

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

1. **Karakia:** Lou

2. **In attendance:** Bobbette Tanner (Chair - online), Dave Freeman, Sara Elliott-Warren, Lisa Corbett, Valarie Uilou, Xingang Wang, Shaan Kingi (online), Louise Buckley, Shawn Gielen and Angela Macdonald (Minute Secretary)

**Apologies:** Wendy A'Bear

3. **Declarations of Conflict of Interest**

Non declared

4. **Strategic Monitoring/Reporting:**

4.1 Principals Report

Report tabled with discussion on -

- Roll update and staffing:
  - o Nationwide, there are currently 20,000 fewer children enrolled in the education system this year – this is very significant.
  - o The College has been allocated two international student places in the ballot from the Government. Contact has been made with our Agents and ODENZ to see how these places can be filled.
  - o Student leavers – Deans are conducting exit interviews with these students and key comments will be shared at our next meeting. It was suggested that comments could be gathered from new enrolments.
  - o Possible staffing reduction for 2023 – this is being tracked closely and our 1<sup>st</sup> July roll return will give a clear indication on what next year may look like.
- COVID Update:
  - o The MOE payment for Distance Learning Costs will be used to cover relief costs
  - o 75 – 80% of our students are now back at school
  - o Removal of vaccine mandates – it is now up to the Board to consider what work, if any, will continue to need to be undertaken by a vaccinated worker.
    - Lou proposed that she work with the Health & Safety Committee next term to conduct a health and safety risk assessment review to determine if any work within our school requires someone to be vaccinated.
- Recent Events:
  - o Ultimate Frisbee success was fantastic
- Kura Kai – we have fantastic community support for this initiative and special thanks to Sara and Valarie
- Insurance was declined for our Hockey Turf as this was classed as 'wear and tear' damage
- Professional Growth Cycle:
  - o Discussion on 'check-in' from DP
- Board attendance at NZSTA Conference discussed – this has not been budgeted for however will be looked at to include in the 2023 Budget
- Priority Student Support Plan
- Update on Te Tai Whanake ki Tauranga Moana Project:

- An initial meeting has been held and what PLD can be provided was discussed.
- Stand Downs and Suspensions
- Health & Safety:
  - Graphs presented using the supporting function in KAMAR. This will allow clear tracking and identification of patterns and trends with our incidents and hazards.
- Reporting on Strategic Goals:
  - These have been set in what has been a very disruptive term.

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

## 5. Strategic Discussions and Decisions:

### 5.1 Strategic Plan

This has been finalised and uploaded to the MOE. Discussion followed and Shawn acknowledged the work that SLT have done on this 'Katikati College specific' document – well done.

### 5.2 Policy Updates:

#### 5.2.1 Health & Safety additions and alterations to ratify

*Edits recorded and ratified by Bobbette sec Valarie - carried*

**Action Item:** Lou to write procedures for:

- Physical Restraint
- Search & Surrender

### 5.3 Board Training:

#### Monitoring vs Review Workshop

Shawn presented to the Board on defining the difference/actions required between Monitoring and Reviewing

## 6. Finance/Property

### 6.1 Finance Report:

January, February & March Education Services Governance Reports were made available.

February Governance report was discussed in detail at March Finance meeting. January report was also tabled. March Governance report has been shared with Finance Committee – any questions to be sent through. It will be added to the May meeting folder.

- Finance Sub Committee Minutes – 31 March 2022
  - Minutes approved as a true and correct record

*Dave, sec Lou - carried*

## **7. Administration**

### 7.1 Correspondence:

- Trips – previously approved via email
- Richard Standing re school house disposal – process is well underway
- Grant Request:

*Application to apply for a Grant to Grassroots Trust Limited for equestrian uniform and gear to the value of \$2,239.80 was approved by the Limited Statutory Manager*

- *Inward accepted and outward approved  
Dave, sec Val – carried*

### 7.2 Minutes from previous meeting – 24 February 2022

- *Minutes accepted as a true and accurate record - Dave, sec Lisa - carried*

**Next Meeting Date:** Thursday 26 May 2022

***Public meeting closed at 7:48 pm and moved into Public Excluded Business***

**Action Items following April BOT Meeting:**

<b>No:</b>	<b>Action Item</b>	<b>Who</b>	<b>Date</b>
1	Work to be done with the Health & Safety Committee next term to conduct a health and safety risk assessment review to determine if any work within our school requires someone to be vaccinated.	Lou	
2	To write procedures for Physical Restraint and Search & Surrender	Lou	