

Katikati College Board of Trustees Meeting Minutes
Thursday 18 May 2023 at 4:30pm 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), Jenner Ballinger-Judd (Parent Elect), Dave Freeman (Parent Elect), Valarie Uilou (Parent Elect), Shaan Kingi (Pou Arahi Rep) and Angela Macdonald (Minute Secretary).

Welcome:

Visitors welcomed with introductions from all in attendance.

Appointment of new members:

- **Motion** that we appoint Victoria Denyer to fill the position of the Parent Elect Casual Vacancy on the Katikati College School Board until the next Triennial Elections.

Bobbette – All in favour - carried

- **Motion** that we appoint Colleen Fleming as a Co-opted Member of the Katikati College School Board until the next Triennial Elections.

Bobbette - All in favour - carried

- **Action Items:**

- Board shared folder to be shared with Colleen and Victoria (Angela)
- Appendix 2 to be completed by new members.

3. Declarations of Conflict of Interest:

Non declared.

4. Strategic Monitoring/Reporting:

4.1 Principal’s Report

Report tabled.

- The Board can be assured that the Principal has a Professional Growth Cycle Plan in place. It is recommended that an external appraiser be appointed every 3 years.
- NCEA data discussed.
- An update on Te Ara Takatū, Tama Tū and Pasifika funding was given.
- Five points of focus have been identified from the Wellbeing Survey and our Head Students and Student Council will be exploring these.

Principal’s Report – Val, sec Lisa - carried

4.2 Professional Growth Cycle Update (as above)

5. Strategic Discussions and Decisions:

5.1 Policy Updates:

Anti-Harassment – reviewed. No changes required.

Dave, sec Reid – carried

Child protection - reviewed. No changes required.

Lisa, sec Jenner – carried

New Policy Tabled:

Reducing Student Distress and Use of Physical Restraint – approved.

Jenner, sec Dave - carried

Good practice guidance on physical restraint also tabled and this will be shared with staff during a PLD session next term. By 2024 all teaching staff will have had to complete online modules through the MOE.

Discussion followed on staff safety, expectations and obligations. This is to be outlined in guidelines including 'risk assessment'.

5.2 Te Ara Huarau – school improvement framework stewardship tabled.

The five stewardship sections were discussed which each one then being placed at either 'establishing', 'taking steps', 'strengthening' or 'enhanced/effectively/consistently' as below.

- a. Diversity, Sustainability, and Succession:
 - At 'strengthening' level – examples discussed.
 - b. Consultation, Inclusiveness:
 - At 'strengthening' level – examples discussed.
 - c. School performance, outcomes, equity, input from learners
 - At 'taking steps' level – examples of steps currently underway discussed.
 - d. Targets are specific, measurable and relevant.
 - At 'Refining' level
 - e. School performance, policies aligning with practice
 - At 'effective' level – examples discussed.
- **Action Item:** Focus on moving Item c. into 'strengthening' level. To relook again in November as part of our strategic plan.

6. Finance:

March & April Education Services Governance Report made available.

Finance subcommittee minutes from 11 May 2023 tabled.

7. Administration:

7.1 Correspondence:

Inward

- Trips for approval – *all approved*
- Motor Cross trip approved on condition that parent attends.
Bobbette, sec Reid - carried
- Education Action Hub – *TiC Health to complete*
- Research request from Waikato University – *Board members will respond independently*

Outward
Tabled

*Inwards accepted and outwards approved
Lou, sec Dave – carried*

- **Action Item:**
 - *to table EOTC guidelines at June meeting*

7.2 Minutes from previous meeting – 30 March 2023

Minutes accepted as a true and accurate record:

Jenner, sec Lisa - carried

8. General Business:

- NZSTA Regional Committee
Jenner provided an update of this committee who meet twice per term. A possible trip to Waitangi is being planned
- NZSTA Conference in Rotorua (20 – 23 July). Costs will covered. Members to consider and let Jenner, Lou and Bobbette know – please enrol yourself.
- Sub committees – new members to consider joining sub-committees.

- 9. Next Meeting Date:** Thursday 22 June at amended time of **5pm** followed by Moana Production.

Public meeting closed at 6:33pm and moved into Public Excluded Business