

CONFIRMED MINUTES

TKHS BOT MEETING

At the **TKHS BOT Meeting** on **29 Oct 2019** these minutes were **confirmed as presented**.

Name:	Te Kuiti High School
Date:	Monday, 23 September 2019
Time:	6:00 PM to 8:00 PM
Location:	Te Kuiti High School Boardroom, 21 Hospital Road, Te Kuiti 3910
Board Members:	Jo Randle, Nikki Taylor, Teagan Houchen, Thomas Tumai, Hilary Karaitiana (Chair), Justez Howe
Attendees:	Lee Taylor
Apologies:	Brent Ramsey, Rhys Brown

1. Opening Meeting

1.1 Confirm Minutes

TKHS BOT Meeting 26 Aug 2019, the minutes were confirmed as presented.



Confirm Minutes

Minutes of the meeting held on Monday 26 August 2019 to be confirmed as a true and correct record.

Decision Date:	23 Sep 2019
Mover:	Thomas Tumai
Seconder:	Nikki Taylor
Outcome:	Approved

1.2 Interests Register

2. Major Decisions and Discussions

2.1 Strategic Decision One



Donations Scheme Opt-in/out

Resolution: It is the decision of the Te Kuiti High School Board of Trustees to Opt-in to the Donations Scheme.

Decision Date:	23 Sep 2019
Mover:	Thomas Tumai
Seconder:	Hilary Karaitiana
Outcome:	Approved

2.2 EOTC Form Approval



Approve the updates to the Education Outside of the Classroom (EOTC) Forms

Tabled for the next Board meeting.

Decision Date: 23 Sep 2019

Outcome: Not Approved



Approve the updates to the Education Outside of the Classroom (EOTC) Forms

To be added to the agenda of the next Board meeting scheduled for 29/10/2019.

Due Date: 29 Oct 2019

Owner: Lee Taylor

3. Board Annual Work Plan

4. Actions from Previous Meetings

4.1 Action Item List

Due Date	Action Title	Owner
27 Aug 2019	Cancel Ministry's Finance 101 Workshop scheduled on 28 August 2019. Status: Completed on 18 Sep 2019	Lee Taylor
27 Aug 2019	NZSTA Governance Workshop - 4th September 2019 Status: Completed on 18 Sep 2019	Lee Taylor
30 Aug 2019	Presentation Status: Completed on 30 Aug 2019	Lee Taylor
16 Sep 2019	K Joyes will include a summary in the NCEA Progress Report Status: Completed on 23 Sep 2019	Thomas Tumai

5. Management Reports

5.1 Principal's Report

H Karaitiana has requested that we include the annual plan in our main documents in BoardPro so that we have easy access to it. L Taylor will add the annual plan as requested before the next Board meeting.

The staff are working on a new vision statement for the school. The Senior Leadership Team (SLT) have selected the top three vision statements for staff and the Board to vote on.

Curriculum Committee are meeting this week to plan what our next steps are.

NCEA graphs were not easy to understand. The Board have requested a detailed summary of each graph. Also to include how many aren't going to get there and what is the plan forward to support these students. We are looking at hiring a Learning and Support Coordinator to assist with this.

The Board have requested the need to track NCEA results monthly and report the figures to the Board. This will be included in the Principal's Report.

The school also requires a Literacy and Numeracy Coordinator. We are investigating this.



Principal's Report

Resolution: It is the decision of the Board to accept the Principal's Report as tabled.

Decision Date: 23 Sep 2019
Mover: Teagan Houchen
Seconder: Nikki Taylor
Outcome: Approved



Add Annual Plan to BoardPro

L Taylor will include the Annual Plan to BoardPro before the next meeting scheduled for Tuesday, 29 October 2019.

Due Date: 29 Oct 2019
Owner: Lee Taylor

5.2 Finance Report



The July 2019 Report

Resolution: It is the Boards decision that the July 2019 Report will be tabled for the next meeting in October 2019.

Decision Date: 23 Sep 2019
Mover: Hilary Karaitiana
Seconder: Nikki Taylor
Outcome: Not Approved

Creditors - August 2019

Chess \$0.00 - please follow up.

G Physiotherapy - Black & Tan Tape x 2 - this is quite expensive please review this amount.

Direct Debits - August 2019

In regards to reimbursements for staff, ensure that a more detailed description is entered.



Creditor's Schedule Entries

L Taylor to follow up on the following creditor schedule entries for August 2019:

- Chess amount entered is \$0.00 - is this correct?
- Sports tape - is the amount paid for this correct as it seems very expensive, please review.

Due Date: 29 Oct 2019
Owner: Lee Taylor

6. Other Business

6.1 School Donations

6.2 Student Elections

6.3 Correspondence

6.4 Student Elections to the Board of Trustees 2019

Student Representative Elected is Raiden van Herpen. His first Board meeting will be in October 2019. H Karaitiana will complete his orientation and L Taylor will send his BoardPro invite.

7. Public Excluded Meeting

7.1 In-committee

8. Close Meeting

8.1 Close the meeting

Next meeting: TKHS BOT Meeting - 29 Oct 2019, 6:00 PM

Signature: _____

Date: _____