

Monthly Summary from Administration Office
BOT AGM 25 February 2019 at 7:00 pm

Present:

BoT Secretary: Sheree Petch

Apologies:

Karakia:

Minutes: 17th December 2019

Matters to follow up from previous meeting:

Inwards Correspondence: *(tabled)*

- **MOE** Resourcing confirmed Pukemiro Tech agreement for 2020
- **Laser Electrical** Tech block heat pump quote
- **MOE** Ngati Takoto and Te Rarawa Treaty land settlement
- **Office of Hon Tracey Martin** Sexuality education in schools (tabled)
- **FNDC** severe water shortage in Kaitaia
- **Arcline Boiler** project leftover funds to be repaid
- **Laser Electrical** Heat Pump quote Principals office
- **Tubman** Radiator Valves replacement quote
- **Lynette Murray** property management increase
- **Martin Gore** carpet repair quote Rm1, Rm2, staff lounge, entrance mats, ICT
- **Four Winds** application successful for 8x 55" TVs + 9x chromebook storage units
- **Modern Schools & Facilities** conference 1st April *request to send a few members*
- **School leadership forum conference Auckland 31 March - 1 April**
- **Education Gazette** volume 99 number 1

Outwards Correspondence:

- **Four Winds** grant application

Financial Report:

As at 31st December 2019 we have spent 103% of what was budgeted for the year

You have used 99% of your Salaries Budget for the year to date

This compares with 100% of the calendar year gone

Actual available funds as at 30 November \$377,524

Budgeted Available funds as at 30 November \$302,223

- Jasmin requests BoT approval to apply for funding for new sporting equipment
- Aaron requests BoT approval to apply for funding for 9x NUCs
- Asset Register maintenance

Motion: Kaitia Intermediate School's asset register maintenance is delegated to Education Services Ltd, a company specialising in education reporting. Education Services complies with all Financial Reporting Standards.

Principal's Report:

- Ratify new appointments

Self Review:

- **NAGs 1,2,2A Final Analysis of Variance**
- **NAG 4 Approve 2 employees to sign cheques**

Motion: the Board moves and approves signatories for KIS are Kevin Matthews, Wayne Lunjevich, Vasanti Sima, Sheree Petch and Allanah Quinn

- **NAG 6 Election of Chairperson**
 - **Review complaints policy then send to parents**

Property Matters:

- Graffiti art guard paint

Grant Applications

**Department of Internal Affairs
Far North District Societies**

- Four Winds Foundation
- Oxford Sports Trust
- Pub Charity
- The Lion Foundation
- Trillian Trust

Date	Trust Name	Purpose	Amount Applied for	Status	Amount accepted	Accountability Report
May 19	Max E Grant	AIMs	?	Declined		
Jun 19	Oxford Sports Trust	AIMs Accom	\$8,433.70 Incl GST	Accepted	\$7,203.96	17/10/19
Jun 19	Four Winds	90x Chromebooks	\$32,956.20	Approved	\$30,000	30/9/19

Jul 19	Oxford Sports Trust	Rm7&8 Camp Accom	\$11,040 excl GST	Approved	\$11,040	30/9/19
Sept 19	Oxford Sports Trust	Rm7&8 Camp Transport	\$2,000.00	Approved	\$2,000.00	15/11/19
Dec 19	Four Winds	NUCs Chromebook storage + TVs	\$37,620.48	Approved	\$20,479.00	

Professional Development

Date	Name	Purpose	Where
2019	Sheree	Admin Conference	Auckland
2019	Brenda / Margo	Leadership conference	Christchurch

Budget overruns requested

Code	Code Name	Date approved	Actual Budget	Requested	Current
1165	School Docs	21 May	0.00	\$1,617.00	
1520	EDGE	23 July	0.00	\$1,035.00	