

Minutes of Board of Trustees AGM Meeting 26 February 2018 at 7.15pm.

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

**BoT Secretary:** Sheree Petch

**Apologies:** John Tahana

**Karakia:** Wayne Lunjevich

**Minutes:** 18<sup>th</sup> December 2018: *Accepted as true and correct. Moved by Vasanti, Seconded by Diane*

*Carried*

**Matters Arising:**

- **Pouwhenua** - Contingency to be investigated, should have 12 months in the contract
- **Clearlight project** progress report to be sought by Arcline
- **Returning Officer**

*Motion: The Board votes to approach Pat Brennan for the KIS returning officer. Election Day 7<sup>th</sup> June*

*Moved by Kevin, Seconded by Diane*

*Carried*

**Inwards Correspondence:** (tabled)

- **Genesis School-gen Trust** \$50,000 of STEM & solar equipment to be gifted to schools, open for application 2x year
- **MOE** Abundant Life School seeking to increase their non-preference roll.

*The Board objects to the 10% increase due to the potential effect on both roll and staffing numbers a letter to the Ministry to be sent on behalf of the Board*

- **MOE** Property 5YA 2015/16 3yr budget review
- **Pub Charity** approved \$16,568.10 towards Manaiakalani pilot classes chromebooks
- **Education Gazette** – Volume 98 Number 1
- **Mind Lab** postgraduate certificate in Digital & Collaborative Learning
- **Tukutuku Korero** Volume 98 Number 2
- **NZSTA** AGM 14th July Dunedin
- **NZSTA** Tomorrow's Schools Public Consultation Meetings and Survey to have your say

**Outwards Correspondence:**

- **Crombie Lockwood** Cyber Safety proposal form

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

*Moved by Diane,*

*Carried*

**Financial Report:**

As at 31 December 2018 we have spent 101% of what was budgeted for the year

Actual available funds as at 31<sup>st</sup> December \$369,510  
Budgeted Available funds as at 31 December \$277,080

- **Chromebooks**

seeking board approval to purchase additional chromebooks for Manaiakalani pilot classes setup

- **Hapara** to be loaded onto the current chromebooks before being used
- **Grant application** for another set of chromebooks to be applied for

*Motion: to apply to Four Winds for 90 chromebooks to fill Manaiakalani pilot classes of \$33,136.20*

*Moved by Kelvin, Seconded by Karen*

*Carried*

- **ASB** new/old signatories added/removed to accounts completed.

Master limit increased from \$1,000 to \$5,000 completed

- **Asset Register maintenance**

*Motion: Kaitia Intermediate School's asset register maintenance is delegated to Education Services Ltd, a company specialising in education reporting. Education Services complies with all Financial Reporting Standards.*

*Moved by Kelvin, Seconded by Vasanti*

*Carried*

*Financial report accepted and accounts moved for payment, retrospective accounts moved & approved*

*Moved*

*by Kelvin, Seconded by Vince*

*Carried*

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

- Ratify the permanent appointment of Principal to Wayne Lunjevich

*Motion: the Board moves the appointment of Wayne Lunjevich as Principal*

*Moved by Kevin,*

*Seconded by Vasanti*

*Carried*

- Ratify the fixed term appointment of Harriet Savage in Rm3

*Motion: the Board moves the appointment of Harriet Savage as fixed term teacher in Rm3 covering maternity leave*

*Moved by Kevin, Seconded by Karen*

*Carried*

- **Lead Manaiakalani teacher** *is Dominique with our pilot classes being*

1. *Dominique in Rm8*
  2. *Bronwyn in Rm4*
  3. *Whaea Brenda in Rm14*
- **Maths Buddy**, Vasanti explained the self-funding project
  - **Tech PLD** Selena to be utilised on developing school curriculum to fully use the PLD hours awarded
  - **Pool signage** pool rules obtain a quote
  - **Swim caps** filters become matted with hair, head lice (Health & Safety) Togs not clothing to be worn
  - **Fixed T.V units** quotes to be obtained and funding sought

*Motion: the Board moves to apply to Pub Charity for 9x T.V units and brackets for each class to the value of \$TBA* *Moved*  
*by Vasanti, Seconded by Karen*  
*Carried*

- **Arborist** John Matthews cleaning up east side on the boundary into manageable pieces  
*Received a complaint from neighbors re. noncompliance with Health & Safety requirements*
- **Whanau Day** successful turnout with great conversations had between whanau and staff
- **Herb garden** request, advised to utilise the shade house
- **Self Defense** has started for our girls in the hall daily

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

*Moved by Kevin, Seconded by Vasanti*

*Carried*

**Self Review:**

- **SchoolDocs** in the process of changing login details and educating staff on how to access portal
- **NAGs 1,2,2A** Final Analysis of Variance
- **NAG 4** Approve 2 employees to sign cheques

*Motion: the Board moves and approves signatories for KIS are Kevin Matthews, Wayne*

*Lunjevich, Vasanti Sima, Sheree Petch and Allanah Quinn*

*Moved by Kelvin, Seconded by Karen*

*Carried*

*Old 5YA, progress next 5YA*

*Meeting to be had with BoT and Arcline for old 5YA and inquiries to available project managers in the area*

- **NAG 6** Election of Chairperson

*Motion: the Board moves to nominate Kevin Matthews as Chairperson*

*Moved by Kelvin, Seconded by all*

*unanimously*

*Carried*

Review complaints policy then send to parents

*Motion: the Board moves and approves the Complaints Policy  
Seconded by Karen*

*Moved by Diane,*

*Carried*

- **NAG 7 & 8** Charter and A of V to MOE by 1 March

- **Clarification from John required re. page 2 levels (data table, what does this relate to?)**

*Motion: the Board moves and approves the A of V and Charter for submission to the Ministry subject to clarification*

#### **General Business:**

- **Police vetting 2019 in advance** Term 1 to be vetted for those intending to have camps and day trips, parents interested to front with \$10 charge and paper work available from Sheree
- **RTM position** Wayne to advertise the position asap
- **Provisional Roll Review** still under investigation MLF class funds cut to just 1 class?

*To be corrected in the July returns review, Wayne to confirm MLF accreditation visit and when this is*

- **Tech** outside schools increase for 2020 discussion to reflect program changes, price increases of goods. Currently; \$18 BoT fee, \$34 pupil fee = **\$52 per pupil**
- *Tech to present costing indication for 2020 of fees and delivery*

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

#### **Staff Rep Report:**

- **Cutter** request for Materials \$495, Board suggests evaluating the priorities of the requested embroidery machine and the cutting tool and purchase the one most required to deliver the program.
  - **Pool concerns**
- **Painting**.... Is in the cyclical plans, season determined (summer period) so in the process
- **Tiles** are no longer available and cosmetic
- **Painting inside sheds** in the cyclical maintenance plan
- **Pool sheds** should be locked fulltime to minimise wear and tear
- **Lanes and depth indicators** will be a part of the painting process
- **Magazine** funding request / sponsorship sought by Kirsty so each child receives a copy of their time at KIS

*Board suggests Far North Roding, Printing.com, to see Wayne*

- **Induction booklet** for new teachers *current guide to be reviewed by staff*

**Property Matters:**

- **Additional desks and chairs for 2019 growth.** *Staff request for new group learning environments have been provided by 2 quotes approved for purchase out of the furniture grant (motion passed in Dec meeting)*
- **Test & Tag** machine

– *received and tagging to be carried out end of term 1 holidays*

Meeting closed: **10.15 p.m.**

Next meeting:

**Certified as True and Correct**

**Signed:**

**Dated:**

**Kevin Matthews  
BoT Chairperson  
Kaitaia Intermediate School**