

Katikati College
Board of Trustees Meeting Minutes
28 October 2021 at 6:30pm in Katikati College Boardroom

1. **Karakia:** Lou

2. **In attendance:** Bobbette Tanner (Chair), Valarie Uilou, Dave Freeman, Sara Elliott-Warren (6:38pm), Wendy A'Bear (6:43pm), Lisa Corbett, Sofia House, Louise Buckley, Shawn Gielen (by phone) and Angela Macdonald (Minute Secretary).

Apologies: Shaan Kingi

3. **Declarations of Conflict of Interest**

Non declared

4. Strategic Monitoring/Reporting:

4.1 - Principals Report

Report tabled with discussion on:

Recent events

- Project K – delayed due to COVID
- Margaret Ross – Lou gave an overview and update

COVID update

- Information has come through today from the MOE that will be shared with Board members
Key points from today's communication:
 - Mandated that 1st dose is required by 15 Nov and fully vaccinated by 1 Jan 2022
 - This includes ALL staff including contractors, cleaners, volunteers – ie: anyone who is coming on site. It does not include those on site during term break and weekends
- PPTA and NZEI are clear in their support of this mandate
- School 'on site' vaccinations provided through the DHB for students discussed.
- Term Four events – many have been cancelled

Our Learners and Our Learning Environment

- Achievement Data for Yr9 & 10. This data has been shared with facilities and has created a lot of discussion. This will provide a 'base line' that can be reflected back on.
- Moving forward, Yr9 Data to be included from the previous year to compare
- Suggestion that data to include actual student number
- Suggested that we include Technology and option data in reporting
- Attendance Rate

Our People and Our Growth:

- Staffing – DP replacement timeline discussed
- There is a high level of stand downs in our Yr7 cohort
- Good communication and future planning is happening between Katikati Primary School and our Yr7/8 teaching team and SENCo
- PLD will be a focus for ensuring our teaching staff are equipped to deal with

challenging behaviour

Our Resources and Our Connections:

- Innovative Horticulture
 - The MOE require a record of a resolution approving the construction of the Innovative Horticulture building

Motion that the Board approves the construction of the Innovative Horticulture Building by the Innovative Horticulture Trust to replace G2. This includes developing an access way, fencing and *ownership* of G3 classroom.

- *Moved by Wendy, sec Sara – all in favour – carried*
- \$572,872 Innovative Horticulture fundraising total to date
- Fantastic work by Sandy Kindley - \$100,000 Grant awarded from TECT for the refurbishment of the Hockey Turf
 - **Action Item:** *Letters of thanks to be sent to Hilary Johnson and Sandy Kindley in acknowledgment of their huge fundraising contributions to our school - Bobbette.*
- Tauranga Auto Extravaganza – the newly elected PTA members will be assisting with the planning of this event
- Strengthening Communities
- Pou Arahi meeting has been held

Health & Safety:

- Incidents are being logged onto Kamar
- Shake out drill today

Banked Staffing:

- We are on track with managing this
- *Principal's Report - Bobbette moved, sec Valarie - carried*

5. Strategic Discussions and Decisions:

5.1 - Student Rep election update

- Due to a break down a process. MOE have allowed us to have an 'extension to the election'. Ballot papers will be reissued on 3rd November and have a month to vote.
 - **Action Item:** *Bobbette to contact candidates and their parents*

5.2 – Governance Training – Strategic Planning Meeting

- **Action Item:** *Angela to put out some 'need to meet' dates and times*

5.3 – Community Consultation survey

- Feedback:
 - Add 'contact name' as an optional question
 - Add 'ethnicity'/ 'my child identifies as' as an optional question
- To be available digitally and with paper copies. To be promoted through our

front office, Facebook, community centre, library etc and all sectors of our community

- Note to go into the Katikati Advertiser
- Survey will be sent out following the Board announcement on Principal appointment

5.4 – Policy Review:

- *Anti Harassment Policy*
Margaret Ross, with her work on relationship development, was also consulted on this policy.
 - *Motion to ratify Anti Harassment Policy*
 - - Lisa, sec Wendy - carried
 - **Action Item: Angela to move to operational policy folder**
- *Treaty of Waitangi Policy*
Policy has been discussed at Pou Arahi meeting
 - *Moved that the edit and changes are agreed on in principle – policy to be ratified at Nov meeting*
 - – Valarie, sec Wendy – all agreed.
 - **Action Item: Policies to be uploaded onto website at some stage - listed as governance and operational - Bobbette to work with Angela on this.**

6. Finance/Property

6.1 - Finance Report

- Finance Sub Committee Minutes – 21 October
 - Available Funds Forecast tabled and discussed – this will go onto the board drive each month
 - Action items from Finance Minutes were clarified
 - Cameras on buses discussed
 - **Action Item: Look at policy on camera usage – Lou**
- Finance Policy adjustment – see minutes
- Draft Budget review 2022
 - Budget holders are submitting requests.
- Finance subcommittee next meeting is 18 Nov at 3pm – all invited

6.2 – Property:

- Innovative Hort update – see above
- School House Disposal process update – see correspondence

7. Administration

7.1 - Correspondence: See Attached list

- Community update feedback was positive
- *Inward accepted and outward approved*
 - – Valarie, sec Lisa – carried

7.2 - Minutes from previous meeting – 23 September 2021

- Action Items discussed
- *Minutes accepted as a true and accurate record*
 - - *Dave, sec Sofia – carried*

Next Meeting Date: Thursday 25 November 2021 at 6.30pm

Public meeting closed at 8:21pm and moved into Public Excluded Business

Action Items following October BOT Meeting:

No:	Action Item	Who	Date
1	<i>Letters of thanks to be sent to Hilary Johnson and Sandy Kindley in acknowledgment of their huge fundraising contributions to our school.</i>	Bobbette	
2	<i>'Need to meet' dates and times for Strategic Planning Meeting</i>	Lou / Angela	
3	<i>Anti-Harassment policy to move to operational policy folder</i>	Angela	
4	<i>Policies to be uploaded onto website at some stage - listed as governance and operational - Bobbette to work with Angela on this.</i>	Bobbette / Angela	
5	<i>Look at policy on camera usage</i>	Lou	
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