

# CONFIRMED MINUTES

## TKHS BOT MEETING

At the **TKHS BOT Meeting** on **2 Dec 2019** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Kuiti High School
<b>Date:</b>	Tuesday, 29 October 2019
<b>Time:</b>	6:00 PM to 8:38 PM
<b>Location:</b>	Te Kuiti High School Boardroom, 21 Hospital Road, Te Kuiti 3910
<b>Board Members:</b>	Brent Ramsey, Jo Randle, Justez Howe, Nikki Taylor, Rhys Brown, Teagan Houchen, Thomas Tumai, Hilary Karaitiana (Chair), Raiden van Herpen
<b>Attendees:</b>	Lee Taylor

### 1. Opening Meeting

#### 1.1 Confirm Minutes

**TKHS BOT Meeting 23 Sep 2019**, the minutes were confirmed as presented.

Karakia

Welcome to R van Herpen the newly elected student representative and L De Pina from Education Services.

Introductions

Starting with our guest L De Pina this evening.

1. Background to Ed Services. 700 schools they have on their books. They are currently with the Hamilton branch and they have 7 branches nationwide.
2. Governance Report (Monthly Financial Report)
  - o First 9-11 pages of the Monthly Financial Report. It includes the executive summary.
  - o If you need to read one thing in this report, make sure you read the Management Report on page 2. This page contains the income, expenditure, financial position and banking staffing information. This always compares to the budget figures.
  - o Local Funds includes donations, sports and other fundraising.
  - o The actual vs The budgeted
  - o Pay period 22 is a date of significance
3. Items of Significance
  - o Budgeted amounts vs actual spend
4. Graphs - these give you a visual overview of each department
5. On page 7 of the report, the highlighted lines are what Ed Services take notice of
6. Balance sheets (pages 8-9)

- o Stock on hand is made up of uniforms & stationery
- o Cyclical maintenance - \$100k, all buildings owned by the Ministry require painting etc. This pool of money is what is required to maintain these buildings (5YA and 10YY plan)



### Minutes accepted

Lee to update

**Decision Date:** 29 Oct 2019  
**Mover:** Thomas Tumai  
**Seconded:** Nikki Taylor  
**Outcome:** Approved

## 1.2 Interests Register

## 2. Major Decisions and Discussions

### 2.1 Strategic Decision One

It is the decision of the Board to form a finance sub-committee that meets on a regular basis. The group will meet prior to the monthly Board meetings.

Group members are:

- T Tumai
- L Taylor
- J Randle
- B Ramsey



### Formation of the Finance Sub-committee

Move that we formulate a finance group who will over-see the finances and present to the Board at the monthly Board meetings.

Moved by H Karaitiana and seconded by T Tumai.

**Decision Date:** 29 Oct 2019  
**Mover:** Hilary Karaitiana  
**Seconded:** Thomas Tumai  
**Outcome:** Approved

### 2.2 EOTC Form Approval

1. Police vetting records
2. Overnight trips must be approved with Board support. This can be done by emailing the board members and getting written approval.



### EOTC forms accepted

Resolution: The EOTC (Education Outside The Classroom) Forms are accepted as presented.

**Decision Date:** 29 Oct 2019  
**Mover:** Nikki Taylor

**Seconded:** Teagan Houchen  
**Outcome:** Approved

### 3. Board Annual Work Plan

### 4. Actions from Previous Meetings

#### 4.1 Action Item List

Due Date	Action Title	Owner
16 Sep 2019	K Joyes will include a summary in the NCEA Progress Report <b>Status:</b> Completed on 23 Sep 2019	Thomas Tumai
29 Oct 2019	Approve the updates to the Education Outside of the Classroom (EOTC) Forms <b>Status:</b> Completed on 29 Oct 2019	Lee Taylor
29 Oct 2019	Add Annual Plan to BoardPro <b>Status:</b> Completed on 29 Oct 2019	Lee Taylor
29 Oct 2019	Creditor's Schedule Entries <b>Status:</b> Completed on 29 Oct 2019	Lee Taylor

### 5. Management Reports

#### 5.1 Principal's Report



##### Susan Arrowsmith's Report on the Curriculum Review

L Taylor will send out the Curriculum Review Report to all Board members.

**Due Date:** 8 Nov 2019

**Owner:** Lee Taylor

##### 1. Vision update

L Taylor will send out the Curriculum Review to all Board Members.

T Tumai proposes that the Board supports the vision statement one "enter it here"

Moved by H Karaitiana / Second B Ramsey - all in favour.

##### 2. Donation Scheme

The school will receive around \$45,000 by opting into the scheme.

A community notice regarding the donation scheme will be communicated via Facebook and in the school newsletter.

##### 3. Staffing update

4. K Joyes - deputy principal presented a paper in Australia last week on her topic of inclusive education which is what she is achieving her Masters in.

5. House System - moving from horizontal to a vertical structure

6. Attendance and Achievement Data

Tracking similar or below what we achieved last year. This is a continuation of what has been happening over the past few years.

## 7. Six stand-downs



### Report as accepted

Resolution: That the Board accepts the Principal's Report as presented. All in favour.

**Decision Date:** 29 Oct 2019  
**Mover:** Teagan Houchen  
**Seconder:** Jo Randle  
**Outcome:** Approved

## 5.2 Finance Report



### Monthly Financial Reports and Creditors, Direct Debit, Cheque Payments

Resolution: It is the decision of the Board that the July, August and September monthly financial reports and the September creditors, direct debts and cheque payments be approved as tabled. All in favour.

**Decision Date:** 29 Oct 2019  
**Mover:** Hilary Karaitiana  
**Seconder:** Teagan Houchen  
**Outcome:** Approved

## 5.3 ESOL and Special Education Reports 2019

### Any questions or feedback?

Is it hard to find host families? Yes. We are looking for one more host family for one of our exchange students arriving in January 2020. The International Students Coordinator M Wright is working on this. If the Board have anyone in mind, please let M Wright know.

T Houchen - commented that M Wright is amazing with these kids. She goes over and beyond for each of them. She really cares.

Kickstart Breakfast is going well. On average they have around 18 to 20 students daily.



### Thank you letters

The Board have tasked L Taylor to draft the following letters.

- Thank you letters:
  - Music Showcase staff
  - W Lupton
- Congratulatory letters:
  - M Briasco - study achievements
  - K Joyes - study award

**Due Date:** 29 Nov 2019  
**Owner:** Lee Taylor



### ESOL and Special Education Reports

Resolution: It is the decision of the Board to approve the reports as presented. All in favour.

**Decision Date:** 29 Oct 2019

**Mover:** Nikki Taylor  
**Seconder:** Teagan Houchen  
**Outcome:** Approved

## 6. Other Business

### 6.1 Correspondence



#### Correspondence

Resolution: It is the decision of the Board to approve the correspondence as presented.

**Decision Date:** 29 Oct 2019  
**Mover:** Rhys Brown  
**Seconder:** Thomas Tumai  
**Outcome:** Approved

## 7. Public Excluded Meeting

### 7.1 In-committee

Moved in-committee at 8:11pm

Mover: H Karaitiana / Seconder: T Houchen

Moved out-of committee 8:29pm

Mover: H Karaitiana / Seconder: R van Herpen



#### Wi-Fi Password

Request from Board Members to have access to the wi-fi password.

**Due Date:** 8 Nov 2019  
**Owner:** Lee Taylor



#### In-committee Meeting Minutes

H Karaitiana read the previous In-committee Meeting Minutes to the Board.

Decision: It is the decision of the Board to accept the in-committee minutes.

Mover: H Karaitiana / Seconder: T Houchen

**Decision Date:** 29 Oct 2019  
**Mover:** Hilary Karaitiana  
**Seconder:** Teagan Houchen  
**Outcome:** Approved

## 8. Close Meeting

### 8.1 Close the meeting

**Next meeting:** TKHS BOT Meeting - 2 Dec 2019, 6:00 PM

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

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