

**Kaitaia Intermediate School**  
**BOT Meeting 20 August 2019 at 7:00 pm**

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

**BoT Secretary:** Sheree Petch

**Apologies:** N/A

**Karakia:** Wayne Lunjevich

**Minutes:** 23rd July 2019     *Accepted as true and correct.*

*Moved by Amy, Seconded by Kelvin   Carried*

**Matters to follow up from previous meeting:**

- **Arcline** contact regarding Wormald report on bells in Tech/Library - send Arcline Wormald report - *Awaiting quote as it's a separate matter to the works*
- **Edge** reports to be added to financial overruns
- **BoT** direct credit authority + tax code declaration forms
- **Decile vote** see handout or  
<https://www.education.govt.nz/our-work/publications/budget-2019/government-introduce-s-donations-scheme-for-decile-1-7-schools/>

Motion: the Board move to opt-in to the Governments donations scheme

*Moved by Kelvin, Seconded by Krystal   Carried*

- **New 5YA**
  - to confirm new consultant at August BoT meeting

Motion: the Board move to appoint Avail Pacific Ltd as the new Project Managers

*Moved by Kelvin, Seconded by Wayne   Carried*

**Inwards Correspondence:** *(tabled)*

- **Four Winds** grant application approved for \$30,000.00 - 90x Chromebooks (only 83.76 with this figure)
  - Chromebooks only, requires BoT contribution for quoted Trust Insurance, whiteglove and delivery \$7,431.42

Motion: the Board move to purchase the full 90 quoted chromebooks and fund the shortfall of \$7,431.42 and have added to the budget overruns

*Moved by Amy, Seconded by Wayne   Carried*

- **MOE** Boilers works contract
- **Education Gazette** Volume 98 Number 13
- **STAnews** Issue: 294
- **Tukutuku Korero** Volume 98 Number 12
- **CES** Stock take of asset register being confirmed for Thursday 26th Sept at 10.30am
- **Arcline**
  - courts project (Kelvin spoke to this)

- clearlite project *being undertaken during the upcoming school holidays*
- **NZSTA** Governance Essentials - Kaitaia, Wednesday 4th Sept, 6-9pm, FREE
- **Resignation** Kirsty Saxon tendered her resignation finishing end of Term 3 and happy to continue her Magazine work  
*The Board accepts Kirsty's resignation with regret and thank her for her mahi and contribution to KIS*

**Outwards Correspondence:**

- **Arcline** Boiler works signed contract

*Motion: Inwards correspondence accepted, outwards approved*

*Moved by Kevin Seconded by Diane Carried*

**Financial Report:**

As at 31 July 2019 we have spent 49% of what was budgeted for the year  
 You have used 54% of your Salaries Budget for the year to date  
 This compares with 58% of the calendar year gone

Actual available funds as at 31 July \$449,629

Budgeted Available funds as at 31 July \$335,849

*NB: items of significance*

**Income**

- **0143** Staff banking year end wash-up YTD \$0, Budgeted \$1,000
- **0153** GSE-IRF YTD \$0, Budgeted \$7,000
- **0160** Misc Grants - Assistive technology YTD \$479, Budgeted \$20,000
- **0181** ACC YTD \$0, Budgeted \$8,600
- **0223** Fundraising Magazine YTD \$0, Budgeted \$800
- **0260** Ineligible Bus Pupils YTD \$409, Budget \$3,000
- **0295** Misc YTD \$52, Budgeted \$2,000

**Expenditure**

- **1165** *School Docs - moved and approves an overrun of \$1,617 for School Docs annual fee May meeting*
- **2807** Annual 10YPP - Arcline project management charges for
  - \$1,550 courts/carpark upgrade
  - \$300 5YA amendment
- **3045** *CoL - ins/out offset code 0163*
- **3721** *Furniture grant - \$799 under asset threshold Rm2&4 furniture (offset to C510)*
- **4901** *50th Reunion - bartender payment delay in receiving bank acc details for payment*

**Financial Position**

- **C510** *Rm2&4 furniture*
- **C515** ICT Capital Purchases
  - \$16,478.22 offset Pub Charity grant 45x chromebooks
  - \$ 4,467.01 offset Crombie Lockwood Insurance claim

- \$ 1,665.95 offset 3320 MLF carry over funds
- \$ 1,034.00 offset C520 BoT laptop
- \$23,745.18 Total offset with external income**

\$12,112.29 exp on actual code requests approved within budget  
**\$14,367.71 Total unspent in code C515**

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

**Principal's Report:** (see handout)

- **Pamela Enoka** introduction to the BoT
- **Self Review: Term 3 Reviews**
  - NAG 3:** - Performance Management
  - NAG 5:** - Health, Safety, and Welfare

Motion: the Board move and approve the Performance Management and Health, Safety and Welfare Policies  
 Moved by Kevin, Seconded by Wayne Carried

Wayne gave assurance to the BoT in regards to the below policy compliance

- Appraisal of the Principal
- Physical Restraint
- Risk Management
- Safety Management System
- Surrender & Retention of Property and Searches
- Swimming Pool
- International Students
- **Health School** upgrading area - suggested the Art Room
- **ManaiaKalani** Principals walk through was very successful
- **Teacher Only Day** Friday 23rd August Curriculum focused
- **OTJ** report of data from Mid year testing

Kevin thanked Wayne for his report

**Property Matters:**

- **Hall floor** currently 30-32mm thickness, floor looking awful and requires re-lamination  
 can we proceed with quotes for a summer upgrade on floors?
- **Tree** leaning over boundary fence - *Wayne to investigate and arranged removal*

Meeting closed: **9.30pm**

Next meeting: **17th September**

**Certified as True and Correct**

**Signed:**

**Dated:**

**Kevin Matthews  
Chairperson  
Kaitia Intermediate School**