

**Katikati College Board of Trustees Meeting Minutes
of 13 August 2026 at 4:30pm in Katikati College Boardroom**

1. **Karakia:** Bobbette

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

Attendance: Bobbette Tanner (Parent Elect - Presiding Chair), Victoria Denyer (Parent Elect), Jenner Ballinger-Judd (Parent Elect), Hilary Johnson (Parent Elect), Michael Low (Staff Rep), Charlie Aisake (Student Rep) and Angela Macdonald (Minute Secretary).

Apologies: Louise Buckley (Tumuaki), Valarie Uilou (Parent Elect), Ngairo Eruera (Co-opted Member - Pou Arahi Rep)

3. **Declarations of Conflict of Interest**

Non declared.

4. **Strategic Monitoring/Reporting:**

4.1. Reporting back from Conference

- shared learning from Hilary and Jenner:
 - AI Governance working paper for school Boards tabled. AI policy required for Katikati College.

■ **Action Item:**

- *Hilary to share information with Board members*
- *AI Policy to be developed*

- Cyber Security discussed

■ **Action Item:**

- *Is there a plan if we get a Cyber attack?*

- The 'content' of the Conference was very worthwhile with next year it possibly being held in Rotorua. This would be a great opportunity for potentially all Board members to attend in 2027.

■ **Action Item:**

- *Jenner and Val to share their reports with Board members*
- *Budget for 2027 - conference costs to be included in budget*

4.2. Principal's Report tabled with discussion and action items as follows:

● **Action Items:**

- *What is the real barrier for our Level 3's not being able to gain the credits required?*
- *A report requested from the Pastoral Deans (Yr13) around what conversations and interventions are in place for those 50 students who currently have less than 30 credits - and is there any correlation with attendance?*
- *53% - how does this compare with previous years (UE Literacy on Pg 4)*
- *Strategic Goals:*
 - *(bullet point 1)- What is the measurement on this? Will this be achieved by the end of the year?*
 - *(bullet point 2) - what specific support is being provided?*

- *Graphs on Pg5 - 9 show a snap shot of current statistics - could they be displayed showing progression?*
- *Pg 9 - Literacy & Numeracy Roles - have these staff managed to have a conversation with all the students requiring assistance/extra tutoring? Has this area been resourced sufficiently? Is there anything the Board could assist with?*

Positive attendance reporting - this is being completed very thoroughly and will be of great assistance with ERO reporting.

Principal's Report – Hilary, sec Victoria – carried

5. Strategic Discussions and Decisions:

5.1. Policy Updates

5.1.1. Protected Disclosure Policy – approved with changes as highlighted.

Michael, sec Bobbette - carried

5.1.2. Theft and Fraud Protection Policy - approved with changes as highlighted

Jenner, sec Michael - carried

5.2. ERO

5.2.1. New Board Assurance Statement and Self-Audit Checklists

ERO have confirmed their visit for Week 1, Term 4. ERO checklist to be completed 3 weeks prior to visit. A separate meeting to be scheduled for this.

Suggested time: Thursday 10 Sept at 4pm

- **Action Item** - Angela to send out google invite

5.2.2. School Improvement Framework

5.3. Employment - resignation. Lou will announce to staff on Monday.

6. Finance

6.1. Finance Report

June and July Education Services Governance Report made available.

6.2. Finance Subcommittee Minutes dated 6 August 2026 tabled

7. Administration

7.1. Correspondence:

- Trips
- Inwards tabled
- Outwards tabled

Approved - Michael, sec Bobbette - carried

*Inwards accepted and outwards approved
Jenners, sec Victoria - carried*

7.2. Minutes from previous meeting

Minutes of 18 June 2026 accepted as a true and accurate record.

Hilary, sec Victoria - carried

8. Preparation for next meeting:

- Extra Hui for ERO checklist document - ***Thursday 10 September at 4pm***

Next Meeting

Thursday 17 September at 4:30 pm

Public meeting closed at 5:49 pm and moved into Public Excluded Business