

BOT Meeting 15 December 2020 at 7:15 pm

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

BoT Secretary: Sheree Petch

Apologies: Diane Laurenson (parent trustee)

Karakia: Wayne Lunjevich

Minutes: 24th Nov 2020

Accepted as true and correct.

Moved by Kevin, Seconded by Krystal Carried All

Matters Arising:

- **Hall ceiling tiles** Glenn advised he's tentatively scheduled in for the 18th January to remove & re-fit the balance of the ceiling panels - using glue + construction adhesive
- **FNR** no word on a return for remedial work, outside Jamie's shed quadrant, bollards require emptying, Tech block entrance repairs

Guest Speaker:

- **Johannes** - Lunches in Schools (7.15pm)
- **Allanah Quinn** - SENCO, Pastoral Care and Assessment feedback (8.30pm)

Guest Speaker:

Johannes (Lunch by Libelle) 7.15pm

- Discussion around what the lunch in schools programme is and contains
- Level 2 Food Safety Certificate obtained by food handlers
- Menu trial end of January
- Zero footprint for the school
- Anything that costs the school they pay for via rental agreement
- General operation 9-2pm team leader 25-30hrs/wk, service assistants 2-3hrs 15-20hrs/wk
- Day trips / camps also provided for

The Board thanked Johannes for meeting with the team and looked forward to working with him and his team

Allanah Quinn - SENCO, Pastoral Care and Assessment feedback (8.30pm) *see handout*

- **Senco Report** inclusive of ORS (ongoing resourcing scheme), HCN (high and complex needs), TRK (Te Roopu Kimiora), RTLB (resource teacher of learning and behaviour), SWIS (social worker in schools), MOE Psychologist, CAR (children at risk), NHS (Northern Health School), OT (Oranga Tamariki), Miscellaneous
- **Pastoral report**, incidents reported on EDGE, one on one mediation with students to resolution stage, whanau involvement, attendance monitoring
- **Assessment Report** types of assessments include PAT, E-Asttle, Probe, Schedule, Kiwi Canterbury exams, Reports

The Board thanked Allanah for her report and wished her a Merry Christmas

Inwards Correspondence: *(tabled)*

- **Education Gazette** Vol. 99 No.20
- **NHS** Medium works contract

Outwards Correspondence:

- **Fours Winds** Grant application for KIS chromebooks 60x replacements \$25,692
- **MOE** - NHS Procurement Plan

Motion: Inwards correspondence accepted, outwards approved

Moved by Kelvin Seconded by Krystal Carried

Financial Report:

As at 30 November 2020 we have spent 80% of what was budgeted for the year

You have used 82% 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 \$621,456

Budgeted Available funds as at 30 November \$289,226

Items of significance

Income

- 0143 *Staff banking budgeted \$30,000, MOE manual payment 1 July \$9,584.35*

Expenditure

- 1170 *Emergency Management \$1,500 not budgeted (to be added to 2021 budget)*
- 1543 *Covid-19 Resources - set up to accommodate expense / claim before Friday 12th June for distance learning and connectivity expenses incurred*
- 2210 *Rates increase not budgeted for in 2020*
- 2460 *Vandalism*
- 2530 *Cleaner - Agreement settlement increase*
- 2910 *Depreciation*
- 2991 *Cyclical Mtce - annual provision for Cyclical Maintenance. It is transferred to 9429 which is the term cost for CM that needs to increase by the annual provision each year*
- 3031 *Principals Professional Development - increase 2021 PD budget*
- 3045 *CoL contribution offset with income from Op drop*
- 3353 *End of Year prizegiving - \$6k Petricevich koha to offset*
- 3359 *ICT - Ed Perfect licences + school wide PA need journaling out*
- 3419 *Disc. Anc. SES Funded - offset income code 0150*
- 3422 *Teacher Aide - ORS - offset income code 0150*
- 3440 *Teacher Aide - settlement covered by MOE*
- 3720 *Minor assets - raranga whiteboard setup classroom + VisTab tablet replacement, heaters*

- 3721 Furniture grant - tote tray Rm1, stools Rm3, Rm7 storage cupboard
- 3723 Sports Equipment \$8,678 - Oxford Sports Grant
- 3802 RTM Travel - figures weren't available until after March return
- 3805 RTM Travel

Financial Position

- C515 ICT Capital Purchases \$9,477.40 offset Four Winds grant for 8x TV's
Cantilevers excluded from grant \$619.13 additional approved expenditure
Approved budgeted 5x iPads and 14x NUCs
- C540 Property
\$11,079 Chromebook storage Four Winds Grant
\$5,450 2x new drinking fountains as requested by staff - still to be installed
- C540 Property \$11,079 offset by Four Winds grant for chromebook storage
\$5,450 2x drinking fountains BoT additional approved expenditure
\$1,437.32 line marker budget approved expenditure
\$860 tower heaters for 3x classes

Financial matters:

- **Budget 2021**

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

Principal's Report: *see full report attached*

- Charter goals
 - Write that Essay - assigned a facilitator 6mths 2021
 - Online literacy resources AVAIL and Education Perfect programme
 - Using student data to look and reflect on teaching practice. Developing teaching inquiry - reflect on teaching practice
 - 2020 Literacy Data
- SAF working with the leadership team to address student achievement
- Curriculum review - assessment and other initiatives - ManaiaKalani
- Yr8 ball budget added of \$1,000
- New school daily timetable for 2021 trial
- New teacher appointment of Debbie Lockett

Motion: the Board move to appoint the Permanent Teacher position of Debbie Lockett for 2021

Moved by Kelvin, Seconded by Kevin Carried All

- New .2 FTTE Food Tech teacher fixed term.

Motion: the Board move to appoint the Fixed Term .2 FTTE Food Tech Teacher position of Patty Towl for 2021

Moved by Kelvin, Seconded by Kevin Carried All

- Staff appraisals almost complete
- 2021 investigating middle management leadership team to be externally appraised, awaiting quotes

In-Committee: 9:53pm

Out of Committee: 10:03pm

- Avail still wanting SIPS forms signed however projects now under other avenues ie. fencing. The Board aren't progressing as we haven't viewed plans and also awaiting heating/lighting assessment and upgrades, along with 10YPP

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

Property Matters:

- See matter arising
- Hall roof being repaired during NHS works
- Water leak in front of pool fence to be repaired
- Air conditioning units to be free of vegetation
- H&S register to be created and undertaken
- Butylene repairs hall roof

Moved by Kevin, Seconded by Wayne Carried All

Meeting closed: **10.30 pm**

Next meeting: **16th February**

Certified as True and Correct

Signed:

Kevin Matthews

Chairperson

Kaitaia Intermediate School

Dated: