

**Katikati College Board of Trustees Meeting Minutes  
of 27 February 2025 at 4:30pm in Katikati College Boardroom**

**1. Karakia:** Katana

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

Attendance: Louise Buckley (Tumuaki), Bobbette Tanner (Presiding Member), Jenner Ballinger-Judd (Parent Elect - joining remotely), Valarie Uilou (Parent Elect - 4:40pm), Victoria Denyer (Parent Elect), Colleen Fleming (Co-opted Member), Jesse Samuels (Pou Arahi Rep), Katana Te Ngaio (Student Rep) and Angela Macdonald (Minute Secretary).

Apologies: Lisa Corbett (Staff Rep), Reon Tuanau (Pou Arahi Rep)

**3. Declarations of Conflict of Interest**

Non declared.

**4. Administration:**

- Appointment of Presiding Member (not required as we are in an election year)
- Delegate new Pou Arahi Representative - this will be discussed at next Pou Arahi Hui.
- Board Code of Conduct - Tabled
- Board Sub Committees confirmed as follows:
  - Finance - Lou, Colleen, Bobbette
  - Property - Lou, Lisa, Colleen, Bobbette
  - Personnel - Val, Jenner, Bobbette
  - Discipline - all members - whoever is available
  - Innovative Horticulture Trust - Lou, Bobbette and Lisa
- Resolution for Delegations of Authority to the Principal - Tabled and Approved

**5. Strategic Monitoring/Reporting:**

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

- Large roll growth, especially in Year 7 and 9
- Staffing update:
  - New DP appointment - Antony Oliver will be bringing Kaumatua, Kapa Haka and staff to the handover Powhiri - suggested date Mon 7 April.
- We are currently under our staffing allocation which will allow us to assess as at 1 March where extra staffing can be allocated
- NCEA Data tabled
- New Maths Resource for Year 7 & 8 - 3 staff have completed PLD. 2026 cost will be \$45 per student.
- Property update
- EOTC - all staff are using new procedures on Kamar.
  - Simon will be invited as a guest to either April or May meeting to answer any questions on EOTC.
- Attendance:
  - Our attendance stats are quite significantly improved on last year at present.
  - Deans are continuously following up on chronic attendance.
  - Participation in sporting and cultural activities discussed.

The Board extended their thanks to Simon Finnimore and the Senior Leadership Team for their fantastic work while Lou was away.

**6. Strategic Discussions and Decisions:**

**6.1. Strategic Plan**

**6.2. Policy Updates**

**6.2.1. Finance Policy – Approved with the following amendments:**

- Remove point 9 as no longer applicable
- Amend point 4, bullet point 4 to read 'delegates'

*Jenner, sec Val - carried*

**6.2.2. Concerns & Complaints - Approved.**

*Bobbette*

Members all participated in a workshop on Concerns & Complaints.

**6.3. Conflict of Interest tabled.**

**6.4. 2025 Board Work Plan draft tabled - this is a live document which will be available at every meeting.**

**6.5. NZSTA Workshops available.**

**7. Finance**

**7.1. Finance Report**

November 2024, December 2024 and January 2025 Education Services Governance Reports were made available.

**7.2. Finance Subcommittee Minutes – 20 Feb 2025 tabled.**

**8. Administration**

**8.1. Correspondence:**

Inward

- Trips for approval - all approved

*Inwards accepted and outwards approved*

*Lou, Sec Jesse - carried*

**8.2. Minutes from previous meeting**

*Minutes of 28 November 2024 accepted as a true and accurate record.*

*Lou, Sec Colleen - carried*

**9. Preparation for next meeting**

**Next Meeting**

Thursday 3 April 2024 at 4:30pm

***Public meeting closed at 5:39pm and moved into Public Excluded Business***