

CONFIRMED MINUTES

TKHS BOARD OF TRUSTEES MEETING

At the **TKHS Board of Trustees Meeting** on **21 Sep 2020** these minutes were **confirmed with the following changes:**

Updated list of attendees at property meeting with MOE and correction to statement about unit standards

Name:	Te Kuiti High School
Date:	Monday, 31 August 2020
Time:	6:00 pm to 8:20 pm
Location:	Staffroom - A Block, Te Kuiti High School, 21 Hospital Road, Te Kuiti
Board Members:	Hilary Karaitiana (Chair), Teagan Houchen, Brent Ramsey, Jo Randle, Nikki Taylor, Rhys Brown, Thomas Tumai
Attendees:	Lee Taylor

1. Opening Meeting

1.1 Confirm Minutes

TKHS Finance Committee Meeting 27 Aug 2020, the minutes were confirmed as presented.

TKHS Board of Trustees Meeting 27 Jul 2020, the minutes were confirmed as presented.



Board of Trustees Meeting Previous Minutes

That the minutes from the previous meeting held on 27 July 2020 are true and correct.

Decision Date: 31 Aug 2020
Mover: Nikki Taylor
Seconder: Jo Randle
Outcome: Approved



Finance Committee Meeting Previous Minutes

That the previous minutes from the Finance Committee meeting held on 27 August 2020 are true and correct.

Decision Date: 31 Aug 2020
Mover: Thomas Tumai
Seconder: Brent Ramsey
Outcome: Approved

1.2 Interests Register

2. Management Reports

2.1 Principal's Report

1. New principal's report format recommendations by the board:
 - include a "due date" and "who's responsibility" column
 - include school roll statistics each month
 - include banking staffing information each month
 2. The 2020-21 improvement action plan - this is the template ERO sent which T Tumai has been working on. It directs us to address the issues ERO identified in their report. T Tumai has shared this report with B Wenn from MOE who has made some suggestions as well as a couple of other colleagues involved in our Student Achievement Team. We have already started with some of the initiatives such as Wednesday's Professional Development Plan
 3. NCEA Level 1 achievement data - the data presented in the tabled document shows where this cohort of students sits as of 26 August 2020. Those with 40 credits have an 80% likely to pass rate. Those under 28 credits are likely to find it difficult to pass.
 - What are we doing for those who are likely not to achieve or find it difficult to achieve? There is an HOD staff meeting tomorrow (01/09/20) to come up with a plan to work with those students.
 - Please ensure that communication with parents happens so that they know where their child is currently tracking and what the plan forward is.
 - One of T Tumai's goals is that each student will have an Individual Development Plan
 - There are still credits that have not been included/counted yet, there are still credits to be gained and exams are currently underway. These stats will look different in the next report. October's Principal's Report will be a good comparison.
 - We need to know who has left, what is their pathway or destination since leaving school. There are plans in the pipeline for those students who have non-academic pathways. How? The idea is that when they start at Year 9 they develop a career pathway and it is reviewed periodically. This will follow the student through their time at this school. Includes parents in the process.
 - H Karaitiana raised 1.2.2 - as part of that annual plan, doing the analysis, I want to know what it is we offer now (snapshot right across the year). What is it we actually do around careers and vocations now? with who? how it all links in together? H Karaitiana tabled a past report as a guideline which clearly shows what the school did at the time. The Board have requested a report that shows clearly what is going on in this space. Must have a strong vocational pathway. Can the Board have an analysis for the next meeting?
 - Student Achievement Team (SAT) workshop tomorrow 1 September 2020 at 3:15pm.
- At the next meeting can we please have a list of how many units/allowances the school has?
 - Hail is the new school newsletter platform that goes out fortnightly. T Tumai also writes a weekly staff panui.
 - Attendance records - unmarked or incorrectly marked attendance records creating unnecessary stress. There have been incidences where parents are making complaints to admin staff. T Tumai to have a discussion with the staff and ensure that the admin staff are documenting these calls as complaints. Once documented it must then be followed up accordingly.



Careers & Vocational Update to the Board

Provide an update to the Board on the school's career and vocational plan.

Due Date: 20 Sep 2020
Owner: Thomas Tumai



Units/Allowance

T Tumai to provide data on staff units & allowances allocation at the next Board meeting.

Due Date: 20 Sep 2020
Owner: Thomas Tumai



Attendance Report

Attendance report - this was a really comprehensive guide. This report has been accepted by the Board.

Decision Date: 31 Aug 2020
Mover: Thomas Tumai
Seconder: Hilary Karaitiana
Outcome: Approved



Principal's Report

Accepted as tabled.

Decision Date: 31 Aug 2020
Mover: Jo Randle
Seconder: Rhys Brown
Outcome: Approved



Dive From Whitianga

The Board have asked for more more documentation, such as:

- Completed RAMs form
- First aid certificates attached
- All EOTC forms must be submitted with comprehensive documentation that needs to be signed off by the Principal.

Decision Date: 31 Aug 2020
Mover: Hilary Karaitiana
Seconder: Nikki Taylor
Outcome: Not Approved



Updates to the Principal's Report Template

New principal's report format recommendations by the board:

- include a "due date" and "who's responsibility" column
- include school roll statistics each month
- include banking staffing information each month
- include another column for the credits awarded due to COVID (1 additional credit for 5 credits achieved)

Due Date: 14 Sep 2020
Owner: Thomas Tumai



GATEWAY

The Board have requested a report that shows clearly what is going on in Gateway/STAR. Indicates that students must have a strong vocational pathway. Can the Board have an analysis for the next meeting?

Due Date: 20 Sep 2020

Owner: Thomas Tumai



Attendance Records - Complaints

T Tumai to have a discussion with the staff about daily attendance records and having them in on time. Admin staff have been receiving calls from parents/caregivers complaining that their child is at school when we've indicated that they are not. Ensure that the admin staff are documenting these calls from parents as complaints. Once documented it must then be followed up accordingly as per the complaints process.

Due Date: 20 Sep 2020

Owner: Thomas Tumai

2.2 Property Overview

Property Update:

- Tender process has ended and the evaluation has been completed. Of the four tenders, one was disqualified through the process due to incomplete documentation
- T Tumai and H Karaitiana along with property, recently met with our MOE delegated property manager C Hilson and her manager P Hannam to discuss with their property concerns. H Karaitiana has made an appointment for Friday with K Forgeson. Every Board member must agree that K Forgeson Law will represent our Board supply the following information to K Forgeson Law by Friday 4 September 2020:
 - Proof of address
 - Photo ID
- C Hilson (MOE Property Manager) advised H Karaitiana that in future we must get itemised invoices for work. Until the tenders were accepted and the Ministry has signed off, that is the point in which they have a project.
- R Brown has had several meetings at the school today to test for mould in other areas of concern which were not tested in the initial test batch. They also took samples from offices that were sampled to get a comparison. Awaiting the results.
- H Karaitiana has approached previous Principal, Mr B Stephens as he has extensive knowledge of the school's property and maintenance history. He is happy to support the Board when required.
- Music room - property consultant, H Whitewood, has recommended that the room is striped back to it's bones and start from there. There definitely is a problem with the roofing which needs attention.

Moved by: B Ramsey / T Tumai

2.3 Financial Reports

- Please note that we discussed budgets such as "MOE Funded Projects - A Block Carpet" where expenses had been applied and the work hasn't been done. L Taylor has looked into some of these and noted that the budget codes had been changed by Education Services client officer from what the school had initially coded. L Taylor will contact the school's client officer to request that any changes are first consulted with her.

- Board of Trustees payments error - staff representative T Houchen's bank account was incorrect. Under investigation.
- Netball uniforms for 2021 - Standardised sport uniform process where we only use one supplier.
- General repairs & maintenance - there is still lots of budget there to use. R Brown did a walk-around of the school grounds with Total Kleaning Services. They will put together a list of jobs that they think are required including quotes for the Board to consider. R Brown queried of the maintenance & repairs budget, how much can we spend and on what? H Karaitiana reminded the Board that we will be appointing a property consultant who will complete a thorough inspection of the school to deem where to invest the budget and give an indication of how much it will cost.

Moved by: J Randle and B Ramsey



Cyclical Maintenance - Painting required for Financial Audit

L Taylor to contact B Stephen's regarding the 10YPP painting figures and what steps to take in order to update them.

Due Date: 1 Sep 2020

Owner: Lee Taylor



Board of Trustees Payments

L Taylor to follow up with Education Services regarding how the error occurred and arrange a solution so that T Houchen is paid accordingly.

Due Date: 20 Sep 2020

Owner: Lee Taylor



Netball Uniform 2021

T Tumai to follow up with N Te Whare regarding sport uniform orders and ensure that he is aware that all future uniform orders must be approved by the Board.

Due Date: 20 Sep 2020

Owner: Thomas Tumai



Grounds-staff management

T Tumai will talk to the grounds staff and grounds repairs and maintenance, leave management and increasing the grounds assistant's weekly hours of work.

Also, for the grounds staff to get quotes from local arborists to tidy up the trees along Hospital road and at the back of the school.

Due Date: 20 Sep 2020

Owner: Thomas Tumai



Board Access

L Taylor to obtain a property portfolio login and password for the Board.

Due Date: 20 Sep 2020

Owner: Lee Taylor

3. Workplan Items

3.1 Mid Year Student Achievement Results

Gateway Report Update August 2020

This reports provides an update of what our Gateway/STAR students are doing and where they are at. As you can see some are tracking very well.

Who prepared the report? J Reid (Gateway Coordinator).

H Karaitiana - There is a statement in the report that states that unfortunately unit standards do not count towards NCEA. However this is not correct, unit standard do not count towards NCEA.

Another column to include in this table:

- vocational pathway (to measure programmes and placements to student goals)
- querying the plan for 16, 31 and 33
- Include not-achieved column for tracking purposes
- Include the other STAR programmes e.g. hospitality, carpentry and automotive



Gateway Report Follow-up

There is an indication here that six students have a placement. How many are actually in a placement right now? Who has completed a placement? T Tumai will follow up with the Coordinator.

Due Date: 20 Sep 2020
Owner: Thomas Tumai



Gateway Report as at 26 August 2020

This report has been accepted as table. Future reports to include the recommendations made by the Board.

Decision Date: 31 Aug 2020
Mover: Thomas Tumai
Seconder: Rhys Brown
Outcome: Approved

3.2 Policy and Assurance

T Houchen gave a demonstration as to how you review policies in SchoolDocs. Open SchoolDocs, go to "Model Site" and we only review those areas highlighted yellow.

The appointment procedure needs to be reviewed.



Delegation - SchoolDocs Policy

Recommend that T Houchen is delegated as our SchoolDocs Policy coordinator.

Decision Date: 31 Aug 2020
Mover: Hilary Karaitiana
Seconder: Thomas Tumai
Outcome: Approved



Appointment Forms

To share the recruitment / staff appointment forms with T Houchen.

Due Date: 1 Sep 2020

Owner: Lee Taylor

3.3 Meeting with the Ministry and ERO

Board recommendations to the review:

1. Update step 3 (refer to action)
2. Health & Safety meetings need to go ahead even if the Chair is not present. Two Health & Safety reps were appointed therefore The only reason it should be cancelled is if you don't have quorum.
3. Limited Authority to Teach (refer to action)
4. Job Descriptions updated by the end of the year
5. New appraisal system that must align with job descriptions



2020-2021 Improvement Action Plan Updates

T Tumai to update step 3 so that it ties in with the Governance Plan:

"Trustees need to develop their knowledge and understanding of governance and the role relating to legislative compliance."

Due Date: 20 Sep 2020

Owner: Thomas Tumai



Gateway Coordinator - LAT requirement

H Karaitiana will check with NZSTA regarding whether or not the Gateway Coordinator role is required to have a Limited Authority to Teach (LAT).

Due Date: 20 Sep 2020

Owner: Hilary Karaitiana

4. Other Business

4.1 Student Elections 2020



Returning Officer Appointed

J Lincoln has been appointed by the Board as the Returning Officer for Student Representative to the Board of Trustees Elections.

Decision Date: 31 Aug 2020

Mover: Jo Randle

Seconder: Nikki Taylor

Outcome: Approved

4.2 Correspondence



Follow up with staff letters

Check that M Wright & R Tuck have received their letters.

Also check W Lupton's letter was issued.

Due Date: 1 Sep 2020

Owner: Lee Taylor

5. Actions from Previous Meetings

5.1 Action Item List

Due Date	Action Title	Owner
31 Aug 2020	School Delegations List Status: In Progress	Lee Taylor

6. In-Committee

6.1 In-Committee



Previous In-committee Meeting Minutes

The previous minutes of the Board In-committee meeting held on 27 July 2020 are true and correct.

Decision Date: 31 Aug 2020
Mover: Hilary Karaitiana
Seconder: Nikki Taylor
Outcome: Approved

7. Close Meeting

7.1 Close the meeting

Next meeting: TKHS Board of Trustees Meeting - 21 Sep 2020, 6:00 pm

Signature: _____

Date: _____