

## Minutes of Board of Trustees Meeting 19 June 2018 at 7:00pm.

**Present:** Vasanti Sima, Karen Fiveash, Kevin Matthews, John Rutherford, John Tahana

**BoT Secretary:** Sheree Blakeborough

**Apologies:** Vincent Rudolph, Kelvin Horsford

**Karakia:** John Tahana

**Minutes:** 8<sup>th</sup> May 2018: Accepted as true and correct. Moved by Vasanti Seconded by Karen Carried

### Matters Arising:

- **Hall** Conrad aiming for majority of works to be complete by 25th June
- **Bilingual block roof**
  - 2,000 tek screws replaced as the current ones were too short for the job
  - Clearlight replaced as it was at the end of its lifespan and brittle
  - 1 beam requiring replacement due to rot
- **Tech Review**
  - PLD application made to upskill Tech staff, 150hrs face to face, decision determined on the 22<sup>nd</sup> June
  - 2yr overview to be put in place
  - Outside schools requested the Tech program links to their own school programs

### Additional Business:

- **FNDC** Application for special licence

*Motion: the Board moves and approves Shirley Williams (50<sup>th</sup> Anniversary Committee Member) to apply on behalf of the BoT for a special licence for the 50<sup>th</sup> Anniversary*

*Moved by John.R Seconded by Vasanti  
Carried*

- **Four Winds**

*Motion: the Board moves and approves Shirley Williams to apply for funding to Four Winds for \$5078.10 incl GST for Van Hire, Decorations, Photography, Security and Signage for the 50<sup>th</sup> Anniversary*

*Moved by John Seconded by Kelvin  
Carried*

### Inwards Correspondence: (tabled)

- **School Safety News** course updates
- **PKF** Independent Auditors Report
- **Education Gazette** Volume 97 Number 9
- **STANews** issue:282
- **Northland Waste** price increase
- **Tukutuku Korero** Volume 97 Number 8
- **Office of the Auditor-General** school audit arrangements for the 2018-2020 financial years

### Outwards Correspondence:

#### Financial Report: see attached

As at 31<sup>st</sup> May we have spent 34% of what was budgeted for the year

Actual funds as at 31<sup>st</sup> May 2018 are \$406,658

Budgeted Available funds as at 31<sup>st</sup> May are \$311,064

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

*Moved by Kevin, Seconded by Karen*

Kevin thanked Kelvin for his report

*Carried*

### Principal's Report. John R (see handout)

- **Manaia Kalani** to meet with the BoT at next meeting along with the Principal of another current user school
- **Roll:** 241      **Attendance:** 89.49%
  - 14 students make up most of our truancy data, 5.3% justified absences, 52% unjustified absences
  - 13 students with 100% attendance
  - Rm2 top class 93.99% attendance
- **Careers aspirations** Brian Hinchco has in hand the whanau surveys
- **Graduate profile** these are the foundation of the curriculum currently being analyzed by the staff, yet to finish collation and complete draft statements

- **Appraisals** completed and signed off
- **Kahui Ako PLD** looking into a 2 day National conference if not successful with the Ministry PLD application. 3 staff members to attend 'Write that essay' by Dr Ian Hunter + special guests

*Motion: John.R moves a motion should the Kahui Ako PLD application be declined the Board approves an overrun in the PD budget (code 3020) to send 3 staff to 'write that essay' conference 19-20<sup>th</sup> July at \$500excl GST each*

*Moved by John.R Seconded by Vasanti  
Carried*

- **PAL leaders** In school PAL leaders greatly increased student engagement organizing + running sports every lunchtime
- **Resignation** Barb Halls resignation tabled, to finish 27<sup>th</sup> Jan 2019 *the Boards Accepts Barbs resignation*
- **New Era** quotes received to keep current IT contractor should we choose to proceed with Manaia Kalani in the future
- **Super Power** solar lease quote received to move to solar lease to own system, a lot more research required from current schools using solar for benefits

*Principal report moved and approved*

*Moved by John.R Seconded by John.T*

Kevin thanked John for his report

*Carried*

*The Board congratulates John on his new position on the REAP Board.*

**Self Review:**

**NAGs 1, 2, 2A: Curriculum review Te Reo Margo** (see handout) Accepted with thanks

*Te Reo report moved and approved with thanks*

*Moved by John.R Seconded by*

*John.T*

Kevin thanked John for his report

*Carried*

John working on customizing School Docs policies

**Health & Safety Report:** (Karen) see report for repairs

- **H&S committee** requires cross site representation with at least 1 teacher rep on committee
- **Scaffolding** 26<sup>th</sup> coming down

**Staff Rep Report:** NIL

**General Business:** NIL

**Property Matters:** covered in matters arising

Meeting closed: **9:40 p.m.**

Next meeting: **24<sup>th</sup> July 2018**

**Certified as True and Correct**

**Signed:**

**Dated:**

**Kevin Matthews**

**Chairperson**

**Kaitaia Intermediate School**