

CONFIRMED MINUTES

TKHS BOARD OF TRUSTEES MEETING



At the **TKHS Board of Trustees Meeting** on **24 Apr 2023** these minutes were **confirmed as presented**.

Name:	Te Kuiti High School
Date:	Monday, 27 March 2023
Time:	6:00 pm to 8:00 pm (NZDT)
Location:	Te Kuiti High School Boardroom, 21 Hospital Road, Te Kuiti 3910
Board Members:	Hilary Karaitiana (Chair), Alton Matthews, Jo Randle, Gareth Williams, Nikki Taylor, Sarah McElroy, Marama Shearer, Blake Matthews
Attendees:	Lee Taylor

1. Opening Karakia & Welcome

1.1 Confirm Minutes

TKHS Board of Trustees Meeting 27 Feb 2023, the minutes were confirmed as presented.



Minutes

approved

Decision Date:	27 Mar 2023
Mover:	Sarah McElroy
Seconder:	Nikki Taylor
Outcome:	Approved

1.2 Interests Register

2. Decisions

3. Board Annual Work Plan

3.1 Policies

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner
10 Mar 2023	Ki-o-rahi Fundraising Status: Completed on 18 Apr 2023	Lee Taylor
27 Mar 2023	Quotes - Music Room Status: In Progress	Hilary Karaitiana
27 Mar 2023	Sport Coordinator - First Aid Certificate Status: In Progress	Lee Taylor
27 Mar 2023	Combined Policy Review Status: Completed on 27 Mar 2023	Hilary Karaitiana

5. Management Reports

5.1 Principal's Report

Principal's Report Comments:

- No wi-fi at the new gym for school staff & students - can we not use the gym's wi-fi? No we need to be on the school's wifi in order to access certain programs.
- N4L free wi-fi/internet upgrade due in May-June 2023
- How do we fund items not budgeted for? e.g. soccer goals & wi-fi/IT upgrade etc. We need to approve a budget change to include new budget items.
 - The Principal will talk to New Era Technology or Wireless Dynamics about Wifi at the new gym for staff & students.
- Non-PPTA members must be at work during PPTA Teacher strike day.
- Total student numbers differ why is that? One student roll is taken at 1st of March and the other is the student roll as at Monday of last week so we've had movement within a few weeks.



Health Check of Wi-Fi

The Principal will approach New Era Technology about the Wi-Fi issue.

Due Date: 24 Apr 2023
Owner: Gareth Williams



2023 Budget Amendment

Motion: The Board approves the budget amendment to include a Wi-Fi service upgrade to the new gym and P3 (\$9K) as well as two new soccer goals (\$7.5K). Total of \$16.5K added to the 2023 budget.

Decision Date: 27 Mar 2023
Mover: Hilary Karaitiana
Seconder: Nikki Taylor
Outcome: Approved

5.2 Finance Report

Update from J Randle:

We had a really good finance meeting recently with D Hill from The School Office. You have done really well in 2022 and carried forward \$100K surplus. There have been lots of maintenance improvements and we're in a really good position.

Banking staffing and getting that down to near zero - both the Principal and School Business Manager have done really well.



Finance payments moved retrospectively

The Board retrospectively approves the February & March 2023 creditor batches as tabled:

- Creditor Batch 17-FEB-2023 for \$113.00
- Creditor Batch 20-FEB-2023 for \$63,173.16
- Creditor Batch 23-FEB-2023 for \$2,044.17
- Creditor Batch 28-FEB-2023 for \$5,228.65
- Creditor Batch 10-MAR-2023 for \$14,224.13
- Creditor Batch 18-MAR-2023 for \$64,299.61
- Creditor Batch 21-MAR-2023 for \$8,063.13

The Board retrospectively approves the February 2023 credit card statements and The School Office Finance Report for December 2022 as tabled:

- Credit Card Statements - FEBRUARY 2023
 - G Williams Card balance \$824.26 DR (Avail. credit \$4,175.74)
 - L Taylors Card balance \$1,629.55 DR (Avail. credit \$3,370.45)
- The School Office - Monthly Finance Report - January & February 2023

Decision Date: 27 Mar 2023
Mover: Sarah McElroy
Seconder: Marama Shearer
Outcome: Approved

5.3 Health & Safety Report

Any matters arising:

- Speed control on the gym driveway - The Principal meets with the council each month. That is something he can raise with them. Also looking at fencing the new gym to stop cars from driving onto the school fields. Speed humps is another possible solution.



Health & Safety Report Approved

Motion: The Board has approved the Health & Safety Report as tabled.

Decision Date: 27 Mar 2023
Mover: Hilary Karaitiana
Seconder: Blake Matthews
Outcome: Approved

6. Other Business

6.1 In-committee Meeting

7. Close Meeting

7.1 Close the meeting

Next meeting: TKHS Board of Trustees Meeting - 24 Apr 2023, 6:00 pm

Signature: *H Karaitiana*

Date: 24 April 2023