

MINUTES OF KATIKATI COLLEGE
BOARD OF TRUSTEES MEETING HELD
Monday 12th April 2021 at 10am
College Boardroom

PRESENT: Wendy A'Bear, Sofia House, Shawn Gielen (LSM) Louise Buckley (Acting Principal), Simon Finnimore, Ian Nicholson

1. Welcome visitors, attendance and apologies

Welcome to Ian Nicholson, Simon Finnimore

Speaking rights given to Ian and Simon – Wendy/Lou – all in favour

2. Declarations of Conflict of Interest

None declared

3. Strategic Monitoring / Reporting

Acting Principal Report:

- Staffing Update discussed
- Consultation and meetings to be carried out with HOFs re current staffing levels
- NZ Govt Student Wellbeing Survey – KKC selected to participate September 2021. Board approval is required to support the involvement. KKC will have access to all collected data.
Motion: Board to support involvement in the Student Wellbeing Survey – Lou/Wendy
- Kamar Upgrade – Cloud based move, discussed.

4. Strategic Discussions and Decisions

- 4.1** LSM to run a governance workshop for interested staff for the staff role. Tentative today, 12th April, 3:15pm. This role is open to any member of the staff. Marianne Silvester confirmed as returning officer. Notice posted in newsletter, Facebook and Katikati Advertiser.
- 4.2** Annual Plan development continued and discussed, look to have concise plan uploaded to MOE portal early Term 2. Focus is on a working document.
- 4.3** Relationship Development and training for staff to be sourced by LSM – Dale Carnigie with Mike Smith an option. LSM to approach and request a proposal. Discussed.
- 4.4** Innovative Horticulture Trust – Invite from trust member to have a board member as a representative to make up the 2 members required. Discussion took place. Wendy will respond re next meeting date. Board developing a number of questions for the trust.
Motion: the approves Wendy as the KKC Board representative to the IHT - Shawn/Lou
- 4.5** Policy review – Personnel Policy approved as table by LSM – a number of policies merged and edited as per the March Policy Framework Review.
- 4.6** Policy review – Policy Framework Review document – tabled by LSM as advice for the board on next steps moving forward to merge/procedure and update current framework, discuss. Policy summary and separate folders will be prepared for new board members as part of induction following by-election process.
Motion: Board to adopt the PFR document as a plan moving forward – Shawn/Wendy
- 4.7** Policy Amended – Finance tabled as approved by LSM with International Fees addition as per the PFR.

5. Finance/Property

5.1 Finances

- Discussed application of Urgent Response Fund to MOE who have made this available. Lou to carry out and report on outcome. Teacher aide support.
- Ongoing budget to actual monitoring taking place. LSM working with EO and LB.

5.2 Property:

- SIP Funding – Hall Project – concept plans tabled and discussed. Simon to consult with Music/Drama faculties.

6 Administration

6.1 Correspondence:

- Outwards: See tabled list
- Inwards: See tabled list
 - Trips and grants approved prior to meeting – see correspondence list
 - Katikati Transport Group, minor matters discussed, update.

Inwards accepted and outwards endorsed – Lou/Wendy - all were in favour

6.2 Minutes from previous meeting – 23rd March 2021

Approved as a true and correct record.

Wendy/Sofia - all were in favour

Board moved in committee under section 48 of the local government information and public meetings act 1987 at 11:20am

Out of Public Excluded Business – 11:44am

Next Board Meeting: TBA

