

BOT Meeting 16 February 2021 at 7:10 pm

Present: Wayne Lunjevich(Principal), Kevin Matthew (Board Chair), Krystal Rose Taaffe (parent trustee), Kelvin Horsford (parent trustee), Sheree Petch, Diane Laurenson (parent trustee), Jenna Crowley (Cognition)

BoT Secretary: Sheree Petch

Apologies: Amy Bolstad (staff trustee)

Karakia: Wayne Lunjevich

Minutes: 15th Dec 2020

Accepted as true and correct.

Moved by Kevin, Seconded by Krystal Carried All

Matters Arising:

- Libelle - Healthy Lunches
 - Johannes (Libelle) concerns from the Board in regards to Jamie doing work for Libelle during school time *school to invoice Libelle for this time*
 - Food standards in question regards to the floor
 - Compostable packaging still single use and a lot of it
 - Initial teething issues but well received by students
 - Fay is now the Team Leader for the Lunch program at KIS and has completed her service to KIS today. Kevin thanked Fay for her dedication to the school over the years, she's been a huge asset to us and very humble.
- Seal project, prior to bulk payment a commitment to repairs was requested and not received. Workmanship and customer service from FNR lacking. Works around caretakers shed and rear driveway have not even commenced. Tristan to continue pressure to complete the works by their stipulated date in April with next steps being Insurance claim if not carried out
- NHS freshly broken concrete path carrying out works for their deck
- Ministry funds to replace all coal boilers, can apply to the fund for a temporary gas boiler behind Rm7, heat pumps will fit into the funds. Alicia to advise how we do this as this currently takes up a large chunk of 10YPP funds
- Cost structure concerns of Avail not a percentage like many, Arclines ability to produce results also a concern
- Thai dinner BoT Friday 5th @ 7pm TBC
- The Board approve Avail to carry out the Project Management of our new 5YA

Moved by Kevin, Seconded by Diane Carried All

- The Board approve the new 10YPP

Moved by Diane, Seconded by Kelvin Carried All

Guest Speaker:

- **Jenna Crowley** - Cognition, Curriculum 7.10pm
 - Working on the localised curriculum and NZC with staff.
 - Learner profile setup, trialled, tested, established
 - review process after staff voice and priorities
 - PB4L and ManaiaKalani withdrawal considerations.

- assessment load increased, check box requirement to workload just to collate data.
- PATs a complicated test, teachers don't understand them and would need training that they're not currently getting
- SAF advised the Learning Progressions (Jenna highly recommends also) not currently in use, currently using assttle + probe
- Currently using too many and needing to simplify
- PB4L renamed 'Leadership + School Culture'
- Application being made for additional PLD support to ensure a continued program
- Currently reviewing the professional standards for Teacher Graduate Profile after completing the Graduate Profile and aligning the matrix to the standards.
- Curriculum review work is about ¼ the way through, on groundwork currently with content and context the next step
- Foundations of MK still in the school with enough staff still in house that have carried out their DFI
- Professional growth support for middle leadership with Cognition

The Board thanked Jenna for meeting with the team and her insight of the schools current situation and direction

Inwards Correspondence: *(tabled)*

- **Education Gazette** Vol. 100 No.1
- **Fours Winds** Grant application approved for chromebooks 47x replacements \$20,000
- **N4L** network design plan
- **MOE** 10YPP
- **NZTA** SH1, Matthews Ave + North Road improvements
- **Avail** Jan project update report *awaiting BoT approval and a signed contract for PM services*
- **STAnews** issue:304 *STA conference 16-18 April registration*
- **West Coast Contracting** quote for electric fence installation for pool \$2,334.50 incl

Outwards Correspondence:

- **Nil**

Motion: Inwards correspondence accepted, outwards approved

Moved by Kevin Seconded by Kelvin Carried all

Financial Report: *(Draft)*

As at 31 December 2020 we have spent 94% of what was budgeted for the year

You have used 101% of your Salaries Budget for the year to date

This compares with 100% of the calendar year gone

Actual available funds as at 31 December \$581,729

Budgeted Available funds as at 31 December \$277,252

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

Financial matters:

- **Budget 2021**
 - Class carried over funds TBC
 - MLP to be added

2021 Budget moved & approved subject to amendments

Moved by Kevin, Seconded by Krystal

Carried All

Principal's Report: *see full report attached*

- Roll 241 students
- Curriculum review - assessment and other initiatives, ManaiaKalani MoU up for review
- Professional Growth Cycle currently being developed in alignment with our Graduate profile
- ERO visit scheduled for Thursday 18th march TBC
- Cognition wanting to do a case study on KIS
- Whanau Day report - Saturday 27th February 10am-1pm
- Health & Safety report emailed to MOE - risks around pool break ins after hours **action Jamie to replace and purchase more under vandalism if needed**
- TOD - 1st April Tamsin Hanley
- School fencing - expecting to hear if successful in the next 2-3 weeks
- Leaking in the Library and toilet
- Pool security - recommendation to put an electric fence around the inside perimeter
- Roadworks - trees have been cut back, concrete school sign to be removed and relooking at new sign design
- Covid Level 2 currently - preparing for distant learning/homework packs if levels increase
- Looking at bringing back the Matariki celebration, week of events
- ManaiaKalani - strong lean towards leaving for now but continue the digital learning until we get school right
- N4L network design plan 2x extra needed at the cost of the school
- Nicola dromgool appointed to Rm9 .2FTTE for BT Release

Motion: the Board move to appoint the Fixed Term .2 FTTE Beginning Teacher Release position of Nicola Dromgool for 2021

Moved by Diane, Seconded by Krystal Carried All

In-Committee: 11pm

Out of Committee: 11:10pm

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

Moved by Diane, Seconded by Krystal Carried All

Property Matters:

- See matter arising
- Water meter box

- Hall roof being repaired during NHS works
- Water leak in front of pool fence repaired by Chairperson - needs cover
- H&S register to be created and undertaken
- Butylene repairs hall acoustics to be inspected after works carried out

Moved by Kevin, Seconded by Wayne Carried All

Meeting closed: **11.30 pm**

Next meeting: **16th March**

Certified as True and Correct

Signed:

Kevin Matthews

Chairperson

Kaitaia Intermediate School

Dated: