

Katikati College
Board of Trustees Meeting Minutes
7th July, 2021
Board Room – 6pm

1. **Karakia**
2. **In Attendance:** Wendy A’Bear, Sofia House, Shawn Gielen LSM, Louise Buckley, Bobbette Tanner, Valarie Uilou, Sara Elliot-Warren, Shaan Kingi, Dave Freeman.
Visitors - Belinda Havill – MOE, no speaking rights considered.
3. **Declarations of Conflict of Interest, nil**

Election of Chair – Shawn called for nominations. Dave nominated Bobbette. Shaan nominated Wendy. Vote took place – Bobbette duly elected as Chairperson of the board.

4. **Strategic Monitoring/Reporting:**

4.1 - Principals Report:

- Achievement Data – NCEA data will be shared at the next meeting. Future data will be based on curriculum levels for Year 7/8 and subject specific reporting will underpin the Year 9/10 data.
Parent portal logons have been shared further to be able to track live updates. Further discussion took place regarding assessments – quality v quantity.
- Staffing update – Banked Staffing explained by Lou and Shawn. The college’s position was discussed and linked to the planned July 29 mid-year budget review.
- Suspensions – Training workshop to take place for board members. A brief overview of stand downs and suspensions was shared by Lou and Shawn.
- 5YA property summary will be uploaded to the Board drive for board information.
- The KIHT Memorandum is in draft form. This will be further negotiated and agreed upon by the board and trust going forward.

5. **Strategic Discussions and Decisions**

5.1 – By-Election - members will complete forms

5.2 – Staff By-Election Update – Election concludes July 21; trustee takes office July 28. Board agreed to have Shawn carry out induction for staff trustee.

5.3 – Acting Principal Appraisal – Jo Wilson from Leading Learning undertaking this. Shawn explained the appraisal process further for the board. A report will be shared with the board in December.

5.4 – Governance Folder - code of conduct – discussed further.

Motion: To adhere and comply with the trustee code of conduct.

Shawn moved, sec Dave, carried.

5.5 – Policy Framework – Curric, Finance, Personnel, H and S shared for folders. These will be revisited at future meetings as part of ongoing training.

5.6 – Community Update from Board – draft agreed on by board. To be sent out on July 8 as well as a staff related version.

5.7 - Principal Appointment/Recruitment Process - proposal from Graeme McFadyen. Proposal discussed. Board in agreement to proceed. Shawn approved and will contact Graeme for a 2nd Aug meeting, 6pm.

5.8 – Sub-committees: Discussed how they operate and how members go about bringing items to the board meeting agenda. Over time members will identify areas of interest and/or skill to identify committees they may wish to be part of.

6. Finance/Property

6.1 - Finance Report – Monthly Report - May

- Budget to Actual discussed

Shawn explained how key parts of the finance governance report can be used to be assured of the college's financial position and ask questions.

Discussed the College's sound working capital position and the impact staffing would have on this, further clarity will result from the review.

- Budget Review - July 29, 10am - MOE and Ed Services in attendance
- Katikati Innovative Hort Trust (KHIT) – MOU progress

6.2 – Property:

- Hall Upgrade – planning meeting next step.
- KHIT - plans to date, next steps

Motion: Board agrees in principle to:

- To have an access way behind the action centre for independent entry to the hort space
- To gifting the G2 building to the trust to carry out removal from site making way for the new build.
- To repurposing G3 building in line with any MOE requirements, for Hort purpose

Moved: Wendy, Sec Bobbette, carried.

Action:

- Lou and her team to establish key questions and negotiated responsibilities regarding the above actions.
- Bobbette to draft response letter to Trust re the above actions.

7. Administration

7.1 Correspondence: See Attached list

- Server upgrade costings tabled and discussed. *Shawn approved as per previous month's approval in principle.*

Inward correspondence accepted: Louise, Shaan, carried

7.2 Minutes from previous meeting – June 10th

Minutes accepted as a true and accurate record – Wendy, Sofia, carried

Board moved in committee under section 48 of the local government information and public meetings act 1987 at 8:19pm.

8. In Committee:

- Personnel Matters
- Student Disciplinary

Next Meeting Date: August 19th - Board agreed to Thursdays going forward.

Sept 23rd proposed meeting date.