

Katikati College
Board of Trustees Meeting Minutes
18 August 2022 at 6pm in Katikati College Boardroom

1. **Karakia:** Shaan

2. **In attendance:** Bobbette Tanner (Chair), Dave Freeman, Valarie Uilou, Lisa Corbett, Jenner Ballinger-Judd, Xingang Wang, Shaan Kingi, Louise Buckley, Shawn Gielen and Angela Macdonald (Minute Secretary)

Apologies: Wendy A'Bear, Sara Elliott-Warren

3. **Declarations of Conflict of Interest**

Non declared

Election of Presiding Member:

Floor opened for nominations:

- Lisa nominated Bobbette Tanner / Seconded by Shaan
- No other nominations

All in favour – carried
Bobbette Tanner elected as Presiding Member

Co-option: Pou Arahi Representative:

- **Motion** that we co-opt Shaan Kingi onto the Kaitkati College Board of Trustees as Pou Arahi representative

Dave – Sec Lou – All in favour - carried

- Pou Arahi has representation from the following three Marae:
 - Te Rereatukahia
 - Tuapiro
 - Otawhiwhi

Sub Committees:

Expressions of interest called for the following sub committees:

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

4. **Strategic Monitoring/Reporting:**

4.1 Principals Report

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

- Pasifika Short Film success acknowledged which included 'best school overall' award
- Our current role is holding steady. It is concerning but being closely monitored

- Open Day was successful with approximately 60 families attending. An evening event is planned once evenings are lighter
- Matariki Po Tuku Taonga was a fantastic evening celebrating our tamariki in their own environment
- Covid 19 update – the process has changed for claiming Additional Relief Teacher Funding. The MOE will now ‘top up’ the shortfall in our relief budget saving manual claims having to be completed
- Equity Index – we are at 456 however are not sure at this stage what this means in terms of \$ value.
- Stand Downs and suspensions are tracking similar to previous years with our current challenging areas predominately at Yr8 & Yr11
- Achievement Data:
 - Full data reports shared
 - Promising results showing for Māori and Pasifika students in Yr10 maths
 - Overall Yr9 & 10 data has improved however attendance is still a challenge
 - Suggested that data be shared with all faculties
- Consultation with the Community:

This will be a significant focus for the Board and school next term. Gathering information will allow informed decisions to be made. Discussion followed on ‘what are we asking and how can we deliver it’ with the following suggestions:

 - Survey to be ‘delivered’ out to the community (highlighting that feedback is requested from the whole community and responders do not need to have a child attending school to participate in the survey)
 - A mix of ‘open ended’ questions and some ‘specific’ questions to Katikati College.
 - What are the community’s values and aspirations?
 - Survey to be delivered to Whānau (ie: visit)
 - **Action Item:**
 - *Lou to share NZSTA guidelines*
 - *Lou to put together a framework and then work with Valarie and Jenner – Shawn also available*
- NZCER Workplace survey:

Generally showing positive trends however discussion will be had with staff is to whether we continue using this survey in 2023.
- Learning Support – this is a very ‘fluid’ area with significant funding coming in. Our SENCo is doing amazing work in this area and has made a real difference to many of our students.
- Midyear review of NCEA goals - a great summary of results
- Attendance:
 - The MOE’s reporting on average regular attendance (ie: over 90%) is standing at 42% nationwide
 - Suggested to focus on ‘unjustified’ attendance when reporting on this

Principal’s Report - Lou, sec Val – carried

5. Strategic Discussions and Decisions:

5.1 Elections:

- Two student nominations have been received. Bobbette and Xingang will speak to nominees – election date: 7 September

5.2 NZSTA Conference – Christchurch (7 – 9 October)

- These can be very valuable to attend. Costs will be covered by the Board.
 - **Action Item:** Board members to consider and contact Bobbette if interested by the end of next week.

5.3 Trustee Induction and Training Opportunities:

- Board dinner to meet SLT as part of induction. Date to be confirmed.

5.4 Policy Updates:

- Finance - amendments discussed.
 - *Shawn approved changes*
- Personnel – amendments discussed
 - *Shawn approved changes*

6. Finance/Property

6.1 Finance Report:

June & July Education Services Governance Reports were made available.

- Finance Sub Committee Minutes tabled – 9 August 2022
- Mid-Year Budget review – a highly important process with line by line adjustments made with Principal and Board (in Governance space)
- Continuing to track with increasing working capital

7. Administration

7.1 Correspondence:

Inward and Outward Correspondence tabled

- Maternity leave request approved
- Bobbette will acknowledge receipt of 'Masks to all Schools' correspondence

- *Inward accepted and outward approved
Jenner, sec Dave – carried*

7.2 Minutes from previous meeting – 30 June 2022

- *Minutes accepted as a true and accurate record*

Dave, sec Lisa - carried

Next Meeting Date: Thursday 29 September 2022 at 4.30pm

8. Other Matters

We are one member short as per our constitution for number of Parent Elect members on the Board. We can chose to appoint/select or we can change our constitution.

Public meeting closed at 7:38pm and moved into Public Excluded Business