

Minutes of Board of Trustees Meeting 16 August 2016 at 7.00pm.

Present: Sue Arrell, Kevin Matthews, John Tahana, Karen Fiveash, Vincent Rudolph, Kelvin Horsford, Vasanti Sima
BoT Secretary: Sheree Blakeborough

Apologies: Tina Pedersen

Karakia: John

Minutes: 26th July 2016: *Accepted as true and correct.*

Sue / Karen

Matters arising from previous minutes:

Additional Business:

- **Crombie Lockwood** Insurance renewal
- **Mangonui Netball Centre** Hire of Hall Friday 19th August 5.30-7.30pm

Motion: the Board moves and approves Mangonui Netball Centre the use of the Hall Friday 19th August for Rep prize giving
Moved by Sue, Seconded by Karen
Carried

- **Kitchener St** update schedule
- **Ullrich Aluminium Company Ltd** ladder bracket quote
- **NZEI** Joint Union Meeting 7th September, 9-11am at Kaitaia College

Motion: Kevin moved that the additional business be added

Seconded by Karen
Carried

Inwards Correspondence: *(tabled)*

- **Tukutuku Kōrero** Volume 95 Number 14
- **SAECOWilson** taking over Spanhake Engineering
- **ERO** School Evaluation Indicators: Effective practice for improvement and learner success booklet
- **NZSTA** President and Board election – voting
- **Pub Charity** grant application declined due to already benefiting from charity.
- **Four Winds** application for 40x Chromebooks
- **All Faze** quote for security lighting
- **ERO** final report

Outwards Correspondence: *(tabled)*

- **AOG** letter of accession for signing *emailed 27/7*
- **FNCOL** letter of agreement in principal of Achievement Challenge Consultation Draft

Motion: Inwards correspondence accepted, outwards approved

Kevin / Vasanti

Financial Report (Kelvin) see attached

As at 31 July we have spent 48% of what was budgeted for the year

Actual funds as at 31 July 2016 are \$364,725

Budgeted Available funds as at 31 July 2016 are \$256,807

General discussion around items of significance

Financial report accepted and accounts moved for payment

Kelvin / John

Principal's Report. (Sue) *see report attached*

- **Roll** 214 students. *Period from 8th July to 15th August*
- **Attendance** 89.99%
- **EOTC** new RAMS form templates updated
- **NZEI** campaign to stop funding cuts – see handout
- **NZEI** Joint Union Meeting 7th September, 9-11am at Kaitaia College
- **Security Cameras** IT time and additional parts to be quoted to avoid overrun in budget

Motion: the Board moves and approves the ERO unconfirmed report in principle

Moved by Kevin Seconded by Vincent
Carried

Principal's report accepted by Kevin and thanked Sue for her report.

Self-Review:

NAG 3: Principal appraisal 2016 – interim report *Sue spoke to this, 5th September next meeting with Robin Shephard*

NAG 6: Review Procedure for Teachers at KIS Policies (to staff 10/8/16) Moved to next meeting or once Teachers amendments are finalised

NAG 6: Review Curriculum Delivery at KIS (to staff 10/8/16)

Motion: the Board moves and approves the Curriculum Delivery at K.I. S

Moved by Vincent Seconded by Vasanti
Carried

General Business:

- **BoT meeting venue** moved to the Breakfast Club on the other side of the school in order to make access to information required throughout meetings more accessible to both Sue and Sheree if required.

Health & Safety Report:

- Rear staff driveway behind Tech block continues to occur potholes *Jamie to action quotes*
- Drainage issues *Kelvin to contact Northland Laser Drainage*
- Sprinklers in shade house continue to be used even during wet days, this isn't helping an already bogged area surrounding this *Kevin to investigate*

Property

- Playground matting replacement *work to commence 16th August for complete replacement free of charge of faulty tile matting previously laid*
- Security lighting + cameras *Kelvin to action, consult with Arcline*
- Jamie testing ovens before calibrating quotes

Meeting closed: **9.10 p.m.**

Next meeting: **20 September 2016**

Certified as True and Correct

Signed:

Dated:

**Kevin Matthews
BoT Chairperson
Kaitaia Intermediate School**