

CONFIRMED MINUTES

TKHS BOARD OF TRUSTEES MEETING

At the **TKHS Board of Trustees Meeting** on **27 Jul 2020** these minutes were **confirmed as presented**.

Name:	Te Kuiti High School
Date:	Monday, 29 June 2020
Time:	6:00 pm to 8:00 pm
Location:	Te Kuiti High School Boardroom, 21 Hospital Road, Te Kuiti 3910
Board Members:	Hilary Karaitiana (Chair), Jo Randle, Nikki Taylor, Raiden van Herpen, Rhys Brown, Teagan Houchen
Attendees:	Lee Taylor
Apologies:	Brent Ramsey, Thomas Tumai
Guests/Notes:	Bobbie-Dee Kearins, Ben Chisnall, Lou Fielder, Emma Hunt, Pania Turner-Hughes, Hannibal Ikahihifo

1. Opening Meeting

1.1 Confirm Minutes

TKHS Board of Trustees Meeting 18 May 2020, the minutes were confirmed as presented.

TKHS Board of Trustees Meeting 2 Jun 2020, the minutes were confirmed as presented.



Minutes Feb

Approved

Decision Date: 29 Jun 2020

Mover: Teagan Houchen

Seconder: Rhys Brown

Outcome: Approved

1.2 Interests Register

2. Other Business

2.1 School Uniform



Tabled for the next meeting

Raise at the next meeting.

Due Date: 27 Jul 2020

Owner: Hannibal Ikahihifo

2.2 Netball Proposal

The Board have requested that we follow a system for fundraising that is robust and easy to use. All the money must come through the school.

The Board have requested that L Taylor, T Houchen, P Turner-Hughes and R (Nano) Te Whare meet to have this process clearly documented for all fundraising.



Netball Trip to Australian Competition 2022

Move that the TKHS Netball Trip 2022 to Australia is approved - Yes
RAMs form provided and police vetting completed beginning of 2022.
Entry fee of \$5000.00 is approved.

Decision Date: 29 Jun 2020

Mover: Nikki Taylor

Seconder: Rhys Brown

Outcome: Approved

3. HOD Reports & Presentations

3.1 HOD Science

HOD Science - B Chisnall

Discussed the importance of kinaesthetic learning such as laboratories and field trips.

14 internal credits completed already.

Attendance is an issue for those students not achieving.

Board Questions:

1. Moving forward. Focusing on doing better than last year
2. Is the measuring better than last year?
 1. Yes - our focus is on moving forward and getting marks up
 2. Level 3 has done very well
 3. Overall we are tracking very well
 4. Junior data - identifying high-lights and low-lights. We are doing better than previous years. Students are coming to us in Year 9 not meeting the standards so are starting off behind. What are you doing to bring students up to speed? More kinaesthetic learning, get buy-in from the students to get them interested in learning. Engage students into the sciences.
3. Level 3 Biology - significantly higher than other areas. Why?
 1. These are students that D Follas and I have built relationships with early on. We've got good buy in so now that they are doing Level 3 Biology they are doing really well.
4. Have we ensured that the rolls are correct?
 1. Yes - reminder that we can only enrol those students who wish to be enrolled.
5. Pasifika students - what do you think we can do now?
 1. We need support with the language barriers. *Board needs to have a look into this more thoroughly to see how we can support these Pasifika students.*

6. Enrolment & Participation Data discussion had to try and understand the data we collect.

3.2 HOD The Arts

Results were outstanding for 2019.

Board Questions 2019 Report:

1. Outstanding results - well done.
2. Is there a showcase this year? No Showcase for 2020 because we no longer have a sound engineer. Working on something different in 2021.
3. How could we replicate what you have achieved in other areas? It's the culture you create in your classroom, there's the love & the expectations from the beginning. We try to be relevant and we are very aware of that and will discuss what is relevant with the students. The results are engaged and achieving due to both the teacher and themselves putting in hard work.
4. Timetable issues last year that impacted on a few things. Some students that wanted to do music couldn't because of timetable clashes.
5. How are you doing this year? We are doing really well this year, we're ahead of schedule. While we are temporarily based in the Sports Pavilion, it's really frustrating not knowing what's happening with the music room.
6. Y9 & Y10 overall data. We found out that some of the levels for a reporting round happened mid-rotation and we don't go back and change data. We now know to check that this time round. The data we have right now is accurate and I have made sure that each individual student's data is correct.
7. Gifted & Talented - she's the only one entering kids into scholarships from this school. We don't stop offering gifted & talented students opportunities.
8. Cohort in 2020 to watch - they are going really good. I'm not really worried about them now. They are tracking really well. I'm really happy.
9. At-risk register - updating it constantly and keeping it as an active document to keep updating. This document has been really useful to re-engage and re-connect with these students.
10. I have noticed some of our students are under stress and are quite fragile. Their health & well-being is very important to me.

3.3 HOD Technology

HOD Technology:

1. Maori & Pasifika - connections with our students during mana week and how we can use what we learnt and turn that into something we can utilise in classroom learning. Whanaungatanga, manaakitanga and kai hakari were some elements that we wanted to work on. We wanted them in our environment to show them the same hospitality. Woodwork did the platters, metal did the decorations and food provided the kai hakari.
2. Looking closely at attendance and follow the processes that the Senior Leadership Team (SLT) have put in place.
3. Tracking senior standards - student achievement
4. Traditional maori & samoan dishes are included in food technology
5. Improving achievement rates
6. Established GATE & At-Risk registers which are discussed at department meetings. Collective problem solving going on at this level. Better meet the needs of individual students

7. We have also been doing department Professional Development to best support each other
8. Big push to improve student attendance & achievement
9. Department staff have been supporting each other
10. Positive feedback from local cafe owner regarding the barista course Facebook post.

Board Questions:

1. Well done - you had a hard time last year.
 - o Change was very difficult for the students. Relationships are at the heart of everything. Hopefully we have a settled year.
2. It's great that you are tailoring the learning to fit our Maori & Pasifika students.
3. Do we not offer level 3 carpentry & metal work?
 - o Yes, on a case by case basis. We lost our qualified level 3 carpenter therefore we are growing another teacher's capability in this area. We utilise Gateway in this area also. When students who show some talent and interest in carpentry they get apprenticeships. Some decide to move on without finishing school.
4. What does each colour stand for in the results table? Key is as follows: yellow-hospitality, orange-digital tech, pink- engineering, blue-carpentry
5. 10 DTE results at 4% achievement - is this correct? Yes - this is where we need to make some major changes and we'd like some support. *The Board will have a discussion regarding ways we can support this cohort.*
6. Thanks to L Fielder for stepping up into the HOD of Technology role this year.



Students attending Wintec Programmes

Can you please provide the Board with a list of the students attending Wintec programmes.

Due Date: 27 Jul 2020
Owner: Thomas Tumai

4. Management Reports

4.1 Principal's Report



Analysis of Variance 2019

Resolution:

Decision Date: 29 Jun 2020
Mover: Nikki Taylor
Seconder: Jo Randle
Outcome: Approved

Principal's Report:

- Amendments: Page 1, \$190K not \$1190K
- What is ERO's plan? What is the support and for how long? H Karaitiana will give B Wenn a all tomorrow to ask the Board's questions.
- Gym: What will we do 2021? Three terms without a gym?
- Music: Where and how? How does this information get given to you? We need to get good correspondence? Meetings that are had with Property need to be minuted and sent to the Board.

- Kapa Haka: Board is asking for the date and do we have a kapa haka roopu? If not, what is the plan?
- Attendance: Improvements to attendance are great.

No other matters arising.



Principal's Report

Resolution

Decision Date: 29 Jun 2020
Mover: Teagan Houchen
Seconder: Nikki Taylor
Outcome: Approved



Strategic Plan 2020-2023

This Strategic Plan does not match the plan that was ratified at the Board meeting in March 2020.

Decision Date: 29 Jun 2020
Mover: Jo Randle
Seconder: Rhys Brown
Outcome: Not Approved



Annual Plan 2020

T Thomas will submit an Annual Plan based on the Board ratified Strategic Plan for 2020 by the end of Term Three.

Due Date: 3 Jul 2020
Owner: Thomas Tumai



Feedback on the Annual Plan 2020

The Board will collate their feedback and forward it to H Karaitiana.

Due Date: 2 Jul 2020
Owner: Hilary Karaitiana

4.2 Health & Safety Report



Health & Safety Report

Matters arising:

- Please include time frames in place and who's responsibility it is to follow up.

Decision Date: 29 Jun 2020
Mover: Jo Randle
Seconder: Nikki Taylor
Outcome: Approved

4.3 Financial Reports

P Turner-Hughes: Uniform orders - how many have we sold vs orders taken

Please note: we need to have systems in place for the van registration and road users charges.



Finance Report - Creditors

Approved

Decision Date: 29 Jun 2020
Mover: Nikki Taylor
Seconder: Rhys Brown
Outcome: Approved



Staff Leave Report

L Taylor to provide a list of staff with high leave balances and comment on how leave is being managed.

Due Date: 3 Jul 2020
Owner: Lee Taylor

5. Workplan Items

5.1 Community Gym Partnership

R Lindstrom (Chairperson of the Game On Trust)

- authorised first payment and getting the plans finalised and consents starting
- appoint the project management team
 - demolition Dec 2020-Jan 2021
 - finished by Sept 2021
 - build estimated at 35 weeks
- looking at partnering with people
- looking for further funding for fit-out

Who is representing what the school wants?

Consultation is still happening. R Lindstrom asked B Maunsell to meet with HOD PE & Health W Lupton.

Will the final plan come to us?

There will opportunity for further discussions. Agreements need to be written up. It is a partnership and not a school project. Compromise all round.

Lots of work in the next few months to pull things together.

Management of the facilities will be contracted out for someone to run. The Board will provide governance. The school will retain a representative on the Board.

Also, at some point the Board might want to look at how the structure looks and

H Karaitiana - on behalf of the school and the Board of Trustees, we would like to thank you very much for all the work you have done.

Had the Game On Trust discussed or considered what the school is going to do without the school gym during the build process?

No - that is something for the school or the Board to look into.

R Lindstrom - will keep the Board up to speed regularly.



TKHS Board Representative to the Game On Trust

Resolution: The Board have decided to continue to appoint R Lindstrom as the Board's representative to the Game On Trust.

Decision Date: 29 Jun 2020
Mover: Hilary Karaitiana
Seconder: Jo Randle
Outcome: Approved

5.2 Parent Reporting - Roll Return 1 July

B Kearins provided junior data which was issued to all Board members in attendance.

Involves lots of Professional Development for staff.

We will re-test in Term 4 so we have comparative data.

6. Actions from Previous Meetings

6.1 Action Item List

Due Date	Action Title	Owner
18 May 2020	Follow up Status: Completed on 21 Jul 2020	Lee Taylor
22 May 2020	2019 NCEA Results Status: Completed on 29 Jun 2020	Thomas Tumai
2 Jun 2020	Staff leave application uploaded to SchoolDocs Status: Completed on 29 Jun 2020	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
10 Jun 2020	Staff Breakfast - ERO Update Status: Completed on 28 Jun 2020	Hilary Karaitiana
29 Jun 2020	Review of Vehicle Procedures and Policies Status: Completed on 24 Jul 2020	Lee Taylor
29 Jun 2020	Complaints Register Status: Completed on 29 Jun 2020	Lee Taylor
29 Jun 2020	Minutes of the previous meeting Status: Completed on 30 Jul 2020	Hilary Karaitiana
29 Jun 2020	Letters to Staff Status: Completed on 30 Jul 2020	Hilary Karaitiana
29 Jun 2020	Annual Plan & Analysis of Variance Status: Completed on 29 Jun 2020	Thomas Tumai

7. Close Meeting

7.1 Close the meeting

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

Signature: _____

Date: _____