

Katikati College Board of Trustees Meeting Minutes
Thursday 30 March 2023 at 4:30pm in Katikati College Boardroom

1. **Karakia:** Lisa
2. **In attendance:** Bobbette Tanner (Presiding Member), Louise Buckley (Principal), Lisa Corbett (Staff Rep), Reid O’Connell (Student Rep), and Angela Macdonald (Minute Secretary).

Attending remotely: Jenner Ballinger-Judd (Parent Elect), Dave Freeman (Parent Elect), Shaan Kingi (Pou Arahi Rep)

Apologies: Val Uilou (Parent Elect)

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

4. **Strategic Monitoring/Reporting:**

- 4.1 **Principal’s Report**

Report tabled with discussion.

- Horticulture building will be ready for opening and blessing on Monday 24 April at 8am.
- Curriculum reports have been made available to Board members.
- Stand downs & Suspensions – At the first meeting of each term a comparison of previous years statistics will be shared.
- Attendance data discussed.

Principal’s Report – Lisa, sec Reid - carried

5. **Strategic Discussions and Decisions**

- 5.1 **Charter and Strategic Plan**

Tabled with discussion.

- Suggested amendment to Pg 6 – ‘Students who are connected to *their communities*’. This change to be made throughout document.
 - **Acton Item:** *English translation to be added to Pg4 with Shaan and Aroha to check translation intent.*

Charter and Strategic Plan 2023 – 2024 ratified with abovementioned edits

Bobbette, sec Lisa - all in favour

Senior Leadership Team and Staff were thanked for work on Charter & Strategic Plan.

5.2 NZSTA Regional elections

- Nominees discussed.
- All agreed to nominate Jenner Ballinger-Judd as Board's preferred candidate.
 - **Action Item:** *Bobbette to submit voting form.*

5.3 Board of Trustee – casual vacancy update

- Less than the 10% requirement received therefore expressions of interest will be sought.

5.4 Policy Updates:

- Health and Safety Policy:
Amendments tabled.
A Physical Restraint Policy will need to be implemented by 7 May.
 - **Action Item:**
 - *Board members to give Lou feedback on draft NZSTA policy by the end of term.*
 - *Lou and Jenner will work on draft policy during term break.*
 - *Draft/Proposed Physical Restraint Policy will be presented at May Board meeting.*
- Wording on 'Zero tolerance to bullying' discussed (as mentioned in Health & Safety). The Board is in agreement that no wording changes need to be made. The Board holds a zero-tolerance policy in regard to bullying. All incidents are investigated and managed appropriately in accordance with the school's policies and procedures. While the outcome of each investigation or incident may vary, the board and school management maintain a zero-tolerance approach for this type of behaviour and respond accordingly.

Remaining amendments approved.

Dave, sec Bobbette - carried

- Personnel Policy
Amendments tabled and discussed.
 - Principal's PGC discussed with suggested amendment to point 4. 'Appraisal of the principal' to read as follows:
 - an external consultant is to be available annually, under discussion between the Board and Principal. An external process must not exceed 3 years.
- Policy amendments approved.

Reid, sec Lou – carried

5.5 Te Ara Huarau – school improvement framework stewardship Document tabled

- **Action Item:** *Board to provide feedback for May meeting.*

5.6 Triennial Curriculum review process

Principal reviews faculties twice a year (Term 1 and 3) with a robust review process in place. These reports are shared with the Board.

6. Strategic Monitoring/Reporting:

6.1 Finance Report

February Education Services Governance Report made available.

- Finance subcommittee minutes from 23 March 2023

7. Administration:

7.1 Correspondence:

- Inward

Trips for approval – all approved

Inwards accepted and outwards approved

Jenner, sec Shaan - carried

7.2 Minutes from previous meeting – 23 Feb 2023

- Minutes accepted as a true and accurate record with the following amendments:

- Numbering correction

- Point 6./(8.) to read Finance – (not Finance and Property)

Lisa, sec Jenner - carried

Next Meeting Date: Thursday 18 May at 4:30pm

Public meeting closed at 6:03pm and moved into Public Excluded Business