

Meeting Minutes of Te Kuiti High School

Board of Trustees

Monday 29 JULY 2019

Seminar Room 6.00pm

1. **Attendees:** Hilary Karaitiana (chairperson), Jo Randle (parent representative), Rhys Brown (parent representative), Brent Ramsey (parent representative), Nikki Taylor (parent representative), Teagan Houchen (staff representative), Thomas Tumai (Principal) & Lee Taylor (secretary).

2. **Apologies:** Justez Howe (student representative)

N Taylor / B Ramsey – carried

3. **Code of Conduct (Policy 11)**

Resolution: That the Trustees' code of Behaviour Policy -Reference to Policy 11, be accepted as tabled.

T Tumai / R Brown - carried

Reminder: NZSTA workshop Wed 5th August 2019 @ 7pm - TKHS Pavilion

Action: Lee to register J Randle, R Brown, T Houchen and B Ramsey

4. **Appoint Returning Officer for Student Elections**

Resolution: To appoint J Lincoln as the Returning Officer

T Houchen / J Randle - carried

5. **Online Management Systems**

Resolution: That we adopt SchoolDocs online policy management system.

N Taylor / B Ramsey - carried

Action: That we trial BoardPro from tonight's meeting, Lee will create an entry using tonight's agenda & minutes and each Board member will give feedback.

6. **Reports:**

a. **Principal's Report for June 2019**

- *Action: Are permits required to fix the ceiling in music & kitchen*
- *Action: Lee will email BoT members with an update by Friday*
- *Data on Student Achievement will be added to the August report*
- *Action: Send Margaret a letter of congrats for her post-grad achievements*

T Tumai / J Randle - carried

b. **Attendance & Alternative Education mid-year Reports**

Reports now complete and will be tabled at the next meeting.

c. **Health & Safety Report**

No incidences to report for July 2019

7. Minutes of Previous Meeting:

Minutes of the meeting held on Monday 24 June 2019 to be confirmed as a true and correct record.

Motion to amend - remove R Lindstrom and remove personal information that identifies staff.
N Taylor / R Brown - carried

8. Finance:

Board Schedule of Payments - Lee will send these bi-monthly.

Resolution: That the Board Schedule of Payments from July to December 2018, February to June 2019 be accepted as tabled.

J Randle / B Ramsey - carried

Finance 101 Workshop – Hamilton or Taumarunui

H Karaitiana made contact with the course coordinator who will create a session in Te Kuiti.

Mid-year finance update – Education Services

Tabled at the next meeting after Lee's meeting with J New.

Monthly payments & reports

May 2019 Creditor Schedule

Resolution: That the May 2019 Creditors schedule totalling \$49,775.53 be accepted as tabled.

J Randle / Tumai -

carried

May 2019 Direct Debit Payments

Resolution: That the May 2019 Direct Debit payments totalling \$74,276.95 be accepted as tabled.

T Tumai / J Randle - carried

May 2019 Cheque Payments

Resolution: That the May 2019 cheque payments totalling \$4,955.25

be accepted as tabled.

H Karaitiana / J Randle – carried

Management Report

Resolution: That the May 2019 Management Report, Graphical Analysis and Exceptions Reporting be accepted.

J Randle / T Tumai – carried

June 2019 Creditor Schedule

Resolution: That the June 2019 Creditors schedule totalling \$44,790.44 be accepted as tabled.

R Brown / T Houchen -

carried

June 2019 Direct Debit Payments

Resolution: That the June 2019 Direct Debit payments totalling \$46,181.01 be accepted as tabled.

B Ramsey / T Houchen - carried

June 2019 Cheque Payments

Resolution: That the June 2019 cheque payments totalling \$100.00 be accepted as tabled.
B Ramsey / R Brown - carried

Management Report

Resolution: That the June 2019 Management Report, Graphical Analysis Reporting be accepted.

- Explanation from J New regarding loan & lease payments as well as the last two entries in current liabilities.
- To be tabled at the next meeting.

9. Policy Review:

- Chair's Role Description
- Principal Professional Expenses
- Donations Policy
- Child Protection Policy
- Protection and Sharing of Intellectual Property
- Meeting Agenda Policy (sample in handouts)

Resolution: That with the adoption of SchoolDocs, this online management system will update all Policies.

T Tumai / T Houchen - carried

10. Correspondence:

Inwards: as attached

Action: Lee will email the Smart Waikato Trust SSEP email to all Board members.

Outwards: as attached

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

N Taylor / H Karaitiana - carried

In-committee: *H Karaitiana / B Ramsey*

Out of committee: *T Tumai / R Brown*

Other Business:

- *New Board Members to meet the staff on Wednesday 7th August 2019 at 8:00am*
- *Acknowledging the awesome Prospectus. J Randle has given some editing.*

Strategic Decision: *All Trustees have agreed that we will renew the Charter for 2020.*

11. Meeting closed 8:21pm

12. Next Meeting: 19 August 2019

..... 29 July 2019
H Karaitiana - Chairperson