

BOT Meeting 13 April 2021 at 7:15 pm

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

BoT Secretary: Sheree Petch

Apologies:

Karakia: Wayne Lunjevich

Minutes: 23rd Mar 2021

Accepted as true and correct.

Moved by Diane, Seconded by Amy Carried All

Matters Arising:

- **Healthy Lunches**

- No further updates on the cage
- Concerns around the sustainability of the packaging, use of trays vs cartons to help minimise in the interim

- **Emergency water tank** water leak since repaired **Action** to check it's complete and invoice to Ministry

- **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, **Action:** is this sufficient? NHS to the beginning and RTLB at least 4yrs. OCS to determine the cost for external sites from the contract*

- **Pouwhenua** to follow up during holidays remedial works to our roof works

Matter arising *Moved by Kevin, Seconded by Wayne Carried All*

Inwards Correspondence: (tabled)

- **MOE** consultation on the establishment of Te Kura Kaupapa Maori o Tututarakihi in KTA
 - Unanimous vote all Board members vote against the new proposal
 - Concerns around protecting current staff and the shortage, this will put our staff at risk
 - Current schools capacity is sufficient and not at capacity
- **Secular Education Network** religious instructions for BoT
 - Current programmes all gain parental consent from external providers that may share this model otherwise not direct delivery of this
- **NZSTA** issue: 306

Outwards Correspondence:

- **Four Winds** accountability report sent via email 7/4/21

Motion: Inwards correspondence accepted, outwards approved

Moved by Kevin Seconded by Kelvin Carried all

Financial Report: (Draft)

As at 31 March 2021 we have received 33% of what was budgeted for the year

As at 31 March 2021 we have spent 15% of what was budgeted for the year
You have used 15% of your Salaries Budget for the year to date

Actual available funds as at 31 March \$726,850
Budgeted Available funds as at 31 March \$586,434

- Item of significance
 - C515 ICT Capital Purchases \$20,125.00 47x chromebooks Four Winds Grant
 - C518 Assistive Technology \$2,250.00 Hearing Aids added to register KP

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

Financial matters:

- **Musac conference** conference well received by Tui and Aaron, implementation of new tools set in place the day of their return to work
- **Budget 2021** submitted with amendments \$341,376 (deficit), \$159,032 estimated available cash as at December **Action:** staff to make reductions down to \$250,000 deficit maximum reducing expenditure or ways to increase income
 - Code 8901 House Rent increase to \$27,000
 - Wayne to approach Ministry regarding FTTE
- **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, Lots of unknown as to contract specifications around this.*
 - **Action:** 2yrs charges for NHS + 4yrs for RTLB to be invoices
- **Grant applications**
 - **Oxford Sports Trust** for AIMS accommodation for netball and 7s teams a cost of \$7,090.00 incl GST

Motion: the Board move and approve a grant application to Oxford Sports Trust for AIMS accommodation for netball and 7s teams a cost of \$7,090.00 incl GST

Moved by Diane Seconded by Amy Carried all

- **Pub Charity** for AIMS transport van hire x3 a cost of \$4,830.00 incl GST

Motion: the Board move and approve a grant application to Pub Charity for AIMS transport van hire x3 a cost of \$4,830.00 incl GST

Moved by Diane Seconded by Amy Carried all

Principal's Report: *see full report attached*

- Roll 241 students
- Professional Development around PATs, the need to align the test to the student ability
- SAF with Rhona
- Professional Growth Cycle currently being developed in alignment with our Graduate profile
- NZSTA zoom and clarity around legal areas
- Tamsin Hanly Professional Development, 2 books looked at annually over 3yrs

In-committee: 8:30pm

Out of committee: 8:48pm

- Cameras in dire need of adding additional coverage **Action:** quote to be obtained, black spots. Kane Attwood + Neil AlarmTech 408 3456
- Electrical - been onsite, quoted a day of tracking feeds. Ministry boiler project to advise
- Fencing, awaiting confirmation after plans were changed from recommendations and hoping to be changed back
- ERO visit scheduled for Thursday 18th March
- EJ Nathan

Motion: the Board move to appoint the Permanent position of Etana-John Nathan for 2021

Moved by Wayne, Seconded by Amy Carried All

- BT Release actioned and approved

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

Moved by Diane, Seconded by Krystal Carried All

Property Matters:

- **Seal project** remedial works
- **Pool fence** needs immediate attention with continued callouts + break ins
- **Calibration Tester** electrical testing to be carried out asap

Meeting closed: **9:15 pm**

Next meeting: **18th March**

Certified as True and Correct

Signed:

Kevin Matthews

Chairperson

Kaitaia Intermediate School

Dated: