

**Katikati College**  
**Board of Trustees Meeting Minutes**  
**24 February 2022 at 6:30pm in Katikati College Boardroom**

**1. Karakia:** Valarie

**Special Welcome:** Xingang - Student Rep

**2. In attendance:** Bobbette Tanner (Chair), Dave Freeman (via Google meet), Sara Elliott-Warren, Wendy A’Bear (via Google meet), Lisa Corbett, Valarie Uilou, Xingang Wang, Louise Buckley, Shawn Gielen and Angela Macdonald (Minute Secretary)

**Apologies:** Shaan Kingi

**3. Declarations of Conflict of Interest**

Non declared

Meeting day and time discussed with decision to stay with status quo until June

**4. Strategic Monitoring/Reporting:**

4.1 Principals Report

Report tabled with discussion on:

*Roll:*

- Data on new enrolments and leavers
- Exit interviews with families will be implemented by Deans

*COVID update:*

- 3<sup>rd</sup> positive COVID case (student)
- Attendance average at present is around 60%

Thank you to Shaan Kingi for securing RAT tests.

Bobbette thanked Lou and staff for the amazing job in the last week with navigating their way through our first positive COVID cases. Community response has been very positive.

*New Staff:*

- Positive write up in newsletter from new staff

*Banked Staffing:*

- Will be zero by PP26

*Property:*

- Innovative Horticulture
  - **Motion** – *That the application for approval ‘in principle’ to enter into a Lease Agreement with Katikati Innovative Horticulture Trust for the building and land be signed as per correspondence from Brian Mitchell, Group Manager, National Property Services, MOE dated 18 Jan 2022*

*Moved – Lisa, sec Val*

- SIP Hall renovations – contractors confirmed
- 10YPP - Action Centre lights will be upgraded to LED

*NCEA Results:*

- o Overall results discussed and very pleasing
- o Academic tracking and mentoring are a big focus for STL and Dean's
  - Great results by staff and students

*Analysis of Variance 2021*

Tabled and discussed

- o Discussion has been had within faculties around student achievement with termly reviews of data planned
- o Focus to be on progress made throughout the year
- o NCEA targets met
- o Attendance data is understandable in the environment we are in
- o Yr7 – 10 data has created a lot of discussion within faculties

*Draft Charter & Annual Plan:*

Document is coming together – happy with the direction it is taking

- Goals will be specifically identified

*Pou Arahi update:*

- Chris Jacobs will be joining Pou Arahi for 2022
  - o **Action Item:** Angela to organise a 'meet and greet' with SLT and Pou Arahi
- Hapu voice from Pou Arahi on Annual Plan to be organised

*Principal's Report - Sara, sec Xingang - carried*

## **5. Strategic Discussions and Decisions:**

### 5.1 Board Workplan 2022

Tabled and discussed

This is directly connected to the annual plan.

- o Amendments to work plan discussed
- o Reporting expectations included
  - **Action Item:** Bobbette to include in monthly meeting folder

### 5.2 Policy Review

- o Personnel Policy amendment – leave delegations adjusted

*Amendments approved – Shawn*

## **6. Finance/Property**

### 6.1 Finance Report – December 2021 – Ed Services

- Finance Sub Committee Minutes – 15 February 2022
  - Minutes approved with the following amendment:  
Drama / Art Departmental coding changes to be made

*Shawn, sec Lou - carried*

- December report discussed

- 2022 Budget draft to be ratified

- Discussed at length – approved by Shawn based on capital items being populated.

6.2 Property:

- In Principal's Report

*8:10pm Sara left meeting*

**7. Administration**

7.1 Correspondence: See Attached list

- Trip – change of date advised
- Leave:
  - *All staff leave approved by Shawn*
- *Donation Request:*
  - *Declined*
- *Attendance Services:*
  - *MOU with Tga Girls' College – signed and approved*
    - *Inward accepted and outward approved*  
*Val, sec Lisa – carried*

7.2 Minutes from previous meeting – 2 December 2021

- *Minutes accepted as a true and accurate record*

*Lou, sec Wendy – carried*

**Next Meeting Date:** Thursday 7 April 2022

***Public meeting closed at 8:20pm and moved into Public Excluded Business***

**Action Items following February BOT Meeting:**

<b>No:</b>	<b>Action Item</b>	<b>Who</b>	<b>Date</b>
1	<i>Organise a 'meet and greet' with SLT and Pou Arahi</i>	Angela	
2	Board Workplan 2022 - to include in monthly meeting folder	Bobbette	