

## **BOT Meeting 23 June 2020 at 7:00 pm**

**Present:** Wayne Lunjevich, Kevin Matthews, Kelvin Horsford, Diane Laurenson, Krystal-Rose Taafe

**BoT Secretary:** Sheree Petch

**Apologies:** Amy Bolstad

**Karakia:** Wayne Lunjevich

**Minutes:** 2nd June 2020

*Accepted as true and correct.*

*Moved by Diane, Seconded by Kelvin Carried All*

### **Matters to follow up from previous meeting:**

- Kelvin issued access to Ed Services
- BoT newsletter group setup - is everyone receiving this?
- Pool filled up day after last meeting
- Water rates budget reduced as advised
- Perennial Sport & Turf \$1,857.92 all inclusive

Motion: to add overrun property assets

*Moved by Kevin, Seconded by Wayne Carried All*

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

- **SportClub** quote for additional sporting equipment requested by staff \$1,852.72 incl

*Motion: the board move and approve to reduce water rates code to \$10k as advised by Ed Services*

*Moved by Kevin Seconded by Diane Carried*

- **Oxford Sports Trust** approved \$8,678 grant for sporting equipment
- **Mau Rakau classes** request to use facilities
- **Annual Report**
- **BDO** draft audit completion report
- **Education Gazette** Vol. 99 No.8
- **Avail Pacific** Project update report, 10YPP meeting minutes 18 June
- **ERO** draft report

### **Outwards Correspondence:**

- **Grant for Covid-19 Connectivity Funding** \$292.49 claim
- **Grant for Covid-19 Distance Learning Funding** \$4,020.22 incl GST

*Motion: Inwards correspondence accepted, outwards approved*

*Moved by Kevin Seconded by Diane Carried*

### **Financial Report:**

As at 31st May 2020 we have spent 32% of what was budgeted for the year

You have used 31% of your Salaries Budget for the year to date

This compares with 42% of the calendar year gone

Actual available funds as at 31 May \$546,700

Budgeted Available funds as at 31 May \$364,913

*Items of significance*

- 1543 Covid-19 Resources - set up to accommodate expense / claim before Friday 12th June for distance learning and connectivity expenses incurred
- 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
- 3802 RTM Travel - figures weren't available until after March return
- C540 Property
  - \$11,079 Chromebook storage Four Winds Grant
  - \$5,450 2x new drinking fountains as requested by staff - still to be installed

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

- Draft Audit Completion Report Sheree talked through the findings and explanations around this, Sheryl out on leave until 6th July so awaiting confirmation of EO actual clarification on findings.
- Audited accounts accepted by the BoT and uploaded to the MOE portal  
*Moved by Kevin, Seconded by Diane Carried All*

**Principal's Report:**

- Roll 260
- Ratify new appointment Angela Wikitera - Fixed Term / Full Time excels in teaching practice and accelerated learning, targeted students. Term 3 coaching and appraisals alongside whole school students accelerated learning needs

Motion: move and approve the fixed term / full time appointment of Angela Wikitera for the remainder of 2020  
*Moved by Wayne, Seconded by Kevin Carried All*

- Teaching space issues now MLF L2 numbers, needing to consult with NHS regarding spaces and future development
- Discussion around Kahui Ako and KIS
- Draft ERO report
  - Clarity to be sought around stand downs / suspension area
  - Wayne has already set out an action plan against the findings

Motion: the Board approve the ERO findings and post to portal

*Moved by Kevin, Seconded by Diane Carried All*

- Lee Whitelaw set for next appraisal for Wayne. Last appraisal meeting tomorrow 24th June

**Property Matters:**

- **Avail** 10YPP onsite meeting to confirm the submission to Ministry at the end of the month

*Motion: to approve 10YPP and upload to portal*

*Moved by Kevin, Seconded by Wayne Carried All*

- **Health & Safety Register** Kate from Avail was going to set up the template last year to include asbestos sites, care + removal

Meeting closed: **9:45 pm**

Next meeting: **28th July**

**Certified as True and Correct**

**Signed:**

**Kevin Matthews**

**Chairperson**

**Kaitaia Intermediate School**

**Dated:**