

**Katikati College Board of Trustees Meeting Minutes  
of 28<sup>th</sup> March 2024 at 4:30pm in Katikati College Boardroom**

1. **Karakia:** All

2. **Welcome, Attendance & Apologies:**

Attendance: Jenner Ballinger-Judd (Parent Elect – Acting Chair), Colleen Fleming (Co-opted Member), Victoria Denyer (Parent Elect), Lisa Corbett (Staff Rep), Reid O’Connell (Student Rep), Louise Buckley (Tumuaki) and Angela Macdonald (Minute Secretary).

Apologies: Bobbette Tanner (Parent Elect), Valarie Uilou (Parent Elect), Reon Tuanau (Co-opted Member)

Welcome: Jesse Samuels (Pou Arahi Rep)

3. **Declarations of Conflict of Interest**

Non declared.

4. **Administration:**

- Delegate new Pou Arahi Representative

**Motion:** *The Board appoints Jesse Samuels to fill the position of Pou Arahi Representative as a coopted member of the Katikati College School Board.*

*Lou, All in favour - carried.*

5. **Strategic Monitoring/Reporting:**

5.1. Principal’s Report tabled with discussion and specific points of interest as follows:

- Role is steadily increasing
- Bank staffing – this is continually being monitored
- Curriculum Area Reports were made available. DP’s are working closely and regularly meeting with our HoF’s and Assts HoF’s.

- **Action Item:** *Lou to provide an overview of the challenges raised through the faculty reviews and how we are addressing them.*

- A wide range of PLD is being accessed by staff.
- Health Curriculum Consultation for Year 7 - 10 is currently being undertaken – discussion followed. Guidelines are very clear in what we are required to teach in this space.
- There were no suitable applicants for the ground staff position so external contractors will be engaged as and when required.
- Health & Safety – this committee is working very effectively.

- **Action Item:** *Health & Safety analysis of 2023 to be tabled at May meeting (Lou)*

*Principal’s Report – Jenner – carried*

6. **Strategic Discussions and Decisions:**

6.1. Policy Updates

6.1.1. Health & Safety Policy – reviewed. No amendments required.

*Colleen, Lisa - carried*

**6.1.2.** Personnel Policy – reviewed. Addition to make as follows:

- Appointments – end of 1<sup>st</sup> paragraph to add - *(As per Appointment Process/Procedure)*

*Lisa, Sec Reid - carried*

**6.2.** NZSTA Workshops

Lou gave a verbal report on learnings from workshops:

- ‘Monitoring and Reporting’ – we are meeting our requirements well in this area.
- ‘Board role in student suspension meetings’ – there are a few areas which we can improve on in this space.
  - **Action Item:** *A full report will be tabled at next meeting (Lou).*

**7. Finance**

**7.1.** Finance Report

February 2024 Education Services Governance Report made available.

**7.2.** Finance Subcommittee Minutes – 21 March 2024 tabled.

**8. Administration**

**8.1.** Correspondence:

Inward

- Trips for approval – *all approved*
- Grant Application Request:
  - To Grassroots Trust Ltd for Hockey Goalkeeping Gear for 5 Katikati College Hockey teams - \$9,204.35 (ex gst)

*The Katikati College School Board supports the grant application request as above - all in favour*

*Inwards accepted and approved*

*Colleen, Sec Lisa - carried*

**8.2.** Minutes from previous meeting

*Minutes of 22 February 2024 accepted as a true and accurate record.*

*Lou, Sec Reid - carried*

Matters arising from previous meeting:

- Innovative Horticulture Trust meeting has been held. Lisa has been co-opted onto the IHT Board. Bobbette confirmed as an existing member of the Board and Colin Bond elected as Chair of the IHT Board.
- Induction Process for new staff – this was tabled at Pou Arahi and will be developed further.
- Crest and House name rebrand – this was discussed with Pou Arahi who will take to Hapu for feedback.
  - **Action item-** *Lou to advise staff that we are looking at consultation around our Crest and House names.*

**Next Meeting:** Thursday 23 May 2024 at 4:30pm

***Public meeting closed at 5:10pm and moved into Public Excluded Business***