

Minutes of Board of Trustees Meeting 9 April 2019 at 7.15pm

**Present:** Kevin Matthews, Kelvin Horsford, Diane Laurenson, Karen Fiveash, Wayne Lunjevich, Vasanti Sima, Vince Rudolph

**BoT Secretary:** Sheree Petch

**Apologies:**

**Karakia:** Vince Rudolph

**Minutes:** 20th Mar 2019      *Accepted as true and correct.*      *Moved by Diane Seconded by Vasanti*  
*Carried*

**Matters Arising:**

- *Four Winds application*

*Motion: to apply to Four Winds for 90 chromebooks to fill Manaiakalani pilot classes of \$32,956.20*

*Moved by Kelvin Seconded by Vasanti*  
*Carried*

**Inwards Correspondence:** (tabled)

- **Crombie Lockwood** rentals insurance renewal (tabled)
- **Education Gazette** Volume 98 Number 5
- **Avail Pacific** fee proposal for 10YPP (tabled)
- **LM Consulting** fee proposal for 10YPP (tabled)
- **Education Enterprises** Wayne Facer Principal appraisal agreement (tabled)

Motion: the Board moves and approves Education Enterprises Ltd to undertake this years Principal appraisal

*Moved by Diane Seconded by Vasanti*  
*Carried*

- **Harrison Tew** annual audit programme *the Board feels the staff can undertake this drill themselves*
- **MOE Karen Bennett** Property update boiler/clearite/asphalt update

**Outwards Correspondence:**

- **MOE** letter declining application from Abundant Life School non-preference roll increase
- **Pat Brennan** Returning Officer letter of appointment

*Motion: Inwards correspondence accepted, outwards approved*      *Moved by Kevin Seconded by Wayne*  
*Carried*

**Financial Report:**

As at 31 March 2019 we have spent 20% of what was budgeted for the year

Actual available funds as at 31 March \$403,119

Budgeted Available funds as at 31 March \$365,072

- **ICT Capital purchases** this includes 45x chromebooks received from Pub Charity and our ICT classroom upgrades *coding been changed and merged two codes, Sheree to investigate*

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

**Principal's Report:** *See handout*

*NAG 2 Reporting and Review*

- **PB4L** Restorative practice 2 day workshop attended by Wayne with Moana (facilitator), very beneficial and immediate need within KIS
- **NZEI** paid union meeting postponed due to CHCH, moved to 7th May

*NAG 3 Personnel*

- **DP** is out of the ICU and on the Ward, slow progress but good progress

*Motion: the Board moves and approves paid discretionary to Allanah be extended to end of Term 1*  
*Moved by Kevin, Seconded by Diane*  
*Carried*

**In Committee: 8:05pm (Personnel matters)**

**Out of Committee: 8:22pm**

- **Staff break up** Thursday 11 April, sports activities, food and drinks. It has been expressed management is against the alcohol culture onsite and makes this event the last of its kind
- **Facilities use** all enquiries for out of school hours to be submitted to the BoT and follow the process *Use agreement to be prepared for those interested and signed*
- **AIMs grant applications** Lou seeks approval to apply for Accommodation and Transport funding

*Motion: the Board moves and approves a grant application to Oxford Sports Trust for AIMs accommodation to the amount of \$8,840.00*  
*Moved by Kevin, Seconded by Diane*  
*Carried*

*Motion: the Board moves and approves a grant application to Max-e-Grants for AIMs transport to the amount of \$4,736.00*  
*Moved by Kevin, Seconded by Diane*  
*Carried*

*NAG 4 (Finance and) Property*

- **Toilet damage** the parties responsible have been spoken too
- **Basketball team** an agreement to be signed and koha received for non KIS team, no food and appropriate footwear to be used at all times

*Principal's report accepted by Kevin and thanked Wayne for his report.*

*Moved by Kevin, Seconded by Karen*  
*Carried*

**Self Review:** *Terms 2&3*

**General Business:** *see Principals report*

**Health & Safety Report:** *N/A*

**Staff Rep Report:**

- **Magazine sponsorship** Kirsty has applied to Far North Roding, TOLL Kaitaia, Petricevich Buses, Marston Moor, Mitre 10, Top Print and Ritchies Buses this month.  
Other suggestions from the BoT... Bryce MacDonald (Far North Construction), Carters Tyres
- **Materials Tech** in staying with budget will now look at a fridge and cutter due to recent events

**Property Matters:**

- **P.D. workers** next week
- **Pool** Wayne to have a debrief with Kevin *moved to next term*

Meeting closed: **9.09pm**

Next meeting: **21 May**

**Certified as True and Correct**

**Signed:**

**Dated:**

**Kevin Matthews  
BoT Chairperson  
Kaitaia Intermediate School**