

CONFIRMED MINUTES

TKHS BOARD OF TRUSTEES MEETING

At the **TKHS Board of Trustees Meeting** on **29 Jun 2020** these minutes were **confirmed as presented**.

Name:	Te Kuiti High School
Date:	Tuesday, 2 June 2020
Time:	6:00 pm to 8:00 pm
Location:	Staffroom - A Block, Te Kuiti High School, 21 Hospital Road, Te Kuiti
Board Members:	Nikki Taylor, Hilary Karaitiana (Chair), Brent Ramsey, Jo Randle, Rhys Brown, Teagan Houchen, Thomas Tumai
Attendees:	Lee Taylor
Apologies:	Raiden van Herpen
Guests:	Bobbie-Dee Kearins, Wayne Lupton, Greg Londt, Anantika Sanchal, Margaret Briasco
Notes:	Special Board meeting for the first group of Head of Department 2019 reports and presentations to the Board of Trustees.

1. Opening Meeting

1.1 Confirm Minutes



Minutes of the previous meeting

It is the decision of the Board to table these meeting minutes for the next Board meeting scheduled 29 June 2020. All in favour.

Due Date: 29 Jun 2020
Owner: Hilary Karaitiana

1.2 Interests Register

2. Management Reports

2.1 HOD Health & PE

List of course endorsements for PE/Health for Years 11-13 provided. Of the 28 endorsements available, 13 were achieved (46%).

What are you doing to improve Maori and Pasifika achievement?

1. One of the big things happening in PE this year. Changed their modules to this new culturally responsive way of teaching.

2. Tuakana/Teina - elder teaching the younger and vice versa. Both year levels learning from each other. Students love the new learning environment.
3. Hauora - Whare Tapawha Model of Mason Durie. Mental and emotional hauora of our students.

Gifted & Talented:

- Introduction of 'Elite Sports Program'
- GATE register needs improvement. List developed but more work is required in this area
- Still trying to define what that looks like in PE & Sport, PE soft-skills, cultural responsive
- Differentiation at all levels

What is being done in your department to support 'at-risk learners'?

- Keeping an 'at-risk' register
- Learning with like-minded learners
- More contact with home/whanau/caregivers
- Catch-ups during lunchtime
- Smaller senior classes equals more 'one-on-one' or personalised learning

Is your department on track?

- Yes, we believe we are on track
- We have some worries about the post-covid effects on the health of our students
- Gym - we really need either a new one or an upgraded one. We would like to be included or have input into the development of the new gym.

2.2 HOD Mathematics

Results from 2019:

- Level one numeracy target was 80% and they achieved 75%
- Professional Development for math department staff was provided and the invitation was extended to include math teachers from other schools in the district
- Made sure we are going through past 5/6 years papers which has improved internal results.
- Maori students are performing better. Context and contextualised teaching.
- Males are doing better than female students.
- Smaller class size has worked well especially when setting standards.

Queries from the Board:

- Can you provide another table to show the level one numeracy results? *Yes*
- Why was the target so low at 80% ? *It was set by the school charter. Previously it was 85% but we lowered it to meet the school charter targets.*
- What are you doing to support your 'At-risk' students? *We have an 'At-risk' register where each staff member has a plan they are responsible for carrying out with each student. Activities such as lunchtime and other catch-up sessions. We are making more frequent contacts with families/home.*

- Post-covid, how are you going to ensure those students that need to catch-up are going to catch-up? *We know there are students that genuinely can't be here we'd like to look at doing catch up days.*
- Internal vs External credits. *Students need 14 numeracy credits at level 2. The school offer 11 internal credits and the rest are gained via external credits.*

2.3 HOD English

2019 English Report

- Junior school results. Moving forward how do you think they are tracking? *It's a worry because the number of students at the right level is around 60%. We try to work with individuals, we have a streaming system to meet kids where they are at. Giving more time to those who need it.*
- Tell us about your 'At-risk' students. *We have 'At-risk' students in both junior and senior levels. Each year level is broken up differently and worked with differently. We have classes of mixed ability. Our approach has been much more at the individual connection level.*
- In Year 9 & 10 do we have good way of collating and showing the data? *Yes, we can take a snapshot from the beginning to end.*
- What else does your data tell you? *We found that there is a big jump from level one to level two English. So we identified who are these students? What is their pathway? and why is this happening? We've done a lot of work in this area. Our approach is slow, but have had limited success. We see the value in offering more accessible level unit standards.*
- In your data, are we including the number of kids that have left? *Yes, they are still included.*
- Literacy credits - are you measuring students all the way through? *Yes we are. Literacy credits can be obtained via different subjects so the pressure isn't solely on the english department.*
- Do you manage/coordinate all the literacy credits? *No, its the responsibility of all Manukura. It used to be the responsibility of the Year 11 Dean however we've changed our approach this year.*

2.4 HOD Social Science/Te Reo Maori

2019 Social Sciences Report:

- Department is currently made up of Mr Chris Hill (HOD), Mrs Margaret Briasco (SENCO/Kaiwhakaako Tautoko), Ms Amy Vossen (Social Studies) and Whaea Sharon Muru (Te Reo Maori)
- Started in Term 4 2019 and only had a few weeks with the students before the end of the school year

What changes have made in this department in order to make it your own?

- Re-designed the curriculum for the junior school
 - 1st unit is 'who am I?' 'ko wai au?'
 - 2nd unit - what's my waka?
 - Te Ao Maori and Te Ao Pakeha e.g. ancient Greece & Rome
 - Designed to challenge and be more relevant
- Department goals - who develops these?
 - They are set by the school's strategic goals

- The department meets on a 2-weekly cycle
- As HOD, Mr C Hill takes the leadership role but its not exclusively him. He likes for his team to have an active role in decision making and improving what they do for their students
- At-risk students
 - We have identified who these students are
 - We have identified patterns during lock down regarding who participated in distance learning and who chose not to participate
 - conversations with whanau teachers, most importantly with each individual student. You need to build that relationship.
- Results
 - the data I have supplied includes all my students and their results
 - request from the Board to re-do the 2019 Data Collection Table 'Overall Percentage of Achievement' column only

2.5 SENCO/Kaiwhakaako Tautoko

Kaiwhakaako Tautoko/SENCO Coordinator Report (handout provided at presentation):

- PAT reading comprehension, math and science, and Astle results of students obtained
- We have identified that a third of our students in one cohort have comprehension issues. Therefore we need to teach comprehension strategies as part of our curriculum. We have great tools & resources to assist our students once they've been identified.
 - Do you do that work with the students? or is it the teachers? *Training our teacher aides to teach it*
 - Do you have good buy in from the staff? *This is quite new and a new field. It's a big change and we're still trying to roll out to the staff, how the Kaiwhakaako Tautoko and learning support staff are going to support the teaching staff and students.*
- Introducing Individual Development Plans for our students. It requires buy-in from the students. They will develop, own and take responsibility for their own plans.
- Teachers play an important role in the development of these plans.
- Will you re-test again at the end of the year? *Yes*
- Who is covered by this service? Is there a gap? *I am working with identified students. We don't have any Year 10 data right now. My role includes seniors. At the moment we are fine tuning the approach.*
- Mrs M Briasco visited each Primary School in the district to discuss the Year 8 cohort who would become the 2020 Year 9 cohort. She has collected a lot of data for Year 9's.

3. Other Business

3.1 ERO Report 2019 - Board Discussion

The Board have agreed to look further into the statement made in 1.1 How well is the school achieving equitable and excellent outcomes for all its students? of the Report. The statement made is *The school is not collating, analysing and reporting overall achievement for all students in Years 9 and 10.*

The Board is mandating the Principal, Mr T Tumai to collate the data which demonstrates that the school has collected the data. Once the data has been collated, Mr T Tumai will make a recommendation to the Board regarding next steps.

H Karaitiana has made some inquiries into what type of support we can expect from the Ministry.

Next steps:

- Action plan committee will be formed to address the actions in the report
- H Karaitiana has been in contact with Mr Doug Black (NZSTA) and he has advised that he is available to support the Board. The Board would like to invite him to our next meeting.



Letters to Staff

Send a letter from the Board of Trustees to both Mrs M Wright and Mr R Tuck for the provision of International Students and the Code of Practice.

Due Date: 29 Jun 2020
Owner: Lee Taylor



Staff Breakfast - ERO Update

The Board will address the staff next Wednesday morning to give them feedback on the ERO Report and what the Board's next steps are.

Due Date: 10 Jun 2020
Owner: Hilary Karaitiana

3.2 Analysis of Variance & Annual Report



Annual Plan & Analysis of Variance

T Tumai will complete the review of the Annual Plan and Analysis of Variance to the Board.

Due Date: 29 Jun 2020
Owner: Thomas Tumai

4. Actions from Previous Meetings

4.1 Action Item List

Due Date	Action Title	Owner
23 Mar 2020	Record Destruction Status: Completed on 18 May 2020	Lee Taylor
18 May 2020	Follow up Status: In Progress	Lee Taylor
22 May 2020	2019 NCEA Results Status: In Progress	Thomas Tumai
2 Jun 2020	Staff leave application uploaded to SchoolDocs Status: In Progress	Lee Taylor
2 Jun 2020	Send notice to parents about the policies that are being reviewed Status: In Progress	Thomas Tumai
2 Jun 2020	Paying out accrued annual leave guidelines Status: Completed on 2 Jun 2020	Lee Taylor
29 Jun 2020	Review of Vehicle Procedures and Policies Status: In Progress	Lee Taylor
29 Jun 2020	Complaints Register Status: Not Started	Lee Taylor

5. Close Meeting

5.1 Close the meeting

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

Signature: _____

Date: _____