

Katikati College Board of Trustees Meeting Minutes
Thursday 23 November 2023 at 4:35pm 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), Victoria Denyer (Parent Elect – 4:45pm), Dave Freeman (Parent Elect), Valarie Uilou (Parent Elect), Colleen Fleming (Co-opted Member), and Angela Macdonald (Minute Secretary).

Guest: Lucretia de Pina

Apologies: Jenner Ballinger-Judd

Absent: Shaan Kingi

Welcome to Lucretia who is our Business Manager. Speaking rights given to Lucretia.

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

Non declared.

4. **Finance:**

Lucretia introduced herself and her background.

4.1 Finance Report

October Education Services Governance Report made available.

4.2 Draft Budget for 2024

- Budget for 2024 was discussed and explained
- Audit process explained.

Thank you to Lucretia who does an amazing job.

4.3 Finance Minutes

Finance subcommittee minutes from 16 November 2023 tabled.

5. **Strategic Monitoring/Reporting:**

5.1 Principal’s Report

Report presented with the following discussed:

- We are currently fully staffed for 2024.
- Banked Staffing – this is in hand.
- Attendance – a little positivity. Lots of discussion among fellow Principals on attendance
- Strategic Plan – Draft Plan tabled and presented:
 - Due to our community consultation earlier this year, we already have this information.
 - Next community consultation will be for the new Board to conduct.
- Annual Leave and Closedown Period for Teachers:
 - All teachers must be notified of when our close down period is – teachers cannot be expected to be onsite working during this close down period as they will be on Annual Leave.

- **Action Item:** The Board to communicate when our closedown period is

and when teachers are to take their annual leave – (Bobbette)

- Principal Wellbeing fund has not been used in 2023 and will be carried over into 2024.
- Authorising of Support Staff to Use Restraint:
 - Written authorisation to be given to staff who work with students who have restraint as part of their support plan.

Motion: *The Board authorises the following staff to be able to use restraint, when and as required, on students who have restraint as part of their behaviour plan as in accordance with the Reducing Student Distress and Use of Physical Restraint Policy. Karen Verbeek, Sharlene Manukau, Nic Millichip, Paris Nelson and Cara Howie.*

Valarie, Sec Lisa - all in favour – carried.

- **Action Item:** *Letters of authorisation to be completed for abovementioned staff - (Angela, Bobbette)*

Principal's Report Colleen – sec Reid – carried

6. Strategic Discussions and Decisions:

6.1 Policy Updates:

- Reducing Student Distress and Use of Physical Restraint Policy – reviewed. No changes required.

Reid, Sec Victoria – carried

6.2 DRAFT Board Work Plan 2024

- Tabled

7. Administration:

7.1 Correspondence:

Inward

- Trips for approval – *all approved*
- Late correspondence:
 - Waka Paddle – Junior Project - *approved*
 - Kayaking Bowentown – Te Ara Takatū - *approved*

Dave, Sec Colleen - carried

- Format of trip presentation discussed – table format preferred

Inwards accepted and approved

Reid, sec Victoria – carried

7.2 Minutes from previous meeting – 26 October 2023

Minutes accepted as a true and accurate record:

Lou, sec Lisa – carried

- 8. Next Meeting Date:** Yet to be confirmed - Feb 2024. Meeting day and time will remain unchanged as 4:30pm on a Thursday.

Important Dates:

- Prize Givings on Monday 11 December in Action Centre
- Start of Year BBQ – Wed 31 Jan at 7:30am

Public meeting closed at 5:36pm and moved into Public Excluded Business