

Minutes of Board of Trustees Meeting 20 March 2019 at 7.25pm

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

BoT Secretary: Sheree Petch

Apologies: John Tahana, Vincent Rudolph

Karakia: Wayne Lunjevich

Minutes: 26th Feb 2019

Accepted as true and correct.

*Moved by Diane Seconded by Kelvin
Carried*

Matters Arising:

- **Hall/roof project** food storage and alcove to rear exit door of hall (west/side) the Board doesn't believe the leak has been resolved. Without having rain there's no guarantee the problem has been resolved.
- **Project Manager** Avail meet and greet went well, they discussed with transparency the pro's and con's of the decision facing schools with the new MOE proposal

Motion: Diane moves to opt out of the Ministry proposal and proposes obtaining a proposal from Avail for the next 10YPP and also wishes to obtain an additional proposal from LM Consulting

*Moved by Diane Seconded by Kelvin
Carried*

Inwards Correspondence: (tabled)

- **First Security Patrol Service Increase** \$500 + GST per month based on 3 checks a night 7 days a week, and two daily weekend checks from the 1st April 2019
- **STANews:** Issue 270
- **Tukutuku Korero** Volume 98 Number 4
- **NZSTA** Returning Officers' Handbook 2019-2022 *copy given to Pat Brenan*
- **Arcline** 10YPP Proposal
- **MOE** Ministry engagement of 10YPP consultants
- **Waterman Innovations** Quote 3x 55" TV's for pilot classes
- **Education Services** Draft 2018 Financial Report

Outwards Correspondence:

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

Motion: Inwards correspondence accepted, outwards approved

*Moved by Kevin Seconded by Wayne
Carried*

Financial Report:

As at 28 February 2019 we have spent 13% of what was budgeted for the year

Actual available funds as at 28 February \$406,650

Budgeted Available funds as at 28 February \$369,279

- **First Security** letter to the company stating the lack of performance which doesn't warrant the increase. Inquiry to what evidence they have that patrols are actually been carried out.
- **John Matthews** Board clears final payment

- **Bus visibility** letter to be written to the council re. Their assistance with having the road frontage trimmed back

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

Moved by Kelvin, Seconded by Vasanti

Carried

Principal's Report: *See handout*

NAG 2 Reporting and Review

- **PB4L** workshops organised throughout the year with Moana (facilitator) and whole staff focusing on restorative practice. Revisint 2018 plan.
- **RTM** position to be advertised on the Gazette, starting Term 2
- **Reviewing Tomorrow's Schools** Board information - consultation ends Sunday 7th April

NAG 3 Personnel

- **DP** is currently on sick leave. Board have approved discretionary leave with pay for 2 weeks. Staff to support each other with duties. Looking at a staff member to fill in DP role while on leave.

Motion: the Board moves and approves paid discretionary leave of 2 weeks for Allanah Quinn for serious illness to support herself and family while she is undergoing treatment in Whangarei Hospital.

Moved by Kevin, Seconded by Diane

Carried

- **Wayne Facer** Timaru Principal Appraisal set for Term 2, to receive a costing and brought to next meeting for approval

NAG 4 (Finance and) Property

- **School break in** 11 chromebooks stolen, awaiting police report. Possible suspects named and entered into police database. Lack of accountability, procedures to tighten up around this
- **Smoke alarms** whole school smoke alarms have been replaced and upgraded

NAG 5 Health and Safety

- **Bus duties** teachers working on bus line expectations, all staff to observe process. Next term bus line process to be reviewed

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

Moved by Kevin, Seconded by Karen

Carried

Self Review:

General Business:

Health & Safety Report: *N/A*

Staff Rep Report:

- **Materials Tech** happy with resolution to purchase either or, seeking her options

Property Matters:

- **Pool** Wayne to have a debrief with Kevin

Meeting closed: **9.50pm**

Next meeting: **9 April**

Certified as True and Correct

Signed:

Dated:

**Kevin Matthews
BoT Chairperson
Kaitaia Intermediate School**