

**Katikati College Board of Trustees Meeting Minutes**  
**Thursday 26 October 2023 at 5pm in Katikati College Boardroom**

1. **Karakia:** Lou

2. **In attendance:** Bobbette Tanner (Presiding Member), Louise Buckley (Principal), Lisa Corbett (Staff Rep), Reid O'Connell (Student Rep via google meet), Victoria Denyer (Parent Elect), Jenner Ballinger-Judd (Parent Elect), Colleen Fleming (Co-opted Member), and Angela Macdonald (Minute Secretary).

**Apologies:** Shaan Kingi, Dave Freeman and Valarie Uilou

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

Non declared.

4. **Strategic Monitoring/Reporting:**

**4.1 Principal's Report**

Report presented with the following discussed:

- International student numbers confirmed for 2024:
  - We have 9 new enrolments with 5 existing students continuing into 2024.
  - Also 3 short term groups confirmed.An international update will be included in future Principal Reports.
- Banking Staffing discussed.
- Self-Review – a robust process is in place.
- Strategic Planning & Reporting – we are on track with this.
- Community Connections – one of our staff members has been invited onto the Board of Open Air Art.
- NCEA data discussed – a lot of students are being supported to achieve their NCEA before the end of the year.
- Stand Down Statistics discussed.
- Health & Safety – the tracking of hazards and incidents through our student management system gives us an accurate overview which is discussed at every H & S meeting.
- Attendance – lots of work is being done in the area.

*Principal's Report Lisa – sec Jenner – carried*

4.2 Te Ara Huarau School Improvement Framework – tabled, discussed and reviewed.

- To be reflected upon annually in October.
  - **Action Item** – to add to Board work plan (Angela).

5. **Strategic Discussions and Decisions:**

**5.1 Policy Updates:**

Nil

6. **Finance:**

September Education Services Governance Report made available.  
Finance subcommittee minutes from 19 October 2023 tabled.

**7. Administration:**

**7.1 Correspondence:**

Inward

- Trips for approval – *all approved*

*Inwards accepted and approved  
Colleen, sec Lisa – carried*

**7.2 Minutes from previous meeting – 21 September 2023**

- Exit interviews are being scheduled
- Dinner on Thursday 23 November is confirmed for 6:30pm
  - **Action Item:** *Invite to be sent to Board, SLT and Min Sec (Angela)*

Minutes accepted as a true and accurate record:

*Lou, sec Victoria – carried*

**8. Next Meeting Date:** Thursday 23 November at 4:30pm followed by dinner at The Talisman.

***Public meeting closed at 5:48pm and moved into Public Excluded Business***