

MINUTES (in Review)

TKHS BOT MEETING

Name:	Te Kuiti High School
Date:	Monday, 26 August 2019
Time:	6:00 PM to 8:12 PM
Location:	Te Kuiti High School Seminar Room, TKHS
Board Members:	Thomas Tumai, Justez Howe, Jo Randle, Nikki Taylor, Rhys Brown, Brent Ramsey, Teagan Houchen
Attendees:	Thomas Tumai, Hilary Karaitiana, Lee Taylor
Guests/Notes:	Kristen Joyes, Dave Follas

1. Administration

1.1 Karakia

1.2 Present

No apologies

1.3 Apologies

No apologies received.

1.4 Interests Register

2. Actions from Previous Meetings

2.1 Action Item List

All actions are now completed.



Cancel Ministry's Finance 101 Workshop scheduled on 28 August 2019.

L Taylor will cancel attendance for T Tumai, H Karaitiana and herself from the Ministry's Finance 101 Workshop scheduled on 28 August 2019.

Due Date: 27 Aug 2019

Owner: Lee Taylor



NZSTA Governance Workshop - 4th September 2019

L Taylor will follow up the registrations of T Houchen and B Ramsey at the NZSTA Governance Workshop on 4th September at Te Kuiti High School.

J Randle has shared an email with L Taylor regarding the workshop details will forward this email to T Houchen and B Ramsey.

Due Date: 27 Aug 2019

Owner: Lee Taylor

3. Strategic Decisions

3.1 Strategic Decisions



1. Employ a part-time caretaker

Resolution: It is the Board's decision to employ a part time fixed term caretaker to assist the current Caretaker.

All agree: Yes

Decision Date: 26 Aug 2019
Mover: Thomas Tumai
Secunder: Rhys Brown
Outcome: Approved



Support the Kick-Start Breakfast Club

Resolution: It is the Boards decision to approve the funding required to support the Kick-Start Breakfast Club.

All in favour: Yes

Decision Date: 26 Aug 2019
Mover: Thomas Tumai
Secunder: Jo Randle
Outcome: Approved



3. Total Interactive - Marketing our School

Resolution: It is the Board's decision to investigate funding to contract a marketing planner.

All in favour: Yes

Decision Date: 26 Aug 2019
Mover: Thomas Tumai
Secunder: Jo Randle
Outcome: Approved

4. Game On Trust Update

R Lindstrom attended the Board meeting to give a background on the Game On Charitable Trust to the new Board members.

Where the Trust is at now, is that they need a case study to convince the funders. It is a fiscal breakdown on how it will benefit the community. The Trust have approached someone to complete an Economic Impact Assessment however it will cost \$20,000. They do not have the funds available and are asking the community for assistance.

The Trust would like to know whether we can ear mark some of school funds to assist with this cost. The Board will discuss this and get back to R Lindstrom on their decision. R Lindstrom has advised that they can have a document written up so that should they receive further funding and the building goes ahead, they will return the school's contribution to the Economic Impact Assessment in full.

The Board have thanked R Lindstrom for continuing her role on the Game on Charitable Trust.



4. Funding to support the Game On Trust

Resolution: It is the decision of the Board to support the Game On Trust with \$20,000 funding towards the Economic Impact Assessment.

All in favour: Yes

Decision Date: 26 Aug 2019
Mover: Thomas Tumai

Seconded: Rhys Brown
Outcome: Approved

4. Monitoring

4.1 Expert Presentation - Specialist Teacher Report

D Follas gave a presentation on his Specialist Classroom Teaching role and its aim as tabled in the attached report. He gave a deeper explanation to the Board members of what he does and how he carries out this role.

The Board thinks it is great support for our teachers and would like to know if there anything we could do as a Board to help you support teachers coming through then please let us know.

T Houchen commented that from a teachers perspective, D Follas is really supportive and offers good solutions. Makes you feel really helpful and that you're doing a great job.

The Board would like to thank D Follas for presenting tonight.



Presentation

Send the presentation to the Board members.

Due Date: 30 Aug 2019
Owner: Lee Taylor

4.2 Data Analysis - NCEA Progress Report

K Joyes presented the latest Level 1-3 NCEA results and explained that the way in which the data is presented now, is the simplest way to view and access the data. She would like to know from the Board if this way of presenting the results works and is there anything else that needs to be included in the data? Her goal is to make sure the layout is easy for the Board to understand.

Feedback & questions from the Board:

What do students need at each level to achieve NCEA?

- L1 80 credits (includes 10 literacy & 10 numeracy)
- L2 80 credits (includes 5 reading & 5 writing)
- L3 60 credits (14 credits in 3 approved subjects)

Does the data presented show where the credits are coming from?

- Yes, you will see there are some students at L2 who still need to gain their literacy & numeracy credits. It shows the number of credits they do have and a yes or no if they have achieved the literacy & numeracy credits.

Could you please add an summary of how the students are tracking. We'd like to see how we're tracking in order to the meet the KPI or not?

- K Joyes advised that this is definitely an option however she needs to sit down with someone from KAMAR to show her how to obtain this data. She will provide a summary for the next meeting.

Where should these credits be sitting at now?

- Some students have a heavy external load which aren't showing yet so it's hard to tell for these students. The students we need to be concerned about are the ones who have submitted internal credits and are not meeting the requirements or are below where they should be.
- Deans are meeting with the Teachers to look at the current results and set plans around those students that need it. We are also about to meet with our HOD's. A lot of our issues come down to attendance.

If parents log into our portal how can they see if their child is doing well throughout the year? How do they know if the credits they've obtained so far are good or not?

- When you look at the portal you can see the credits that have been submitted and those that are yet to be submitted and see from there how they are tracking. Best to have a good conversation with their child and/or the teacher regularly throughout the year.
- We are trying to build a culture with the classroom teachers to communicate with parents as to their students progress. There is a lot of work that needs to be done on this. When, how often etc. do things need to be communicated.

Attendance - some students have said that they don't think they're ever going to get there now so they think there is no point in going to school. How can we overcome this?

- Discussions had around how to improve confidence, attendance and encourage students to keep going.
- Discussions around doing extra credit courses e.g. Possum Trapping to give students the extra credits they require in order to get them across. It gives students a belief that they could get to the finish line. If we're not going to do something different where going to get the same results. The curriculum review is timely.

What is the report you'll provide?

- Will look at the Strategic Plan, enter the targets and any other parameters into KAMAR and try to provide a summary of where we are currently sitting. The Board would like a summary of how they are or aren't tracking.

K Joyes has been offered a 2020 Secondary Teacher's Study Award. If she accepts the award, the Ministry will fund up to a maximum of 32 school weeks (plus holiday pay) of Full Time Teacher Equivalent (FTTE) relief employment in the 2020 school year. This could include higher duties allowance for multiple people, and/or the cost of a relieving teacher, depending on the way that your school manages the relief. K Joyes has been asked to negotiate her leave dates with the Principal and the board of Trustees. In October 2019 the Ministry will be confirming leave dates with her. Once confirmed, information on how to charge relief costs will be sent to the Principal.

The Board have congratulated and will support K Joyes on her Study Award and look forward to her return and the knowledge she will bring back.



Accept the NCEA Progress Report as tabled.

The NCEA Progress Report will be amended by K Joyes to include a summary of the overall progress at each level and it will be tabled again at the next Board meeting.

Decision Date: 26 Aug 2019

Outcome: Not Approved



K Joyes will include a summary in the NCEA Progress Report

The NCEA Progress Report will be amended by K Joyes to include a summary of the overall progress at each level and it will be tabled again at the next Board meeting.

Due Date: 16 Sep 2019

Owner: Thomas Tumai

4.3 Alternative Education mid-year report 2019



It is the Boards decision to accept the Alternative Education report as tabled.

All in favour: Yes

Decision Date: 26 Aug 2019

Mover: Hilary Karaitiana

Seconded: Jo Randle
Outcome: Approved

4.4 Attendance Service mid-year report 2019



It is the Boards decision to accept the Attendance Report as tabled.

All in favour: Yes

Decision Date: 26 Aug 2019
Mover: Hilary Karaitiana
Seconded: Nikki Taylor
Outcome: Approved

5. Board Annual Work Plan

5.1 Policy Framework - School Docs



School Docs - policy management

Resolution: It is the decision of the Board to utilise the online tool "School Docs" as the new online policy management system.

All in favour: Yes

Decision Date: 26 Aug 2019
Mover: Hilary Karaitiana
Seconded: Thomas Tumai
Outcome: Approved

6. Management Reports

6.1 Principals Report August 2019

Feedback on the Principal's Report from the Board:

- T Tumai has recently consulted with Principals from our local Primary Schools to build a more positive relationship as well as review the Orientation Programme and transition of Year 8 students to High School.
- Really like the attendance table.
- Stand downs - fighting is still an issue.
- Showcase and the Senior School Ball were both amazing. The Board will send thank you letter to E Hunt, J Hunt, D Stephens and the itinerants.
- Common room for Year 13 students has been closed by the Principal.



Resolution to accept the Principal's Report as tabled

All in favour: Yes

Decision Date: 26 Aug 2019
Mover: Thomas Tumai
Seconded: Nikki Taylor
Outcome: Approved

6.2 Finance and Audit Report



Finances and Auditors Report

Resolution: It is the decision of the Board to accept the finances and auditors report 2018 as tabled.

1. June Report be accepted as tabled
2. July Creditors Report be accepted as tabled
3. July Direct Debits be accepted as tabled
4. July Cheques be accepted as tabled
5. Auditors Report 2018

All in favour - Yes

Decision Date: 26 Aug 2019
Mover: Hilary Karaitiana
Seconder: Rhys Brown
Outcome: Approved

6.3 Health & Safety Report



Accept the Health & Safety Report

Resolution: It is the decision of the Board to accept the Health & Safety Report as tabled.

All in favour: Yes

Decision Date: 26 Aug 2019
Mover: Hilary Karaitiana
Seconder: Jo Randle
Outcome: Approved

The Board advised that the feedback regarding the lockdown drill was very informative.

7. Identify Agenda items for next meeting

8. Administration

8.1 Minutes of Last Meeting



Accept the minutes of the last meeting

Resolution: It is the decision of the Board to accept the minutes of the last meeting as tabled.

All in favour: Yes

Decision Date: 26 Aug 2019
Mover: Hilary Karaitiana
Seconder: Brent Ramsey
Outcome: Approved

8.2 Correspondence



Accept all inwards and outwards correspondence

Resolution: It is the decision of the Board to accept all inwards and outwards correspondence as tabled.

All in favour: Yes

Decision Date: 26 Aug 2019
Mover: Hilary Karaitiana
Seconder: Thomas Tumai
Outcome: Approved

8.3 Distribution of Duties



Distribution of Duties

It is the decision of the Board to review in 2 to 3 meetings.

Decision Date: 26 Aug 2019
Mover: Hilary Karaitiana
Seconder: Jo Randle
Outcome: Not Approved

9. Close Meeting

9.1 Close the meeting

Next meeting: Next Board Meeting - 16 Sep 2019, 6:00 PM

New Actions raised in this meeting

Item	Action Title	Owner
2.1	Cancel Ministry's Finance 101 Workshop scheduled on 28 August 2019. Due Date: 27 Aug 2019	Lee Taylor
2.1	NZSTA Governance Workshop - 4th September 2019 Due Date: 27 Aug 2019	Lee Taylor
4.1	Presentation Due Date: 30 Aug 2019	Lee Taylor
4.2	K Joyes will include a summary in the NCEA Progress Report Due Date: 16 Sep 2019	Thomas Tumai

Signature: _____

Date: _____