

Kaitaia Intermediate School
BOT Meeting 17 December 2019 at 7:15 pm

Present: Kevin Matthews, Kelvin Horsford, Wayne Lunjevich, Diane Laurenson, Krystal- Rose Taaffe

BoT Secretary: Sheree Petch

Apologies: Amy Bolstad

Karakia: Wayne Lunjevich

Minutes: 14 November 2019

Accepted as true and correct.

Moved by Diane, Seconded by Kelvin Carried All

Matters to follow up from previous meeting:

- **Tamsin Hanley** resources added to Budget \$3,500 C500
- **Resource Room** scanner \$20k added to budget C515 *to be shelved and view other schools in the new year*
- **Rentals** oven completed 11/11, concrete park TBC
- **Pukemiro** tech resourcing to receive their Tech allocation funding *see Principal report*

Inwards Correspondence: *(tabled)*

- **Resignation** of Lou Rogers

The Board congratulate her on her new appointment and wish her the best in her new venture. The Board thank her for her year of service and accepts her resignation

- **Class*** Rm3 new furniture

Motion: the Board move and approve the Class quote of \$7,717.65 gross for Rm3*

Moved by Diane, Seconded by Kelvin Carried All

- **MOE** seal repairs funding approved \$79,900, BoT contribution \$12,450.13
- **5YA Property funding**
- **Education Gazette** volume 98 number 21
- **Education HQ**
 - New parliamentary Bill
 - Govt one-off infrastructure drop
 - Significant declines across the board cause for concern: PISA results
- **Arcline** Contract instruction for Boiler works

Motion: the Board move and approve the Tubman revised contract

Moved by Kelvin, Seconded by Kevin Carried All

- **STAnews** issue: 298
- **Tukutuku Korero** Volume 98 Number 20

Outwards Correspondence:

- **Arcline** NHS design fees release form 10%

Motion: Inwards correspondence accepted, outwards approved

Moved by Kevin Seconded by Wayne Carried

Financial Report:

As at 30 November 2019 we have spent 91% of what was budgeted for the year

You have used 83% of your Salaries Budget for the year to date

This compares with 92% of the calendar year gone

Actual available funds as at 30 November \$424,125

Budgeted Available funds as at 30 November \$308,731

NB: items of significance

Income

- **0143** Staff banking year end wash-up YTD \$0, Budgeted \$1,000
- **0153** GSE-IRF YTD \$0, Budgeted \$7,000
- **0160** Misc Grants - Assistive technology YTD \$479, Budgeted \$20,000
- **0223** Fundraising Magazine YTD \$0, Budgeted \$800
- **0295** Misc YTD \$52, Budgeted \$2,000
- **0331** KIS Netball offset fundraising code 0236

Expenditure

- **1165** *School Docs - moved and approves an overrun of \$1,617 for School Docs annual fee May meeting*
- **1170** Emergency Management - coded incorrectly, rejournalled to 1167 Fixed Asset Review
- **1310** Office Expenses \$827 over budget - \$700.89 re-journaled to classes (see schedules) stocktake should balance out on hand difference
- **1481** Attendance assistant - *admin budget oversight as not connected to personnel*
- **2027** Recycling cost - increased costs
- **2210** Rates - increased 2020 budget
- **2807** Annual 10YPP - Arcline project management charges for
 - \$1,550 courts/carpark upgrade
 - \$300 5YA amendment
- **2910** Depreciation \$59,029
- **2991** Cyclical Mtce Provision *Arcline's plan adjustments added*
- **3045** CoL - *ins/out offset code 0163*
- **3419** Disc. Anc. SES Funded \$23,488 - *offset with Spec Ed grants*
- **3721** *Furniture grant - \$799 under asset threshold Rm2&4 furniture (offset to C510)*
- **4901** *50th Reunion - bartender payment delay in receiving bank acc details for payment*

Financial Position

- **C510 Rm2&4 furniture**
- **C515 ICT Capital Purchases**
 - \$16,478.22 offset Pub Charity grant 45x chromebooks
 - \$ 4,467.01 offset Crombie Lockwood Insurance claim
 - \$ 1,665.95 offset 3320 MLF carry over funds
 - \$ 1,034.00 offset C520 BoT laptop

\$23,745.18 Total offset with external income

\$12,112.29 exp on actual code requests approved within budget

\$14,367.71 Total unspent in code C515

- **C540** Property \$10,724 Tech block stolen hot water system offset once Ministry claim is completed - awaiting video camera replacement and final invoice for full claim
- **BDO** Annual onsite audit 4th December with Sheryl

*Financial report accepted and accounts moved for payment, retrospective accounts moved & approved
Moved by Kelvin, Seconded by Diane Carried All*

Principal's Report:

- **Principal appraiser** to be sought for next year
- **2020 PLD** 'Write that Essay' and NZC 90hrs
- **TOD 2020**
 - 7th Feb Mana potential
 - 24th Feb NZC
- **ERO 2020** TBC
- **Assault** on a staff member on duty still by Yr10 student having issues with a slow recovery, cops involved
- **Support Staff lunch** thanks to the Board
- **Staff appreciation lunch by the BoT** huge thanks to the Board for this
- **New Era** boost WiFi access across the school
- **Teacher Aide** living wage \$21.15
- **Yr8 Ball** very successful
- **Prizegiving** huge thanks to Diane for filling in for Kevin in the Chairperson address
- **Councillors** lunch with staff
- **Librarian** lunch with Amy
- **Christmas Lunch on the deck** an awesome spectacle from Rms 7-9

In Committee: 8.03 pm

Out of Committee: 8.28 pm

Kevin thanked Wayne for his report

2020 Budget:

Motion: the Board move and approve in principle the 2020 Budget, carry over funds yet to be added once the 2019 year has been closed

Moved by Diane Seconded by Kelvin Carried All

Property Matters:

- **Kitchener St** new oven completed 11/11
- **Pool sheds** cleaning must be carried out on a daily basis by cleaners and upgrade of toilets and cisterns
- **Barkers Cleaning** Marcus to be rebooked for Jan to do vinyl throughout
- **Tech block** ceiling tiles to be replaced by Jamie this summer

In Committee: 9.02 pm

Out of Committee: 10.04pm

Meeting closed: **9:48 pm**

Next meeting: **18th February AGM**

Certified as True and Correct

Signed:

Dated:

Kevin Matthews

Chairperson

Kaitaia Intermediate School