

**Monthly Summary from Administration Office**  
**BOT Meeting 23 July 2019 at 7:00 pm**

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

**BoT Secretary:** Sheree Petch

**Apologies:**

**Karakia:** Wayne Lunjevich

**Minutes:** 18th June 2019 *Accepted as true and correct.*

*Moved by Diane, Seconded by Wayne Carried*

**Matters Arising:**

**Assign (nominate) new delegations:** Wayne opened the floor to nominations for Chairperson

- **Finance** carried from June meeting

Motion: Kevin moves to nominate Kelvin to continue in the finance position

*Moved by Kevin Seconded by Diane Carried*

- **Four Winds** 90x Chromebook application - *no news as yet but Sheree had a positive phone discussion regarding the application this afternoon with a Four Winds Committee member*
- Kaitaia Police Paulo request use of facilities for recreational purposes for family & friends. *the tiger turf remains school use purpose only*
- **Commuter Tours** Far North Schools give their clearance to pass through

**Additional Business:**

- **BoT** direct credit authority forms to be filled out + tax code declarations completed
- **BoT** outgoing members payments made 9/7/19 for 16th August payday

**Inwards Correspondence:** *(tabled)*

- **NZSTA** HPSTA findings *forwarded to MOE + Employment Relations*
- **Wormald** work required after lock down + fire drill carried out and still sections of the school without bells, awaiting quote *Tristan to follow up*
- **STAnews** Issue: 293
- **EDGE** quote for custom caregiver reporting to be set up of \$1,035.00 incl GST

Motion: Wayne moves to accept the quote for custom caregiver reporting by EDGE

*Moved by Wayne Seconded by Kelvin Carried*

- **FNDC** water meter replacement  
Old meter ID# 9559537, New meter ID# 18A660320
- **Arcline** MOE approved funding for Boiler pipework \$110,098 *still proceeding Summer 2019/2020*
- **Education Gazette** Volume 98 Number 11
- **AIMs** games newsletter
- **Oxford Sports Trust** application approved for AIMs accommodation \$7,500. Thank you to Louise Rogers for organising funding application and all Newsletters and RAMs form information for 2019 Aims Games.

### **Outwards Correspondence:**

- **Oxford Sports Trust** Rm7&8 camp accom application submitted online 10th July
- **TELA** Teacher laptop claim stolen after breakin on 2/7/19

*Motion: Inwards correspondence accepted, outwards approved*

*Moved by Kelvin Seconded by Amy Carried*

### **Financial Report:**

As at 30 June 2019 we have spent 41% of what was budgeted for the year

Actual available funds as at 30 June \$426,906

Budgeted Available funds as at 30 June \$342,167

*NB: items of significance*

#### **Income**

- **0160** Assistive technology \$479
- **0191** Term investment interest
- **0295** 1x vetting fee, Rm4 desk damage

#### **Expenditure**

- **1165** *School Docs - moved and approves an overrun of \$1,617 for School Docs annual fee May meeting*
- **2394** *R&M - budget is in 2405 this was moved to it's correct code by Ed Services due to changes in expense requirements, budget to also be moved between codes*
- **2807** Annual 10YPP - Arcline project management charges for
  - \$1,550 courts/carpark upgrade
  - \$300 5YA amendment
- **3045** *CoL - ins/out offset code 0163*
- **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**

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

*Moved by Kelvin, Seconded by Diane Carried*

### **Principal's Report:** (see handout)

- **Roll 268**, includes 3 new enrolments for Term 3

- **RTM** Wayne thanked Kevin for his support on the interview panel  
6th August Powhiri at 10am
- **Matihiko** Rm14/16 confirmed to attend this programme Rm16 27/28 Aug, Rm14 29/30
- **EDGE** professional training carried out 8th July for staff, very beneficial for all who attended
- **Police Vetting** to ensure all programmes within school to be vetted ahead of time
- **Teacher Only Day** Friday 23rd August, NZC development with Sue Holmes
- **Taniwha** loss 7-3 16 boys made the Mangonui Taniwha team, 4 of those boys making the Roller Mills wider squad
- Thank you Lou for organising Aims Games information for parents and funding application.

Kevin thanked Wayne for his report

**Self Review: Term 3 Reviews** *moved to August meeting*

**NAG 3:** - Performance Management

**NAG 5:** - Health, Safety, and Welfare

Assurance to BoT

- Appraisal of the Principal
- Physical Restraint
- Risk Management
- Safety Management System
- Surrender & Retention of Property and Searches
- Swimming Pool
- International Students

**Property Matters:**

- **Rm4** winders 1x common entry point during break ins to be permanently closed
- **Field Drains** completed during holidays
- **Asphalt** to be moved to new 5YA
- **10YPP** new consultant to be confirmed and appointed in August BoT meeting

Meeting closed: **9. 05 pm**

Next meeting: **20th August**

**Certified as True and Correct**

**Signed:**

**Dated:**

**Kevin Matthews**

**Chairperson**

**Kaitaia Intermediate School**