

Monthly Summary from Administration Office
BOT Meeting 18 June 2019 at 7:00 pm

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

BoT Secretary: Sheree Petch

Apologies: Kelvin Horsford

Karakia: Wayne Lunjevich

Wayne opened the meeting with a welcome to all new Board members, the team introduced themselves to each other with a small piece about themselves before getting down to business

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

- **Chairperson**

Motion: Amy Bolstad nominated Diane Laurenson who declined the nomination and wishes to remain with the status quo and happy to review in the new year.

Motion: Diane Laurenson nominates Kevin Matthews for Chairperson who accepts the role

Moved by Diane Seconded by all Carried

Kevin thanked the efforts of our outgoing Board for their years of service and dedication to KIS

- **Vice Chairperson**

Motion: Kevin nominates Diane Laurenson as Vice Chairperson

Moved by Kevin Seconded by all Carried

- **Finance** carried to July meeting

- **Property**

Motion: Diane moves that this role be one of equal responsibilities for all Board members

Moved by Diane Seconded by all Carried

Minutes: 21st May 2019 *Accepted as true and correct.*

Moved by Diane, Seconded by Kevin Carried

Matters Arising:

- **Nick Ulkeman** needs to be followed up asap by Jamie
- **J R McKenzie** not applied for as they don't cover sports and more hardship
- **Hall tiles** no formal report given from glue manufacturers site visit as to an explanation of why the new acoustic tiles have lifted

Additional Business:

- **MOE & MOH** there is an agreement between MoH and MoE to share information regarding immunisation status. Toni Wi - our public health nurse and her manager, spoke to Wayne and he was going to discuss with the Board about sending our student **names and dates of birth** to the DHB so that they can advise of the children's immunisation status. I think advising the parents was only a courtesy as this is for a specific purpose.

Motion: Kevin moves that our Board agrees to the sharing of names and D.O.B between the MoE and MoH

Moved by Kevin Seconded by Diane Carried

Inwards Correspondence: *(tabled)*

- **PPTA** Notice of strike 29th May
- **PPTA** rolling strikes 4/6, 11/6, 25/6, 2/7
- **Kaitaia Police** Paulo request use of facilities for recreational purposes for family & friends
- **Measles outbreak** 9 confirmed cases in Northland
- **Commuter Tours** Fare paying students changes *Letter asap to whanau affected informing them of the new ruling and review being subject to northern school in agreeance*
- **Rm7&8** request to apply to Oxford Sports Trust for camp accommodation to The Farm

Motion: the Board moves and approves a grant application to Oxford Sports Trust for accommodation costs to The Farm Whangaruru for 64 students in Rm7&8 in Term 4 to the amount of \$11,040.00

Moved by Wayne Seconded by Kevin Carried by all

- **School Magazine** community sponsorship request feedback *moved to next meeting*

Outwards Correspondence:

- **MOE** Financial report uploaded to portal
- **BDO** Final Audit signed documentation

Motion: Kevin moves that the Annual Financial Report year ended 31 December 2018 is true and accurate

Moved by Kevin Seconded by Diane Carried

- **Four Winds** 90x Chromebook application

Motion: Inwards correspondence accepted, outwards approved

Moved by Diane Seconded by Kevin Carried

Financial Report:

As at 31 May 2019 we have spent 34% of what was budgeted for the year

Actual available funds as at 31 May \$425,297

Budgeted Available funds as at 31 May \$347,440

NB: items of significance

- *School Docs - moved and approves an overrun of \$1,617 for School Docs annual fee May meeting*
- *R&M - 2394 budget is in 2405 this was moved to it's correct code by Ed Services due to changes in expense requirements*
- *CoL - 3045 ins/out offset code 0163*
- *Resources IWS - 3343 budget had carried over funds which have since been paid out to the College. This was supposed to have been completed EOY 2018 hence not in our budget this year*
- *Furniture grant 3721 - Rm2&3 approved furniture (needs rejournal to C510)*
- *50th Reunion - 4901 bartender payment delay in receiving bank acc details for payment*
- *C510 Rm2&4 furniture*
- *ICT capital purchases - includes Pub Charity chromebooks, offset with income code 0490*

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

Moved by Kevin, Seconded by Krystal-Rose Carried

Principal's Report:

- **RTM position** interviews carried out on Monday with the successful candidate to be advised by the end of the week
- **CAPP** Sue Holmes has worked with each class to work through personalised pathways, to be extended to Yr6 students coming through and extension to K.C.
- **Matihiko** Rm14/16 registered for Matihiko programme in Waitangi
- **Netsafe** Far North Principals
- **DP unavailable** to fulfil her duties Term 3

Motion: the Board accepts Allanah's request, leave without pay to be extended to the end of Term 3
Moved by Krystal-Rose Seconded by Kevin Carried

- **DFI** transport to be maximised by car pooling given the distance and number of courses to attend
- **Serious injury** student seriously assaulted outside of school hours on school site during soccer training. Police are investigating, coach was not present at the time of the incident.
- **Aupouri planting day** bus load of students planting Wednesday 26 June

Kevin thanked Wayne for his report

Self Review:

- **Term 2 Reviews**
 - Emergency Planning and Procedures
 - Curriculum and Students Achievement Policy

General Business: N/A

Health & Safety Report: N/A

Property Matters:

- **Electrical assessment**

Meeting closed: **10.00 pm**

Next meeting: **23rd July**

Certified as True and Correct

Signed:

Dated:

Kevin Matthews

Chairperson

Kaitaia Intermediate School