

# CONFIRMED MINUTES

## TE KUITI HIGH SCHOOL BOARD OF TRUSTEES MEETING

At the **Te Kuiti High School Board of Trustees Meeting** on **23 Mar 2020** these minutes were confirmed as presented.

<b>Name:</b>	Te Kuiti High School
<b>Date:</b>	Monday, 24 February 2020
<b>Time:</b>	6:00 pm to 8:00 pm
<b>Location:</b>	Te Kuiti High School Boardroom, 21 Hospital Road, Te Kuiti 3910
<b>Board Members:</b>	Hilary Karaitiana (Chair), Brent Ramsey, Jo Randle, Nikki Taylor, Raiden van Herpen, Rhys Brown, Teagan Houchen, Thomas Tumai
<b>Attendees:</b>	Lee Taylor

### 1. Opening Meeting

#### 1.1 Karakia

#### 1.2 Nomination of Chairperson



##### Nomination of Chairperson

Nomination of Chairperson: Nominations were called. Nomination received for Hilary Karaitiana to remain as chairperson. Nominated by Ms N Taylor and seconded by Mr T Tumai. Hilary accepted her nomination. There were no further nominations. All were in favour of Hilary's nomination. The nomination was carried and Hilary Karaitiana was nominated to the chairperson's role until the next Board of Trustees elections.

Hilary Karaitiana has been re-elected as the Te Kuiti High School Board of Trustees Chairperson for 2020.

<b>Decision Date:</b>	24 Feb 2020
<b>Mover:</b>	Nikki Taylor
<b>Seconder:</b>	Thomas Tumai
<b>Outcome:</b>	Approved

#### 1.3 Apologies

T Houchen please remind our student representative R van Herpen of the Board of Trustees scheduled meeting dates.

#### 1.4 Interests Register

## 2. Major Decisions and Discussions

### 2.1 Policy Review

Policies tabled were taken as read.

It is noted that reviews 'a – d' were reviewed in the meeting of 24 February 2020 due to Ms K Joyes taking study leave and on the appointment of Deputy Principal, Mrs Bobbie-Dee Kearins.

- a. Schedule of Delegations N Taylor / R Brown carried
- b. School Delegations List N Taylor / R Brown carried
- c. Memorandum of Delegations – NovoPay N Taylor / J Randle carried
- d. Memorandum of Delegations – Financial N Taylor / T Houchen carried

#### Amendment & additions to the delegations:

- B Kearins delegation - Maniapoto Security
- H Ikahihifo delegation - Acting Principal, in the absence of the Principal (delegation period: 3 March to 20 November 2020)
- K Joyes delegation revoked - Acting Principal, in the absence of the Principal (delegation period: 3 March to 20 November 2020)
- R Brown delegation - Property evaluation tender process
- H Karaitiana - re-appointed Chairperson
- Appointments policy / employment policy update - in the case where there is a conflict.
- Re-wording of "Authorise payments on a single item up to \$9,999.00" instead of \$10,000.00
- N Taylor to find the wording on delegation policy

*Moved by: N Taylor / Seconder: R Brown*

#### SchoolDocs

There are a number of policies that need to be reviewed before the site goes live.

Mr T Tumai has stated that he will have SchoolDocs reviews completed by Monday week.



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**Due Date:** 23 Mar 2020  
**Owner:** Thomas Tumai

### 2.2 Authority for the destruction of annual records



#### Authority for destruction of records

The decision for the destruction of records was approved by all members of the Board of Trustees.

**Decision Date:** 24 Feb 2020  
**Mover:** Nikki Taylor

**Seconded:** Thomas Tumai  
**Outcome:** Approved



### **Record Destruction**

Arrange document destruction bins for the secure & confidential destructions of past school records as approved by the Board of Trustees.

**Due Date:** 23 Mar 2020  
**Owner:** Lee Taylor

## **3. Board Annual Work Plan**

### **3.1 Strategic Discussion**

Our current Charter, Strategic & Annual Plan needs developing. The Board have decided that they require support to develop a new Charter and Annual Plan.



### **Charter Development Workshop/Meeting**

H Karaitiana will arrange support from NZSTA at a special meeting for the development of a new Charter.

**Due Date:** 23 Mar 2020  
**Owner:** Hilary Karaitiana

## **4. Management Reports**

### **4.1 Principal's Report**

Principal's Report:

- Remove the information about staff - move to In-committee minutes
- Police Vetting, Teacher Registrations and LATs are now stored in a database that is monitored. Reminders are entered into the Principal calendar to prompt the Principal's Assistant to follow up with the staff member
- NCEA data inconsistencies. Moving forward what data is required for us to accurately assess data and that we are taking the correct actions for improvement?
- Cultural pedagogy - Waikato University coming to give professional development to our staff
- Staff need to begin analysing data for learning and not credits. The ERO visit has given us a mandate to review what we are doing where learning is concerned
- Mana Week - aim of this was to give our students a sense of belonging, being liked and being well - if we get these things going, then we'll get more participation in the classroom. It was well received by the community.
- Board would like M Briasco to provide a plan and report for it. At the moment she is working on a risk list within Year 9. Her role as SENCO addresses the other year groups. We also have P Knight in the role of academic counsellor. T Tumai is looking at redesigning the role description.
- Constant in-depth professional development for staff is required to provide support and keep up with the changes implemented.
- H Ikahihifo will provide the Board with attendance reporting.
- Staffing update

- still looking for a guidance counsellor - we currently have a few applications to consider
- CBS - update on asbestos management plan
  - E Hunt office is closed (bad air quality tests for black mould)
  - DPs & EO offices are closed (bad air quality tests for black mould)
  - Music room is closed (exposure to asbestos)
  - Hall kitchen is closed (highest recordings of black mould)
- Roll update
- Purchase of 30 new student desk chairs required

Mover B Ramsey / J Randle

## 4.2 Finance Report



### November Financial Schedules

Approved as tabled.

**Decision Date:** 24 Feb 2020  
**Mover:** Brent Ramsey  
**Seconder:** Rhys Brown  
**Outcome:** Approved



### December and January tabled for February.

As above

**Due Date:** 27 Mar 2020  
**Owner:** Lee Taylor



### Financial reports accepted as tabled.

Resolution: It is the decision of the Board to accept the financial reports for November and December 2019 as tabled.

**Decision Date:** 24 Feb 2020  
**Mover:** Brent Ramsey  
**Seconder:** Jo Randle  
**Outcome:** Approved

## 4.3 Health & Safety Report



### Health & Safety Report Accepted

The Board have accepted the Health & Safety Report for February 2020 as tabled.

**Decision Date:** 24 Feb 2020  
**Mover:** Nikki Taylor  
**Seconder:** Rhys Brown  
**Outcome:** Approved



## Review of Vehicle Procedures and Policies

The Board have requested that our vehicle procedures and policies be reviewed and presented at a future meeting.

Please include - an extra step where the staff/hirer signs a form regarding drivers of our vehicles.

**Due Date:** 29 Jun 2020

**Owner:** Lee Taylor

## 5. Actions from Previous Meetings

### 5.1 Action Item List

Due Date	Action Title	Owner
3 Dec 2019	Health & Safety update <b>Status:</b> Completed on 20 Feb 2020	Lee Taylor
13 Dec 2019	October Monthly Report <b>Status:</b> Completed on 24 Jan 2020	Lee Taylor
31 Jan 2020	Documents sent to ERO 17 January 2020 <b>Status:</b> Completed on 31 Jan 2020	Thomas Tumai

### 5.2 Confirm Minutes

## 6. Other Business

### 6.1 Correspondence



#### Correspondence

Resolution: That the inward correspondence be accepted and the outward approved.

**Decision Date:** 24 Feb 2020

**Mover:** Teagan Houchen

**Seconder:** Thomas Tumai

**Outcome:** Approved

### 6.2 In-Committee



#### Previous In-committee Meeting Minutes

Resolution: Previous In-committee meeting minutes are true & correct.

**Decision Date:** 24 Feb 2020

**Mover:** Jo Randle

**Seconder:** Brent Ramsey

**Outcome:** Approved

### 6.3 New School Van

Mr T Tumai has allowed Alternative Education to use one of the school vans as their current one has broken down. The school needs to make a decision on what to do about what to do with the old van. Mr T Tumai is appealing to the Board of Trustees to amend the 2020 Budget to include the purchase of a new school van.

L Taylor has made contact with local car dealerships and Prescott Otorohanga has the best options available to the school based on our requirements. L Taylor has asked the sales manager Mr P Draper for some quotes to compare details and make a decision.

Defibrillator - The school Health & Safety representative, Mrs K Benefield has made a request for the school to purchase a defibrillator.

The Board have agreed to make the necessary amendments to the 2020 Budget:

- School Van - \$TBC
- Defibrillator - \$TBC

Ms L Taylor will table these items at the next Board Financial Committee meeting on 12 March 2020 with an amount to apply to each item based on quotes.

## 7. Close Meeting

### 7.1 Close the meeting

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

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

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