

Minutes of Board of Trustees Meeting 21 May 2019 at 7pm

Present: Kevin Matthews, Kelvin Horsford, Vasanti Sima, Diane Laurenson, Karen Fiveash, Wayne Lunjevich,

BoT Secretary: Sheree Petch

Apologies: Vincent Rudolph

Karakia: Wayne Lunjevich

Minutes: 9th April 2019 *Accepted as true and correct. Moved by Diane, Seconded by Karen
Carried*

Matters Arising:

- **Four Winds** application in process
- **Tubman** summer job now as winter welds can't be guaranteed
- **Electrical tripping** electrician to check appliances in use and tag + test all equipment

Inwards Correspondence: (tabled)

- **Healthy Homes** insulation quote for rentals
- **Education Gazette** Volume 98 Number 7
- **Tubman Heating** Boiler workers approved - works start discussion
- **BoT training** Paparore School 22 June

Motion: the Board moves and approves the deposit for Tubman when due

Moved by Kelvin Seconded by Kevin Carried

- **Rm2** letters to the BoT thanking the Board for the new classroom furniture
- **Switzer Home** Card of thanks for the late P Matthews koha
- **MOE** Change of class request from Ngataki School from Yr1-8 to Yr1-10
- **MOE** Boiler works approved
- **FNDC** council assistance with tree trimming received, passed on and declined by Fulton Hogan
- **STAnews:** Issue 291
- **BoT** Al Fone presenting a one day training at Paparore School 22nd June -*expression of interest to be sent, names and numbers to be confirmed*

Outwards Correspondence:

- **Crombie Lockwood** insurance claim for 11x Chromebooks 25/4/19
- **PBIS** annual subscription cancelled (moving to EDGE) contract expires in August
- **BDO** Principal and BoT Chair questionnaire
- **Term 1 Policies** e-mailed to BoT

Motion: Inwards correspondence accepted, outwards approved

Moved by Diane Seconded by Vasanti Carried

Financial Report:

As at 30 April 2019 we have spent 28% of what was budgeted for the year

Actual available funds as at 30 April \$407,965

Budgeted Available funds as at 30 April \$359,866

- Grant income is 37% of what was budgeted for - *MLF and roll growth are a part of this*
NB: items of significance
- - *School Docs - \$1,617 no budget, unfortunately this has no funds against it as I personally had no idea how this worked or ongoing costs as John kept this to himself. We will have to approve an overrun in the budget for this.*

Motion: the Board moves and approves an overrun of \$1,617 for School Docs annual fee

Moved by Vasanti Seconded by Wayne Carried

- - *R&M - 2394 budget is in 2405 this was moved to it's correct code by Ed Services due to changes in expense requirements*
- - *Resources IWS - 3343 budget had carried over funds which have since been paid out to the College. This was suppose to have been completed EOY 2018 hence not in our budget this year*
- - *Teacher aide ORS - offset by income code 0150, since moved to Teachers Salary to bring down banking staffing under use due to RTM passing.*
- - *50th Reunion - bartender payment delay in receiving bank acc details for payment*
- - *ICT capital purchases - includes Pub Charity chromebooks, offset with income code 0490*
- *All new BoT and staff with any financial control or handling of monies under new regulations are to provide sufficient proof of ID and address information*

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

Moved by Kelvin, Seconded by Karen Carried

Principal's Report: *See handout*

- **NAG 1**
 - *Staff attending IT workshops with Dominique every Thursday after school*
 - *CAPP Sue Holmes scheduled in 7th June to work in each class to work through student personalised pathways*
 - *Tech PD report to be delivered back to the Board on their training with Selena. Kelvin was onsite and received high praise from our ICT department as to just how valuable this professional development*
- **NAG 2**
 - *NZEI strike 29th May - Support staff will be attending school that day - allocate set tasks to support teachers*
 - *Reviewing and developing school curriculum*
 - *Kahui ako leaders introduced themselves at staff meeting and their role*
 - *Board Elections 2019 nominations close this Friday 24th May*
- **NAG 3**
 - *DP remains absent, responsibilities shared through higher duties allowance with Lou (Pastoral) and Vasanti (Assessment)*
 - *Vacancies re advertised, Rm3 and RTM*

- Room 3 parent meeting carried out, positive feedback from parents on this matter
- Resignation handed in by Zoy Murray a much loved and respected teacher aide who will be dearly missed by staff and the Board. Her last day of duty is 30th May. The Board thanks Zoy for her years of contribution to KIS and wishes her well in her future endeavors.

- NAG 4

- AIMS Games Wayne looking to apply to J R McKenzie funds to support their AIMS venture

Motion: the Board moves and approves an application to J R McKenzie to cover _____ to the amount of _____ for AIMS games Moved by Vasanti Seconded by Wayne Carried

- Kelvin advised Wayne of The Warehouse fundraising opportunity to carry out their stocktake

- NAG 5

- Major behavioural issues, weekend issues being brought into school, property being damaged unnecessarily
- Power circuit overload, Health School having issues keeping their sick students in a healthy environment - to investigate with electricians

- Local community goals 2019

- Anti bullying show held at school
- Sevens tournament in June in Kerikeri
- Students participated in triathlon in Paihia
- KIS Disco 30th May fundraising for student counsellors end of year activities
- Lake Waiparera restoration and care for our lakes
- Pink Shirt Day supported well by staff and students of KIS
- Educational trip planned fro Rm16 to Waitangi

Self Review: Terms 2&3

- Term 2 Reviews

- Emergency Planning and Procedures noted that there should be a point within the policy that stipulates the Principal provides assurance that it's been carried out
- Curriculum and Students Achievement Policy

General Business: see Principals report

- Outgoing BoT member dinner June 7th

Health & Safety Report: N/A

Staff Rep Report:

- Tobacco weed on the rear fields Kelvin to follow up with John Matthews
- No local support to date for sponsorship in regards to the school magazine for students, funding sought via grant application. Query as to how this was approached, was a template for advertising advised?
- Sexual Education delivery permission sought by the Board to obtain parental consent in delivering this side of the health curriculum delivery outline and material to be screened by Wayne

Property Matters:

- **Digger works** - south side field drains
- **Succulent garden** - south side of admin - *to be put onto 5YA request*
- **Final Draft** of Licence to Occupy School Premises form -2x contracts in, no kohas to date, both have indicated keys wanted and yet to receive.
 - *Swimming sheds still not being locked after hours and should be*

Motion: the Board moves and approves the new Licence to occupy School Premises

Moved by Kevin Seconded by Karen Carried

- **Strike Day** Wed 29th May *Support Staff are required to work, Disco preparation etc*
- **Rentals insulation** - quote requires approval \$2,491.59

Motion: the Board moves and approves the quote for insulation to 12a Kitchener Street of \$2,491.59

Moved by Kelvin Seconded by Diane Carried

- **Drainage** between art room + south drain - *on the wishlist for 5YA*
- **Hall** acoustic tiles *No job completion report given onsite once jobs completed or sign-in carried out, Tristan to send written confirmation the tiles and hall is safe and fit for purpose. Makers of the glue visiting onsite Thursday 23rd May to see why the glue is not holding*
- **MOE** Sale of rentals proceeds received \$77,743.00
- **Nick Ulkeman** Jamie obtaining quotes for cleaning drains
- **Boundary fence** back of fields not stock proof will need negotiations with neighbour re shares in costs, possibly require railings
- **Field drainage** *on the wishlist for 5YA*
- **Hall projector, sound system, canteen, heating** *on the wishlist for 5YA*
- **Playground** *on the wishlist*
- **FNDC** back pay off rates \$2,455.80 held at the time of rebate investigation, not switched over to automatic payment system
- **Security** visit by Jeff Phillips, explanations to be put in writing regarding letter of concerns, to receive access codes for the system. Callouts to first call to our first response staff member.

Meeting closed: **10.15 pm**

Next meeting: **18 June**

Certified as True and Correct

Signed:

Dated:

Kevin Matthews
BoT Chairperson
Kaitaia Intermediate School