

Katikati College Board of Trustees Meeting Minutes
23 February 2023 at 4:15pm in Katikati College Boardroom

1. **Karakia:** Lou
2. **In attendance:** Bobbette Tanner, Jenner Ballinger-Judd, Valarie Uilou, Lisa Corbett, Reid O'Connell, Louise Buckley and Angela Macdonald (Minute Secretary).

Apologies: Dave Freeman, Shaan Kingi (intention to join remotely unsuccessful)

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

4. **Administration:**

- **Appointment of Presiding Member:**

Floor opened for nominations:

- Lisa nominated Bobbette / Seconded by Jenner
Nomination accepted
No further nominations

All in favour – carried
Bobbette Tanner elected as Presiding Member

Board Code of Conduct:

- Tabled

Board Delegations to Principal for 2023:

- Tabled and accepted

Board Sub Committees:

Sub committees to remain status quo:

- Finance (monthly monitoring of income and expenditure) – Dave, Bobbette & Lou
- Property – Dave, Bobbette, Lisa & Lou
- Personnel (as and when needed, usually via email) – Bobbette, Valarie, Jenner & Lou
- Innovative Horticulture Trust – Dave, Bobbette & Lou

- *Action Items:*

- *Shaan to be asked if he would like to join any subcommittees (Bobbette)*
- *Dave to confirm status quo (Bobbette)*

Correspondence:

Inward Correspondence tabled

- Trips approved
- MOE – Vianney Douglas, Manager Education:
Confirmation that school was closed on 13 – 14 February 2023 due to major weather

incident as per Schedule 21, Section 41 of the Education and Training Act 2000. MOE approval given under Schedule 21, Section 4(a) of the Act to reduce the number of half days by 4 for 2023.

- *Inward accepted*

Lisa, sec Val – carried

Gaylia thanked for the variety of opportunities being offered to our students.

Action Item:

- *Thank you card from the Board for Gaylia (Lou)*

Minutes from previous meeting:

Minutes from previous meeting – 1 December 2022

- *Minutes accepted as a true and accurate record*

Jenner, sec Reid – carried

5. ERO

4:30pm - Julie Earl (Evaluation Partner) joined meeting online:

- Whakawhanaungatanga
- Te Ara Huarau (School Improvement Framework)

Julie gave a synopsis of the new ERO approach which now focuses on:

- A partnership model
- Internal evaluation (close to student outcomes)
- Strategic plan – which should reflect ERO focus/internal evaluation
- Equity & Excellence

Further comments/discussion continued as follows:

- Frequency of visits is dependent on capacity
- Our Compliance Report and International Review have been completed
- A Profile report will be written with assistance from Principal – this then becomes our baseline document
- Key points for schools is to track evidence along the way for our specific internal evaluation
- Strategic Plan – Lou updated Julie on our current stage with this
- Board invited to share strengths, successes and challenges
- Planning for the future – the Board work plan, which we use, is a great planning document
- Principal Professional Growth Cycle discussed
- Planning and Reporting cycle is changing
- Stewardship roles/responsibilities – diversity, sustainability and succession planning
- Board invited to share what they see as the current challenges. Discussed.
 - Attendance (40% is National average) and we are currently sitting around this. It will take a 'whole society' shift to improve this.

Julie concluded overview saying we have a very considered and reflective leader with clarity on what needs to be done. ERO will be onsite on 10 March.

5:17pm Julie left meeting.

6. **Strategic Monitoring/Reporting:**

4.1 Principals Report

Report tabled with discussion and specific points of interest as follows:

- Roll is increasing which is positive
- Newsletter sent out today and all new staff have been profiled – very positive comments
- Kaiako for Alternative Education Programme appointment discussed
- Pourato (MOE site) explained (for 'live' funding updates, staffing etc)
- Lucretia acknowledged for efficiently managing the 'under and over' staffing between our Ops Grants and Teachers' Salaries
- Property team acknowledged for the great job they are doing with several projects underway
- NCEA data tabled and discussed
- Analysis of Variance tabled and discussed
- Draft Strategic Plan tabled
 - *Action Item: any feedback to Lou please*

- Principal Professional Growth Cycle – nothing is in place at this stage. Lou is currently seeking guidance on this
- Health & Safety – emergency procedures continually being revisited

Principal's Report – Val, sec Reid – carried

7. **Strategic Discussions and Decisions:**

7.1 Board work plan and Triennial review programme

- Health curriculum consultation (2023)
- Succession planning (2025)
- Curriculum and learning area reviews - to be confirmed

7.2 Professional learning opportunity with Poutama Pounamu

- Thank you to Jenner who has volunteered to be involved in this

7.3 Board of Trustee – Casual Vacancy

- Discussed
- The Board resolved to fill the casual 'parent representative' vacancy. NZSTA guidelines will be followed.

7.4 Policy Updates:

- Finance
 - Minor changes approved

- Concerns & Complaints
 - Reviewed – no amendments required

Bobbette

Reid, sec Lisa – carried

8. **Finance**

8.1 Finance Report:

November, December & January Education Services Governance Report were made available.

- Finance Sub Committee Minutes tabled – 16 Feb 2023

9. Preparation for next meeting:

- A photo will be taken of Board members for the newsletter at March meeting
- Board to host/be present, at staff morning tea on **Wednesday 5 April at 10:50am**

Next Meeting Date: Thursday 30 March at 4.30pm

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