

Katikati College Board of Trustees Meeting Minutes
Thursday 3 August 2023 at 4:30pm in Katikati College Boardroom

1. **Karakia:** Shaan

2. **In attendance:** Bobbette Tanner (Presiding Member), Louise Buckley (Principal), Lisa Corbett (Staff Rep), Reid O’Connell (Student Rep), Jenner Ballinger-Judd (Parent Elect), Valarie Uilou (Parent Elect), Victoria Denyer (Parent Elect), Dave Freeman (Parent Elect), Colleen Fleming (Co-opted Member), Shaan Kingi (Pou Arahi Rep), and Angela Macdonald (Minute Secretary).

3. **Declarations of Conflict of Interest:**
Non declared.

4. **Strategic Monitoring/Reporting:**
 - 4.1 **Principal’s Report**

Report presented and discussed.

 - We currently have 7 long term international students and 2 short term international groups. The International Manager position has been advertised.
 - Waterford House:
 - Lease and property maintenance discussed.
 - New reporting and consultation guidelines:
 - Recommended that what is in place, will take us through to the next board triennial elections.
 - NCEA Data:
 - Updated data tabled and discussed.
 - PAT Data Yr7 – 10:
 - Reporting data explained showing tracking from Yr7 – 10
 - Overall achievement for Yr7 – 10 is still being worked on regarding reporting to the Board at a Governance level.
 - Attendance:
 - This is regularly being addressed in numerous ways however we are not yet seeing shifts in attendance data. Good processes are in place however this is a very complex issue.

Principal’s Report Val – sec Lisa - carried

4.2 EOTC Process & Health and Safety Policy

- EOTC processes tabled.
- ‘Questions the school board should be asking about EOTC’ tabled.
 - **Acton Item:** To engage with EONZ to review policy and systems.

Motion: That we remove bullet point 7 from the Health & Safety Policy (ensure relevant physical restraint procedures are in place in line with Ministry of Education guidelines and are reviewed annually. Appropriate professional development will be provided to assist staff) as this is covered by the Restraints Policy.

Carried

5. Strategic Discussions and Decisions:

5.1 Policy Updates:

Protected Disclosure – reviewed. No changes required.

Reid, Sec Victoria – carried

Theft and Fraud - reviewed. No changes required.

Reid, sec Victoria – carried

6. Finance:

June Education Services Governance Report made available.

Finance subcommittee minutes from 1 August 2023 tabled.

- Draft Budget – congratulations to Lou and Lucretia who have crafted an amazing budget. Very few ‘tweaks’ were required with things tracking as to how it was presented. Lou and Lucretia thanked for the time and effort that went into this.

7. Administration:

7.1 Correspondence:

Inward

- Trips for approval – *all approved*

Inwards accepted and approved

Dave, sec Colleen – carried

7.2 Minutes from previous meeting – 22 June 2023

Minutes accepted as a true and accurate record:

Jenner, sec Lisa – carried

8. Next Meeting Date: Thursday 21 September at 4:30pm.

Public meeting closed at 5.43pm and moved into Public Excluded Business