

BOT Meeting 2 June 2020 at 7:00 pm

Present: Wayne Lunjevich, Kevin Matthews, Kelvin Horsford, Diane Laurenson, Amy Bolstad, Krystal-Rose Taaffe

BoT Secretary: Sheree Petch

Apologies:

Karakia: Wayne Lunjevich

Minutes: 25th February 2020

Accepted as true and correct.

Moved by Diane, Seconded by Kelvin Carried All

Matters to follow up from previous meeting:

- **Printer contract upgrade** motion to sign of the approval of new Fuji Xerox contract
- **BoT Dinner** cancelled
- **Swimming Pool** painting all completed
- **Seal works** moved to next school holidays with Covid
- **Water leak** found and remedied during lock down
- **Staff thanks** Kevin thanked the support and efforts of all staff during lock down

Inwards Correspondence: *(tabled)*

- **Spa & Pool BOI** quote for filtrations replacement \$37,754.23incl GST - *forward to Avail*
- **ATC** request to use facilities for hangi 19th June - *the Board approve ATC request as per letter tabled*

Outwards Correspondence:

- **Four Winds** grant audit reconciliation
- **Oxford Sports Trust** sporting equipment application submitted *on hold - with Covid*
- **Fuji Xerox** new printer contract

Motion: Inwards correspondence accepted, outwards approved

Moved by Kevin Seconded by Diane Carried

Financial Report:

As at 30th April 2020 we have spent 25% of what was budgeted for the year

You have used 25% of your Salaries Budget for the year to date

This compares with 33% of the calendar year gone

Actual available funds as at 30 April \$517,244

Budgeted Available funds as at 30 April \$366,284

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 - EO for months has expressed concern for the spending and advised the teacher of having no budget, Wayne addressed the issue in lockdown and again after*

further spending in office on the 28th May. Will need to repay personally over spend after MLF assessment

- 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*
- 3805 *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 matters arising for action

- Motion: overrun in the budget for ManaiaKalani 20/20 Trust contribution of \$5,865 (\$300 per FTTE) *Moved by Kevin Seconded by Kelvin Carried*
- Motion: for EDGE custom building reports overrun \$862.50 *room in Assesment budget*
- New Covid code 3371 setup for teachers learning packs should we need to recover costs *Moved by Kevin Seconded by Kelvin Carried*

Zoom with Jessica Zapelli 8th May notes:

- Need to get surplus down to 40% of Ops grant and sit around \$280,000 as our surplus keeps growing annually
- Field drainage budgeted 2019 and not used is this being completed? *Ask Avail if this can be covered by the Ministry as some have been successful with this*
- Current budget showing a deficit used in Curriculum
- Professional development percentage below recommendation
- Happy to meet with the Board at any time
- Payroll:
 - Admin should sit around 16% we sit at 15%
 - Property (cleaners/caretaker) should sit around 8%, we sit at 12%. This is higher as we don't contract out our cleaning but something for the future to reduce costs and be more efficient
 - Learning (attached teachers, Spec Ed, teachers aides) around 35%, ours is 18%
- Cyclical maintenance:
 - Tech paint job \$1500 over budget
 - Internal paint due this year in staffroom, 14-16, RTLB + Art and Dentist *to be confirmed by Board that this is still being actioned?*
 - Sanitation paid twice *to ask for credit*
 - Water rates budgeted at \$24k *Motion to reduce to \$10k for 2020 budget*

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

- Curriculum:
 - Ministry average 40% budget from Ops, we use 36-47%

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

Principal's Report:

- Ratify new appointment Rachael Parker - Casual On-Call Admin Assistant

- Roll: 263
- Literacy - variety of new resources discovered during lock down being research
- ManaiaKalani - data presented for our school, unpacked with staff
- PB4L - student + staff wellbeing, disclosure policy discussed with staff
- Report - student report now setup in EDGE, bilingual and mainstream versions
- Community Consultation - quick survey sent out to whanau in response to the lockdown, over 40 returned with a positive response
- PLD - currently online, on hold to Term 3
- ERO - draft report still be prepared
- MLF - new funding dropped in lock down and allocated to all classes, increase in FTTE
- Painting - pool changing shed floor flaking, John returning when he can
- Boiler - new pump ordered and awaiting installation by certified staff
- Credit card - after early year events the Board move to dissolve Allanah Quinn's credit card and issue a new credit card and authority to Sheree Petch for \$1,000

Moved and approved by Kevin, Seconded by Diane Carried All

- Covid restrictions - hygiene practice continued to be instilled
- School photos - Thursday 6th Aug
- AIMs games officially cancelled
- BDO - governance report uploaded to the portal
- Food parcels - 80 packs made up and offered to our whanau

Kevin thanked Wayne for his report

Self Review: *moved to next meeting*

- **NAG 3 Staff Appraisal**
- **NAG 4 Accept Financial Statements**

Property Matters:

- Graffiti art guard paint - quote when painters caught up on the back load
- Appoint a Sub-Committee for Property and Health & Safety
Board appoints Kevin, Kelvin and onsite BoT members / caretaker
- Asphalt confirmed for school holidays - *further delays*

Meeting closed: **9pm**

Next meeting: **23rd June**

Certified as True and Correct

Signed:

Kevin Matthews

Chairperson

Kaitaia Intermediate School

Dated: