

## **BOT Meeting 22 September 2020 at 7:05 pm**

**Present:** Wayne Lunjevich(principal), Kevin Matthew (Board Chair), Amy Bolstad (staff trustee), Krystal Rose Taaffe (parent trustee), Kelvin Horsford (parent trustee), Diane Laurenson (parent trustee), Jenni Edwards (MoE), Angela Wikiteria (SLT)

**BoT Secretary:** Diane Laurenson

**Apologies:** Sheree Petch

**Karakia:** Wayne Lunjevich

**Minutes:** 25th Aug 2020

*Accepted as true and correct.*

*Moved by Diane, Seconded by Kelvin Carried All*

### **Matters Arising:**

- Meeting pending FNR concerning asphalt - next term
- Boiler account - \$8555 for repair- failed and no longer usable. MoE funded.
  - Next stage is to establish power supply/heat pump cost vs new boiler options
  - Boiler heats 8 class rooms and admin.
- Still awaiting further Health school garage information - unable to make a decision until information received
- Entitlement pending for numbers 2021 could be a classroom short.
- Teacher Aide Pay Equity ongoing
- H&S register / Committee: Wayne, Amy, Kelvin still to hold a site meeting for 2020
- Awaiting instalment date for school house rentals heat pumps
- Wednesday 23rd at the Tu Meke assembly we will acknowledge Dom with the students and board farewell. 1 BoT member to attend (12pm)to present BoT gift.  
*Board member to present a gift is Kevin Matthews/Diane Laurenson (backup).*

### **Guest Speakers:**

- 7pm - Jenni Edwards from MOE - Student Achievement Function
  - SAF - focusing on evaluative enquiry to lift achievement
  - Partnership with MoE to support SLT
  - School improvement plan is the first stage
  - Plan part of the charter and annual plan
- 7:33pm Angela Wikitera - curriculum review report and NZC report
  - Review of current classroom use.
  - Lots of variety of resources and uses in use really positive
  - However it does lead to some inconsistencies
  - Next stage is to focus on what are the non negotiables for each learning area that get taught in every classroom.
  - Teacher only day on friday starting to plan for next year
  - Angela has done a six week intensive in literacy with 12 students and has a report for the board (next meeting to be presented via Wayne)
  - Learner profile has been created. Term one roll out next year

Kevin thanked Jenni for her time in meeting with the Board and Angela for her report and efforts to date

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

- **Education Gazette** Vol. 99 No.14
- **Healthy School Lunches Programme** - invited schools the board moves to agree that to opt in. Option 2 with local provider preferred.
- ERO - new evaluation model the board has agreed to this p
- **Elections** Letter from Alicia Wright, Chief Electoral Officer

**Outwards Correspondence:** Nil

*Motion: Inwards correspondence accepted, outwards approved*

*Moved by Kelvin Seconded by Amy Carried*

**Financial Report:**

As at 31 August 2020 we have spent 54% of what was budgeted for the year

You have used 57% of your Salaries Budget for the year to date

This compares with 67% of the calendar year gone

Actual available funds as at 31 August \$618,746

Budgeted Available funds as at 31 August \$325,937

*Items of significance*

*Income*

- 0143 Staff banking budgeted \$3,000, MOE manual payment 1 July \$9,584.35
- 0260 Ineligible Bus Pupils budgeted \$1,000, pupils to be invoiced next few weeks in bulk
- 0295 Miscellaneous budgeted \$2,000 \$374 PKF koha for stationery / uniforms Expenditure
- 1543 Covid-19 Resources - set up to accommodate expense / claim before Friday 12th June for distance learning and connectivity expenses incurred
- 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
- 3045 CoL contribution offset with income from Op drop
- 3303 Rm2 Stationery - Wayne addressing the issue
- 3419 Disc. Anc. SES Funded - offset income code 0150
- 3422 Teacher Aide - ORS - offset income code 0150
- 3721 Furniture grant - tote tray Rm1, stools Rm3
- 3723 Sports Equipment \$8,678 - Oxford Sports Grant
- 3802 RTM Travel - figures weren't available until after March return
- 3805 RTM Travel
- C540 Property
  - \$11,079 Chromebook storage Four Winds Grant
  - \$5,450 2x new drinking fountains as requested by staff - still to be installed
- 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 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:**

- **Printing.com** The board moves to fund 500 new prospective portfolio holders suitable for three years of enrollments at \$1274 per quote, Motioned Krystal Rose seconded Amy. Carried all  
Expense to be put against board expenses stationary?
- **Rm15** funding application requests for camp Term 4 *email sent to BoT Sep 2nd needs closing*  
*Motioned by Diane, Seconded by Amy Moved by all - Carried .....*
- Room 2
  - funds request for 4 day excursions - *see letter*
    - 16th November
    - *The board approves Room 2 to apply for funding for day excursions.*
      - *Must be minuted by board - TBA*
      - *There is no budgeted board funds for class trip use.*
  - *Board approves advance spend of \$1000 for next term/next year Tu Meke prizes.*
  - Request for headset initially advised to seek purchase request from ACC - *see letter*
    - *Go ahead if ACC is not going to fund. Becomes school property, estimated budget is \$1000.00 including software*

**ACTION:** 5YA still pending where is it? Follow up - urgent.

*No expenditure (no fence expenses to be paid) against the new 5ya as NO project manager todate.*

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

#### **Principal's Report:** *see full report attached*

- **Roll 265** (term 4 week 1 expected)
- Draft learner profile discussion, shared with the unpacking as well on how each expectation looks like. Going out to staff and community for feedback
- RTM Te Reo Maori - working in classes going well
- ERO - going with trial, Wayne queried why we were chosen, shift to ongoing review vs every 2-3 years. New approach appears quite positive. 25 schools 7 northern in trial.
- Staff wellbeing - review of survey (last meeting) unpacking what can be done to support?
  - **ACTION** - ADD into budget for next year.
- Budget requests have gone out to staff for 2021 planning.
- Mike Scadden 1st meeting tomorrow
- Workshops PD 2 attended - employment and stand downs and suspensions.
- Pay equity - new pay scale causing management headaches and causing conflict.

- Wayne plans to meet with STA to get expert feedback and support of setting scale.
- Education Perfect - survey results and feedback from teachers. Budget item for 2021
- Room 15 Camp - not signed off further information required around sleeping arrangements and tent in use.
- Hall ceiling panels - reglued a couple of weeks ago.
  - Concerns around H & S **ACTION** Wayne to contact Arcline in writing outline that the design and process is inadequate
- Luke Whitely the board moves to ratify the fixed term position to the end of this year.
- Orientations year 8's and year 6's pending.
- Wayne is gathering the staff's intentions for next year to establish what jobs need to be advertised next term.
- Harrison Trew feedback on lock down response - excellent students and team
- Mathletic's coming up 29th of October, whangarei
- Te Hiku film festival 19th of October

**In Committee:** 9:45pm

**Out of Committee:** 9:47pm

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

**Property Matters:**

- **NHS** Garage proposal *clarification of measurements required of the full area to ensure future proofing for teaching spaces - Kelvin to follow up with Tristan*
- **FNDC** Building WOF inspection being carried out Wednesday 26 Aug WRN (*work repair notice issued and repairs have been carried out and completed, certificate issued of compliance for 2020*)

-

*Moved by Krystal, Seconded by Diane Carried All*

Meeting closed: **10.26 pm**

Next meeting: **20th October**

**Certified as True and Correct**

**Signed:**

**Kevin Matthews**

**Chairperson**

**Kaitaia Intermediate School**

**Dated:**