

AGM BOT Meeting 23 March 2021 at 7:10 pm

Present: Wayne Lunjevich(Principal), Kevin Matthew (Board Chair), Kelvin Horsford (parent trustee), Diane Laurenson (parent trustee), Amy Bolstad (staff trustee)

BoT Secretary: Sheree Petch

Apologies: Krystal Rose Taaffe (parent trustee)

Karakia: Wayne Lunjevich

Minutes: 16th Feb 2021

Accepted as true and correct.

Moved by Diane, Seconded by Wayne Carried All

Matters Arising:

- Libelle - Healthy Lunches
 - Concerns remain around the lead coiled on top of the chiller
 - Quotes sought for a cage on the rear of the chiller preventing being turned off
 - Issues around the recycling, discussed other packaging ideas
- Seal repairs still awaiting remedial works, caretakers shed etc
- Water leak repair needed with the Tech driveway works under stress
- Water meter pin hole repairs done, requires a cover
- Water leak behind pool shed
- NHS to fix the path damaged by deck when undergoing garage works
- Roundabout in place, sign removed to no effect to buses etc

Motion: Inwards correspondence accepted, outwards approved

Moved by Kevin Seconded by Wayne Carried all

Inwards Correspondence: (tabled)

- **Fencing** updates from Alicia LSPM fencing site visit Tues 16th March with Pieter
- **Tukutuku Korero** Vol. 100 No.2
- **STAnews** issue:305 *STA conference 16-18 April Wayne + Sheree registered*
- **First Security** price increase from the 1st April 2021 by 5.8% for all services, except Alarm Response fees which will increase by \$5 exclusive of GST, per half hour on site.
- **OCS** contract for services + specifications move + approve **Action Chairperson to sign documentation**

The Board move and approve OCS contract for services

Moved by Diane Seconded by Amy Carried all

- **10YPP + 5YA** move + approve **Action Chairperson to sign documentation**

5YA moved and approved

Moved by Kelvin Seconded by Diane Carried all

- **Arcline** boiler works closed, Income + Expenditure Schedule, Occupancy Use Certificate **Action Chairperson to sign documentation**
- **John Bowman** fence quote \$22,546.18 + GST

- **Pool fencing** Ministry written confirmation required by our 5YA managers Avail around legalities in electric fences. *Moved by Diane Seconded by Kevin Carried all*

Diane motions to approve subject to Ministry confirmation West Coast Contracting (Far North) Limited quote of \$2,334.50. This also allows time for Kelvin to follow up with a comparable quote.

Outwards Correspondence:

- **Final Analysis of Variance + Charter**

Motion: the Board move and approve retrospectively the Analysis of Variance and KIS Charter

Moved by Kevin Seconded by Kelvin Carried all

Motion: Inwards correspondence accepted, outwards approved

Moved by Diane Seconded by Kelvin Carried all

Financial Report: (Draft)

- **Jan**

As at 31 January 2021 we have spent 3% of what was budgeted for the year
You have used 2% of your Salaries Budget for year the to date

Actual available funds as at 31 January \$713,963

Budgeted Available funds as at 31 January \$663,116

- Item of significance - None

- **Feb**

As at 28 February 2021 we have spent 9% of what was budgeted for the year
You have used 8% of your Salaries Budget for the year to date

Actual available funds as at 28 February \$733,169

Budgeted Available funds as at 28 February \$624,775

- Item of significance - None

Financial report accepted and accounts moved for payment, retrospective accounts moved & approved

Moved by Kelvin, Seconded by Amy Carried All

Financial matters:

- **Budget 2021** submitted with amendments \$417,077 (deficit), \$83,331 estimated available cash as at December
- **Outside Tech** invoices emailed 16th March \$19,200.00 incl GST - *budgeted \$13,000 income difference of -27 students compared to the Op Entitlement*
- **External onsite services** cleaning costs not charged since taking residence

RTLB (\$2,265.12) + NHS (\$1,793.22) to be invoiced for 2020 (\$4,058.34 total), 2021 TBA
How far back did we want to charge, is this sufficient?
Lots of unknown as to contract specifications around this.

- **Banking staffing** close out the banking staffing year with a (-2.22) overuse which will go against the banked previous year of 4.44 FTTE underuse

Self Review:

- **Election of Chairperson**

Kelvin nominated Kevin as chairperson, Diane seconded Carried All

- **ASB** signatories to accounts

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

Moved by Kelvin, Seconded by Amy Carried All

Motion: Digital signatories moved and approved Wayne Lunjevich, Sheree Petch and Tui Ussher

Moved by Kelvin, Seconded by Amy Carried All

- **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.

Moved by Kelvin, Seconded by Amy Carried All

- **Final Analysis of Variance + Charter**

Motion: the Board move and approve the Analysis + Charter in retrospect

Moved by Kelvin, Seconded by Kevin Carried All

- **Review complaints policy then send to parents**
- **Department of Internal Affairs** appoint Sheree as Profile Secretary for our organisation who is to ensure the organisation profile is current and request funding on our behalf
Action Chairperson to sign documentation

Motion: the board moves and approves Sheree as Profile Secretary

Moved by Kelvin, Seconded by Amy Carried All

Principal's Report: see full report attached

- Roll 241 students
- WTE facilitator working with the senior leadership team and will roll down from there to other staff
- Evacuation reviewed on the back of our Tsunami evacuation

- Lunch of thanks called for by Wayne for the drivers in appreciation, agreed by the Board
- Professional Growth Cycle currently being developed in alignment with out teacher profile
- Parent survey completed, great response from parents/caregivers
- ERO visit Thursday 18th March
- Attendance at 87.9%
 - Anyone under 80% reasons known of by attendance officer
 - Request to reallocate budget request from a Library laptop to 2x headsets for the same amount
- School fencing still awaiting approval
- \$10k funding application to Sport Northland for Health + PE gear and project
 Moved and approved Wayne, Seconded by Amy Carried All
- PB4L application for school design and signage - \$2k
- Tech department running costs reviewed
- Surf Life Saving applied for as a whole school, there is a ratio issue for parent buy in 1:5
- AIMS games trials started, netball completed and training commenced, sevens to start and an interest in Hockey attending

In-Committee: 9:16pm

Out of Committee: 11:10pm

Kevin thanked Wayne for his report, The board moves to accept the principals report

Moved by Kelvin, Seconded by Diane Carried All

Property Matters:

- **Seal project** remedial works
- **Pool fence** needs immediate attention with continued callouts + break ins

Moved by Kevin, Seconded by Wayne Carried All

Meeting closed: **11.30 pm**

Next meeting: **13th April**

Certified as True and Correct

Signed:

Kevin Matthews

Chairperson

Kaitaia Intermediate School

Dated: