision Date: 22 May 2023
Mover: Sarah McElroy
Seconder: Alton Matthews
Outcome: Approved

5.2 Finance Report



The April & May 2023 creditor batches to date, April 2023 credit ...

The April & May 2023 creditor batches to date, April 2023 credit card statements and the School Office April 2023 Finance Report tabled for Board approval:

- Creditor Batch 28-APR-2023 for \$10,206.89
 - query regarding Perennial
- Creditor Batch 20-APR-2023 for \$44,372.29
- Creditor Batch 05-MAY-2023 for \$54,614.39
- Credit Card Statements - APRIL 2023
 - G Williams Card balance \$3,659.99 DR (Avail. credit \$1340.01)
 - L Taylors Card balance \$3,090.35 DR (Avail. credit \$1909.65)
- Moved by S McElroy & N Taylor

Decision Date: 22 May 2023
Mover: Sarah McElroy
Seconder: Nikki Taylor
Outcome: Approved



Audit 2022 Update for the Board

Provide an update for the Board. Ask Capital Works for a copy of each MOE Funded Projects.

Due Date: 26 Jun 2023
Owner: Lee Taylor

5.3 Health & Safety Report

Comments:

- Board walk around to look at the issues listed
- Please take photos / video of the gutters over-flowing and drainage by Music room



H&S Report Approved

Approved as tabled.

Decision Date: 22 May 2023
Mover: Marama Shearer
Seconder: Blake Matthews
Outcome: Approved

6. Other Business

6.1 MOE Good Employer Statement

6.2 Recycling Hub Letter

Respond to the Recycling Group and applaud them for their efforts. The Board will look into some sustainable options to discuss at at the next meeting. We will then review all the options.



Response to the Recycling Group

Respond to the Recycling Group and applaud them for their efforts. The Board will look into some sustainable options to discuss at at the next meeting. We will then review all the options.

Due Date: 26 Jun 2023
Owner: Marama Shearer

6.3 In-committee Meeting

7. Close Meeting

7.1 Close the meeting

Next meeting: TKHS Board of Trustees Meeting - 24 Jul 2023, 6:00 pm

Signature: *H Karaitiana*

Date: 24 July 2023