

**Katikati College Board of Trustees Meeting Minutes  
of 3 April 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), Victoria Denyer (Parent Elect), Colleen Fleming (Co-opted Member), Jesse Samuels (Pou Arahi Rep), Lisa Corbett (Staff Rep), Katana Te Ngaio (Student Rep) and Angela Macdonald (Minute Secretary).

Apologies: Valarie Uilou (Parent Elect)

**3. Declarations of Conflict of Interest**

Non declared.

**4. Administration:**

- Delegate new Pou Arahi Representative - Jesse Samuels welcomed as Pou Arahi representative.
- Speaking rights given to Simon Finnimore, Deputy Principal

Presentation by Simon Finnimore on EOTC covering:

- EOTC Committee members
- External Review of our EOTC (EONZ) was completed in 2024. Actions as a result of this review were:
  - Annual Safety calendar developed
  - Improve staff skills
  - Risk Assessments needed to be provided by specialists
- Safety Management Plan (DRAFT) tabled
- Approval and Kamar process explained
- SOP - Standard Operating Procedures explained

- **Action Item:** Draft EOTC Safety Management Plan - any questions to be emailed to Lou and Simon

Simon acknowledged for the huge amount of work that has been put into updating our EOTC procedures and systems over the last 12 months.

*Simon left the meeting at 5:20pm*

- The Board acknowledged the passing of Timoti Tu'uaki Rolleston-Bryan. Our thoughts and prayers are with the whānau at this time. Many thanks to those who attended the Tangi.

**5. Strategic Monitoring/Reporting:**

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

- Re-advertising Te Reo Māori position later in the year;
- Annual Implementation Plan tabled;
- Statement of Variance tabled;
- Curriculum Area reports made available. Hours of work have been put into producing these reports with a clear understanding of data

- Lev 1 changes have affected staff confidence and we are looking at what PLD can be offered
- Learning Support programmes highlight the need for an extra teacher in this space and improved property requirements as the current area is not 'fit for purpose'.
- Property - lots of improvements can be seen around the Kura and these are making a huge difference to both ākonga and staff
- Stand downs discussed
- Attendance - a lot is going on in this space by our Pastoral Team.

*Principal's Report – Jenner, sec Lisa – carried*

## **6. Strategic Discussions and Decisions:**

### **6.1. Policy Updates**

6.1.1. Health and Safety Policy – Approved as per highlighted amendments

*Lou, sec Colleen*

6.1.2. Personnel Policy - Approved as per highlighted amendments

*Lisa, sec Victoria*

6.1.3. Personnel Committee Terms of Reference - Approved as per highlighted amendments

*Bobbette*

## **7. Finance**

**7.1.** Finance Report

**7.2.** Finance Subcommittee Minutes – 27 March 2025 tabled.

## **8. Administration**

### **8.1. Correspondence:**

Inward

- Trips for approval - all approved
- Overseas Trip to Tonga - SLT has approved in principle. A robust plan has been put together by Vetekina. Water safety discussed. Acknowledgement to Vetekina for her work on this proposal.
  - *Approved in principle by the Board - please proceed with EOTC safety management plan*
- School Transport Network Agreement between Katikati College and Katikati Primary School dated Jan 2025 - Dec 2027 tabled - Principal signing on behalf of Board
- MOU between Katikati College and Katikati Innovative Horticulture Trust - signed by the Presiding Member.

*Inwards accepted and outwards approved*

*Jesse, sec Colleen - carried*

### **8.2. Minutes from previous meeting**

*Minutes of 27 February 2025 accepted as a true and accurate record.*

*Lou, Sec Lisa - carried*

## **9. Preparation for next meeting**

- Board invited to Powhiri to welcome the Deputy Principal - 9am at Poutama on Monday 7 April.

**Next Meeting**

Thursday 22 May at 4:30pm

***Public meeting closed at 6:03pm and moved into Public Excluded Business***