

## Minutes of Board of Trustees Meeting 24 July 2018 at 7:00pm.

**Present:** Vasanti Sima, Karen Fiveash, Kevin Matthews, John Rutherford, John Tahana, Vincent Rudolph, Kelvin Horsford

**BoT Secretary:** Sheree Blakeborough

**Apologies:** Nil

**Karakia:** John Tahana

**Minutes:** 19<sup>th</sup> June 2018: Accepted as true and correct. Moved by Kevin Seconded by John T Carried

### Matters Arising:

- **Roof** approx. 3 days off finishing
- **Bells** on bilingual contingency cleared to proceed
- **Alarms** just awaiting current Hall/Roofing works wash up to see remaining available funds. To include a complete replacement (not patch job) of asphalt. Kelvin to be present at onsite consultation
- **Blessing** of Hall next Monday with Pops
- **Hall matting** quotes to be acquired
- **Admin carpets** have been re-cleaned at this stage vs new carpet laying

### Additional Business:

- **MOE** Property Modification Provision, Bryce MacDonald to be approached re. Project Managing the job
- **Roll audit** Resourcing audit 238 students on roll with the exclusion of 2 students, 20 working days to appeal

### Inwards Correspondence: *(tabled)*

- **Annual Argest Contract Letter = BWOFF schools**
- **Emergency Services report** weather damage Hall / Roofing project
- **Laser Electrical** bell system quote
- **NZEI** industrial action strike
- **STAnews** issue:283
- **Argest Building Act Compliance & Safety Features Contract**
- **Education Gazette** Volume 97 Number 11
- **Pub Charity** application approved
- **Tukutuku Korero** Volume 97 Number 12

### Outwards Correspondence:

#### Financial Report: *see attached*

As at 30<sup>th</sup> June we have spent 43% of what was budgeted for the year

Actual funds as at 30<sup>th</sup> June 2018 are \$412,984

Budgeted Available funds as at 30<sup>th</sup> June are \$308,354

- **School / Tech fees** Kelvin spoke to this and the legalities of what we can/cannot charge for. Prospectus to reflect this.
- **Pub Charity** application approved \$2,682.46 for AIMs van hire and 1x luggage trailer, accountability report started
- **Materials budget** \$1,000 less than previous years, currently within budget but hasn't been corrected after split teaching year

*Motion: the Board approves Materials overrun up to \$1000.00 as required*

*Moved by Kelvin Seconded by Kevin*

*Carried*

*Motion: the Board approves Clerical wages overrun of \$8000.00 as per outcome of subcommittee review from 8<sup>th</sup> May meeting*

*Moved by Kelvin Seconded by Kevin*

*Carried*

*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)

- **Graduate profile** these are the foundation of the curriculum, compiled (see handout)
  - *To be sent home to parents for reflection*

- *Students voice to be received on community responses, by representation of student councillors / leadership team*
- **Enviro School** revisit via deeper learning on specifics not necessarily the full program
- **MOE 150 hours** Tai Tokerau PLD allocation for centrally funded PLD approved
- **MOE 250 hours** PLD approved to be used over 24mths from 23/7/18 to 30/7/20 for Write that Essay
  - Agreement for services and resources (tabled) see handout
  - Clarity still required for various aspects
- **Tech PLD** implemented with Selina Hincho
- **Classroom observations** to begin next week
- **Reports** feedback been very positive, teachers to be commended on their efforts.
- **Roll:** 245      **Attendance:** 89.2%
  - 10 students make up most of our truancy data, 5.8% justified absences, 5% unjustified absences
  - 11 students with 100% attendance

*Principal report moved and approved*  
Kevin thanked John for his report

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

**Self Review:**

John working on customizing School Docs policies

**General Business:** NIL

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

**Staff Rep Report:** NIL

**Property Matters:**

- **Property Matters: Roofing iron** Jamie's request in exchange for bilingual toilets building work *Jamie and Kevin/Kelvin to work out actual arrangement that's fair for both sides re. materials/hours vs iron required*
- **Reunion signage** wanting Awanui straight covered. *Kelvin to collect and erect sign on Awanui straight*

**In committee:** 9pm

**Out committee:** 9:20pm

Meeting closed: **9:25 p.m.**

Next meeting: **21<sup>st</sup> Aug 2018**

**Certified as True and Correct**

**Signed:**

**Dated:**

**Kevin Matthews**  
**Chairperson**  
**Kaitaia Intermediate School**