

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

1. **Karakia:** Lou

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

Attendance: Louise Buckley (Tumuaki), Victoria Denyer (Parent Elect), Jenner Ballinger-Judd (Parent Elect), Bobbette Tanner (Parent Elect), Valarie Uilou (Parent Elect), Hilary Johnson (Parent Elect), Charlie Aisake (Student Trustee), Michael Low (Staff Trustee) and Angela Macdonald (MinuteSecretary).

Apologies: Jesse Samuels (Pou Arahi Rep)

Jesse is standing down from Pou Arahi as Te Rereatukahia representative. We are awaiting their nominated replacement.

3. **Declarations of Conflict of Interest**

- Valarie Uilou declared a conflict of interest in relation to her position at Te Rūnanga o Ngāi Tamawhariua.

4. **Administration:**

4.1 **Election of Presiding Member:**

Floor opened for nominations:

- Val nominated Bobbette - seconded by Victoria
- No other nominations

*All in favour – carried
Bobbette Tanner elected as Presiding Member*

Welcome and thank you all for putting your names forward for being part of the Katikati College School Board and congratulations on being selected.

4.2 **Board Code of Conduct**

- Tabled

4.3 **Board Delegation**

- Resolution for the Delegations of Authority to the Principal - tabled for reference.

4.4 **Board Committees & Terms of Reference**

Expressions of interest called for the following sub committees:

- Finance (monthly monitoring of income and expenditure) – Hilary, Michael, Bobbette, Lou
- Property – Hilary, Michael, Bobbette, Lou
- Personnel (as and when needed, usually via email) – Val, Jenner, Bobbette, Lou
- Discipline - all members
 - NZSBA training recommended to be completed prior to joining the panel of a discipline meeting.

■ **Action Item:** Angela to share NZSBA link with members.

- Innovative Horticulture Trust – Bobbette, Jenner, Lou

4.5 Important links and information

- Tabled for reference.

4.6 Board member account details

- Tabled

4.7 2024 - 2026 Strategic Plan

- Tabled for reference.

4.8 Annual Implementation Plan 2025

- Tabled for reference.

5. Strategic Monitoring/Reporting:

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

- Banked Staffing explained
- Increase in provisional staffing for 2026 and the strategic actions this has allowed was outlined
- Review of Units and MMA's - new fixed term roles will be implemented in 2026
- NCEA update:
 - NCEA data discussed at length
 - not all students have left for study leave, allowing some students time to benefit from extra support in gaining their respective NZQA qualification
- Feedback from HoF self-review process tabled
- Wellbeing survey feedback tabled
- Strategic Plan - potentially due in 2027
- New brand and House names is ready to be launched
- Principal Appraisal - 2026
- Attendance - a lot of work is put into this space and we are fortunate to have the Attendance Support role back in place.
 - **Action Items:**
 - *Exit interviews to be offered to those leaving - Angela to give Bobbette details*
 - *Principal Appraisal for 2026 - Board to discuss in Public Excluded Business*

Principal's Report – Jenner, sec Val – carried

6. Strategic Discussions and Decisions:

6.1. Policy Updates

6.1.1. Theft & Fraud - approved as per amendments

Victoria, sec Michael - carried

7. Finance

7.1. Finance Report - September Governance reports made available

7.2. Finance Subcommittee Minutes dated 23 October tabled.

8. Administration

8.1. Correspondence:

Inwards:

- **Trips**

Cost of Year 7 & 8 trip discussed due to it being at the start of the year with families already managing extra costs

- **Action Item:** What cost assistance is offered/available to our whanāu?

- **Grants**

The Katikati College School Board supports 'in principle' the grant application request to Grassroots Trust for \$8,130 (approx) for costs associated with Year 13 Camp in 2026. Camp Hire \$1,472 (incl gst); Transport \$1,658 (incl gst); Bike Hire & Abseiling \$5,000 (estimate)

Bobbette - all in favour - carried

The Katikati College School Board supports 'in principle' the grant application request to Katikati Lions for \$8,130 (approx) for costs associated with Year 13 Camp in 2026. Camp Hire \$1,472 (incl gst); Transport \$1,658 (incl gst); Bike Hire & Abseiling \$5,000 (estimate)

Bobbette - all in favour - carried

Outwards:

Tabled

*Inwards accepted and outward approved
Lou, sec Val - carried*

Action Item: Simon Finnimore to present processes on EOTC

8.2. Minutes from previous meeting

Minutes of 11 September 2025 accepted as a true and accurate record.

Lou, sec Victoria - carried

9. Preparation for next meeting

9.1. Te Ara Huarau - ERO review tool

- **Action Item:** Lou will look at ERO's new framework

9.2. Board Dinner - 27 November at The Talisman

- **Action Items:-**
 - Angela to send invite and set menu out to Board members and place booking
 - Angela to send Prize Giving details out to Board members

Next Meeting

Thursday 27 November 2025 at 4:30pm

Public meeting closed at 6pm and moved into Public Excluded Business