

**Katikati College Board of Trustees Meeting Minutes
of 22nd February 2024 at 4:30pm in Katikati College Boardroom**

1. **Karakia:** Lou

2. **Welcome, Attendance & Apologies:**

Attendance: Bobbette Tanner (Parent Elect), Jenner Ballinger-Judd (Parent Elect), Valarie Uilou (Parent Elect), Colleen Fleming (Co-opted Member), Shaan Kingi (Pou Arahi Rep), Lisa Corbett (Staff Rep), Reid O'Connell (Student Rep), Louise Buckley (Tumuaki) and Angela Macdonald (Minute Secretary).

Apologies: Victoria Denyer (Parent Elect)

Welcome: Reon Tuanau, Pou Arahi

3. **Declarations of Conflict of Interest**

Non declared.

4. **Administration:**

- Appointment of Presiding Member

Floor opened for nominations:

Jenner nominated Bobbette / Seconded by Lisa - Nomination accepted

No further nominations

*All in favour – carried
Bobbette Tanner elected as Presiding Chair*

- Thank you and Resignations

Dave Freeman (Parent Elect) and Shaan Kingi (Pou Arahi Rep) have handed in their resignations.

Shaan thanked sincerely for the huge amount of work, time and effort he has put into our Kura. Shann will remain on Pou Arahi.

- Shaan responded thanking Bobbette, Lou and the Board.
 - Shaan left the meeting at 4:41pm

- Delegate new Pou Arahi Representative

Motion: *The Board appoints Reon Tuanau to fill the position of Pou Arahi Representative as a coopted member of the Katikati College School Board.*

Bobbette, All in favour - carried.

- Board Code of Conduct
Tabled

- Resolution for Delegations of Authority to the Principal
Tabled

- Approved with the following amendment:
 - To remove third bullet point in section f. (Medical Certificate for an absence on sick leave in excess of three days)

- Board Sub Committees
 - Finance (monthly monitoring of income and expenditure) - Bobbette, Colleen & Lou
 - Property – Bobbette, Colleen, Lisa & Lou
 - Personnel (as and when needed, usually via email) – Bobbette, Valarie, Jenner & Lou
 - Innovative Horticulture Trust – Bobbette, Lisa & Lou
 - **Action Item:** Bobbette to discuss with Hilary

5. Strategic Monitoring/Reporting:

5.1. Principal's Report tabled with discussion and specific points of interest as follows:

- Roll numbers, enrolments and funding explained.
- 72 families attended the Yr7 & 8 information evening.
- New staff will be meeting with Lou next week for a 'check in', feedback.
 - **Action Item** – induction process to be discussed with Pou Arahi
- Bank staffing explained.
- Provisional NCEA data from 2023 tabled and discussed.
- Statement of Variance – tabled.
- Strategic Plan 2024 – 2026 tabled.
- Draft Annual Implementation Plan tabled with version 2 now available, and this will be represented at March meeting.
- New regulations from the government discussed.
- Crest and House name rebrand – request for consultation process to begin with intention of launching something in 2025 with next steps involving discussions with Pou Arahi.

Motion: The Board supports the commencement of the consultation process for rebranding the Katikati College House names and Crest of Katikati College

Val , Sec Reid - all in support

- Stand down and Suspension process outlined.

Principal's Report – Reon, sec Lisa – carried

6. Strategic Discussions and Decisions:

6.1. Policy Updates

- 6.1.1. Finance Policy – reviewed. No amendments required.

Bobbette - carried

- 6.1.2. Concerns & Complaints – reviewed. No amendments required.

Reid, Sec Lisa - carried

6.2. Conflict of Interest – tabled.

Val will declare a conflict of interest due to her position at Te Rūnanga o Ngāi Tamawhariua as Operations Manager.

- 6.3. 2024 Board Work Plan draft - this is a live/working document and is available at each meeting.

- 6.4. NZSTA Workshops discussed. Members to express interest to Bobbette/Angela.

7. Finance

7.1. Finance Report

December 2023 and January 2024 Education Services Governance Reports were made available.

7.2. Finance Subcommittee Minutes – 15 Feb 2024 tabled.

8. Administration

8.1. Correspondence:

Inward

- Trips for approval – *all approved*

Inwards accepted and approved

Lisa, Sec Val - carried

8.2. Minutes from previous meeting

Minutes of 23 November 2023 accepted as a true and accurate record.

Lisa, Sec Jenner - carried

9. Preparation for next meeting

Bobbette will be away for March meeting. Acting chair will be Jenner with Victoria as support/backup.

Next Meeting

Thursday 28 March 2024 at 4:30pm

Public meeting closed at 6pm and moved into Public Excluded Business