

CONFIRMED MINUTES

BOT MEETING 22 FEBRUARY 2021



At the **BOT Meeting 29 March 2021** on **29 Mar 2021** these minutes were **confirmed as presented**.

Name:	KingsWay School Board of Trustees
Date:	Monday, 22 February 2021
Time:	6:30 pm to 9:00 pm
Location:	Senior Campus Staff Room , 100 Jelas Road, Red Beach
Board Members:	Amira McMurray, Bevan Beattie, Cushla Shepherd, Graeme Budler, James Kimber, Peter Wilding , Pierre Barnard, Raelene Beguely, Macy Taylor
Attendees:	Stephen Reed , Chris Martin , Colette Budler , Cynthia Venter, Gina Schutte, Jonathan Price
Apologies:	Warren Peat, Ursula Elisara, Allan Bates

1. Opening Meeting

1.1 Devotions

Peter shared a devotion out of the book of Acts. David did the will of God. God had specific instructions for David. So we can take it that God has specific intentions for us in our roles. Thirty five years ago God had a vision for Graham Braddock and he was faithfully to carry out what he believed he had been called to do in his generation.

Peter shared our School vision for KingsWay graduates is that they may be confident, connected, actively involved, lifelong learners who embody the Christian special character of the school, and circulated the full vision document.

As a Trustee on this Board and a servant leader within Kingsway, Peter's encouragement to you is to do it well, serve with passion, speak well of others, in our discussions seek to see through Kingdom lenses, be slow to take offence, speak up to offer the insights you have while remaining open to others opinions, be teachable, and be prepared to accept the cost that comes with being a Trustee in time, effort and personal resources.

So that it will be said of you that you completed the work set out for you... and that you passionately served God's desires for this generation.

Peter prayed.

1.2 Meeting Admin

BOT Meeting 23 November 2020 23 Nov 2020, the minutes were confirmed as presented.

Apologies:

Ursula Elisara, Warren Peat joined by teleconference until 6.40pm) and Allan Bates (by teleconference until 7.00pm).

Elect Board Chair:

There was a call for nominations for Board Chair. James Kimber nominated Peter Wilding, Graeme seconded and all trustees were unanimously in favour of re-appointing Peter. Peter accepted the Board Chair appointment. Peter shared that Allan Bates wishes to step down as Duty Chair due to his commitments with the Trust. Peter nominated Raelene Beguely as Deputy Chair, Amira seconded and all trustees were unanimously in favour of her appointment. Raelene accepted the Deputy Chair appointment.

Conflict of Interest Declarations:

The register was circulated for updating. There are no new conflicts to note.

Delegations of Authority:

The Board agreed for the delegations and sub-committees to continue as is, apart from the change of Chair for the FAPC, to James Kimber. The A&R committee is to discuss Cushla's participation / availability and whether it is viable to keep her on or elect someone else.

Minutes of last meeting:

The Chair asked whether the Board accepts the minutes (including the In-Committee minutes) as a true and fair reflection of the last meeting. Graeme queried the action point regarding Special Character, he thinks it was a discussion point but not an action point. After advice from the EP's appraiser Graeme requested a motion passed if he is required to do extra reporting, to ensure that the whole board is in agreement that extra reporting is required as opposed to just one person's whim. The extra reporting takes massive amounts of time away from normal work set out in the Charter.

Feedback to the said action point will be covered in the SC Review External review later on in the year and therefore taken off the list.

Graeme proposed a motion that: any action points required by the EP would be passed as a motion by the entire board. Allan abstained. The board passed this motion as a majority.



The board approves minutes of the last meeting held on 23 November 2020

Noting the amendment regarding additional feedback about Special Character the board agrees that the minutes of the last meeting held on 23 November 2020 are a true and fair reflection.

Decision Date: 22 Feb 2021
Mover: Cushla Shepherd
Seconded: Raelene Beguely
Outcome: Approved



Any action points required by the EP would be passed as a motion by the entire board

Any action points required by the EP would be passed as a motion by the entire board. The board passed this motion as a majority. Allan abstained.

Decision Date: 22 Feb 2021
Mover: Graeme Budler
Seconded: Pierre Barnard
Outcome: Approved



Confirmation of Delegations

Subject to amendments of F&PC Chair and confirmation of Cushla's participation of the A&RC, approved unanimously.

Decision Date: 22 Feb 2021
Mover: Peter Wilding
Outcome: Approved

1.3 Trustees conduct commitment

Board Roles and Responsibilities Policy circulated and taken as read.

BOT policy requires Trustees to sign this annually. Cynthia will email it out and Trustees to please return signed copy.

2. Matters Arising

2.1 Action Points from last meeting

Due Date	Action Title	Owner
21 Sep 2020	The A&RC are to update the BOT Policy and include the above motions Status: In Progress	Ursula Elisara
21 Sep 2020	The A&RC to change the Delegations Policy (GOV-DOA-002) to reflect legislation - section 463 Status: Completed on 26 Mar 2021	Ursula Elisara
23 Nov 2020	Determine whether the KWT are willing to be the Land Trust for KCS Status: Completed on 26 Nov 2020	Peter Wilding
23 Nov 2020	Amend BOT workplan 2021 Status: Completed on 28 Dec 2020	Cynthia Venter
30 Nov 2020	Clarify F&PC questions with Proprietor Status: Completed on 24 Feb 2021	James Kimber
22 Feb 2021	Draft Property Occupancy Document for State-Integrated Schools Status: Completed on 10 Feb 2021	James Kimber
22 Feb 2021	Update on SC action items Status: Completed on 22 Feb 2021	Graeme Budler
31 May 2021	Audit Report - FAPC to advise the Board the outcome of the Fixed Asset Register action point Status: In Progress	James Kimber
31 May 2021	BOT self-evaluation Status: In Progress	Ursula Elisara

2.2 View Completed Year 10 Precinct

The Board went to view the new space.

The Board thanked the EP for the tour acknowledging the work of the EP and his staff team in the process and the Proprietors for the build noting it was largely completed over the Christmas and new year break.

Action: Board to send a thank you to the Proprietors for the work.

As good practice to capture learning following a major project the Board Chair noted it would be beneficial to:

1. Evaluate the new Y10 build process. Chair to coordinate.
2. Make it a policy to evaluate the process after every major build. FAPC to include this procedure into the FAP documents.



The Board moved to evaluate major build projects

The Board Chair moved to:

1. Evaluate the new Y10 build process. Board Chair to coordinate
2. Make it a policy to evaluate the process after every major build. FAPC to include this procedure into the FAP documents.

Decision Date: 22 Feb 2021
Mover: Peter Wilding
Seconded: James Kimber
Outcome: Approved



Evaluate Y10 build project

Conduct survey to evaluate Y10 build project for the purpose of extracting earnings for future projects

29.03.2021 - Has been an evaluation meeting with ELT and Proprietor

Due Date: 29 Mar 2021
Owner: Peter Wilding



Create policy to review all major capital works projects

FAPC to develop policy to work with all key stakeholders to review all major capital works projects for the purpose of learning for future projects

Due Date: 29 Mar 2021
Owner: James Kimber

3. Curriculum Reports (NAG 1)

3.1 See Executive Principal's Report - No.2

See Executive Principal's Report below

4. Finance Report (NAG 4)

4.1 Finance

Financial Report for month ending December 2020 circulated and taken as read.

Gina talked through the great results. All glory to God for these results. Thank you to the budget holders who are really honourable in how they manage their budgets. Note that we are still waiting for the MOE reports.

Financial Operating Results:

The preliminary results for 2020 indicate a surplus. This amount can still change as the audit file is being completed.

Preliminary 2020 Balance Sheet:

All accruals raised for 2020 are standard and expected accruals

Gina opened for questions:

- Teachers salaries variance queried but the net effect is what you need to look at.
- It was noted we received a donation and queried whether we need a policy for donations. Graeme explained it is to remain anonymous and to be used in a way that is God honouring, and not tagged. All donations get reported in our accounting system and the FAPC are made aware. The Chair suggests that the information on how it gets spent is attached to that document. The Board acknowledged their gratitude for this financial support.
- International students - 10% difference, the income looks odd because the MOE has changed how we report the numbers, which now include Homestay costs.

- This will be the first year that we will review the budget because we are waiting for MOE feedback, post the roll cap increase. Based on 1 March roll and they back date funding. Suggested to review in April.

Graeme thanked Gina and pointed out the tight financial control that she keeps makes leadership easier.

7:40pm - Gina left the meeting

5. Executive Principal's Report

5.1 Executive Principal's Report

Executive Principal's Report dated 22 February 2021 circulated and taken as read

Student Progress & Achievement:

NCEA Data Report refers. Colette prepared a preliminary summary of NCEA results for 2020 and spoke through the results to the Board. These are extraordinary positive - a 38.7% excellence rate.

Discussion and questions:

- Our student's success could be due to good access to the internet, wellbeing support, good parenting, etc.
- Graeme pointed out that it is the value added that we should be looking at and comparing Nationally, not just against ourselves. These are the best results KWS has ever had. Group effort - all six quadrants.
- Our student rep shared that when the students went back to school they worked three times harder to catch up what wasn't done during lockdown.
- Students were doing less extra mural activities and therefore had more time.
- The ELT have reviewed why we did so well and it was because we managed to go online at the outset, allowing students to do subjects online. Some lessons were recorded allowing students to go back to review.
- We can only look back to evaluate once COVID is finished.
- Our school did not stop during COVID and we kept our initiatives going.

The Board passed on their general thanks from the Board to staff for their effort - Graeme to disseminate the specific thanks.

7:53pm - Colette left the meeting.

Curriculum:

Effective Literacy Practice in Primary School Report refers. Recent news articles highlighted the change of Ministry of Education direction in the teaching of reading to Primary students. Jenny Harvey (Head of Primary) prepared a brief report outlining how reading is successfully taught at Primary, and how the Primary continues to use a system that the MoE is reverting towards.

Evaluation Cycle:

See Charter below. Annual Report for next meeting.

EOTC Trips for 2021:

KWS Day Trips and **KWS Overnight Trips** refer but are for information purposes only because there are no new overnight trips are scheduled for 2021. All trips are approved by the AP (Teacher & Learning) and require updated risk & management forms. The Board acknowledges, notes and supports these trips. The Chair moves that the Board accepts the Trips as proposed for 2021.

Student Discipline:

Board reassures the staff of their support with upholding the special character standards.

Policies & Procedures:

Graeme commended and thanked Raelene and Ursula.

The Audit and Review Team continue to work towards transferring policies and procedures onto the SchoolDocs online platform. SchoolDocs took a bit longer than we expected. The process moving forward involves:

- BoT consultation and evaluation before the next meeting.
- Community consultation and evaluation after the March (till May), BoT meeting (via Newsletter).
- Adoption of policies and procedures at the May, BoT meeting.

Raelene pointed out that these policies do cover our Special Character.

School Charter:

See Point 6.1 below

Special Character:

Special Character continues to be outworked intentionally through every aspect of school life – in and out of the classroom. All Staff are doing SC training.

Kumeu Christian School:

We conducted a formal welcome (Mihi) and the transition of responsibilities underway. The staffing has been increased and we have started the process, there has been a reduction in attendance dues.

Special BOT Projects:

Council field space - Graeme is bringing it to the Boards attention that the request has been declined therefore KWS is going to have to pay to hire the land. Moving forward this is an ongoing problem and is still important to the school. The school would like the Proprietor to continue to budget for it.

Action: James to prioritise a discussion with the FAPC, adding this as a priority to their list.

SGDP - four year of successfully implementing everything we have agreed to. This takes massive amounts of time from the ELT. Not just the builds but the pedagogy as well.

Graeme would like to present progress from the Work Plan to the Board.

Peter moves that Graeme asks the appropriate school leaders to attend our strategic planning day in September in order to present their progress on the KWS Work Plan.

The Board accepted the EP Report with thanks.



The Board approves the proposed EOTC Trips for 2021

The Board was all in favour.

Carried.

Decision Date:	22 Feb 2021
Mover:	Peter Wilding
Outcome:	Approved



Trustees to review Draft Policies

Cynthia to distribute access to SchoolDocs to the Trustees.

Trustees to review Policies before the next meeting.

Due Date:	28 Mar 2021
Owner:	Cynthia Venter



Add Council Field Space rental costs as a priority to the annual list presented to the KWT

James to prioritise a discussion with the FAPC regarding adding this expense to the annual list presented to the KingsWay Trust.

29.03.2021 - James confirmed that this has been included in their 10YPP - therefore prioritised as appropriate, together with the air-conditioning

Due Date: 30 Mar 2021

Owner: James Kimber



School leaders to present their progress on the KWS Work Plan at Strategic Meeting in Sept

Graeme to ask the appropriate school leaders to attend our strategic planning day in September in order to present their progress on the KWS Work Plan.

Decision Date: 22 Feb 2021

Mover: Peter Wilding

Outcome: Approved



Graeme to invite school leaders to present their KWS Work Plan progress

Graeme to ask the appropriate school leaders to attend our strategic planning day in September in order to present their progress on the KWS Work Plan.

Due Date: 27 Sep 2021

Owner: Graeme Budler

5.2 Personnel

Permanent teaching appointments to be ratified: -

- Elizabeth (Liz) Raikes - Head of Kumeu Christian School, 3 x MU and 1 x MMA
- Stephanie Pollock - permanent, part time MS – 0.8
- Danel Sims – permanent, full time Beginning PS teacher
- Natalie Cass – permanent, full time PS teacher
- Sarah Hood – moving from permanent, full time MS teacher to permanent, full time SS Maths teacher
- Stephanie Pollock – permanent, part time 0.8FTTE), Middle School teacher
- Melissa van der Watt – permanent, full time PS teacher on parental leave from 24/5/21 until end 2021
- Jayne Charles, moving from permanent full time moved from Primary School to permanent, full time Middle School teacher.
- Kerry McNair – permanent, part time (0.8FTTE) Primary school teacher. Kerry met with Warren Peat re change from fixed term to permanent.

Kahui Ako for 2021-2022 appointments (for your info only):

- Vanessa Gatman – Across Community (in process)
- Ann Bailey – Across Community (continue)
- Megan Welch – Within School
- Nicky Heyns – Within School
- Nikki Clark – Within School
- Valerie Severin – Within School
- Gavin Daniel – Within School

- Karen Pretorius – Within School
- Clare Steel – Within School

Fixed term teaching positions (for your info only):

- Rebeca O’Gorman-Dove – reduction to 0.7FTTE for 2021 only. This is to support Rebeca’s request as a beginning teacher
- Jan Porter, KCS, Head Teacher release – 0.2 for 2021
- Jill Weir, KCS teacher – 0.4 T1 & 2, 2021
- Shan Young, KCS teacher – 0.6 T1 & 2, 2021
- Wes Braddock, MS, - 0.4 2021
- Hannah White, MS teacher – 0.8 2021
- Sacha Donovan – MS teacher, 0.4 2021
- Kim Geden – PS teacher, 0.8 from 28/01/2021 until end 2021. Related to Melissa van der Watt’s parental leave.
- Jess Craddock – PS teacher, 0.2 from 28/01/2021 until end 2021. Related to Melissa van der Watt’s parental leave.
- Sung Chun – PS teacher, reduced from 0.8FTTE to 0.2FTTE in Terms 1 to 3, return to 0.8FTTE in Term 4 for health reasons.
- Suzie Young, fixed term, part time 0.8FTTE during Carolyn Coles absence (hip replacement surgery) from 2/2/21 to 5/3/21.

Support staff, part-time (for your info only)

- Lynda Hay – appointed as Director of Sport, permanent part time 0.8FTTE, same salary plus \$2K
- Raelene Beguely – fixed term part time, 100 hours p.a. PS Sport Admin
- Joanne Thomas – permanent SC Counsellor – 2 days per week
- Fiona Brown – permanent and FT Teacher Aide, 2 positions, one fixed term (2021), one permanent – 13.3 hours per week
- Courtney Frankland – permanent, part time Teacher Aide – 10 hours per week
- Jennifer Forbes Dawson – ESOL Teacher Aide, fixed term, part time 2021
- Pam Rogers – KCS Admin and Teacher Aide
- Horiaana Gray-Hohepa – KCS, Teacher Aide
- Jess Price – Additional 6 hours per week for Careers



The Board approves the following permanent teaching appointments:

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Graeme confirms that proper process was followed for all the above and they met the requirements.

Decision Date: 22 Feb 2021
Mover: Graeme Budler
Seconder: Cushla Shepherd
Outcome: Approved

6. Discussion / Other Items

6.1 Charter 2021 & Strategic Annual Plan

KingsWay School Charter 2021 circulated and taken as read.

Hard copy of 2021 Charter circulated.

This is the key strategic document for the Board. It captures what the school is about and shows what we are evaluating and what we are focusing on in the next few years.

Strategic Plan explained. The MOE is now mandating that school do this.

A few minor wording changes were recommended by the Board and noted by the Board Secretary for amending.

The Board approves the 2021 Charter subject to the minor grammatical changes.



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Decision Date: 22 Feb 2021
Mover: Peter Wilding
Outcome: Approved

6.2 Principal's Appraisal

Confirmation of goals by BOT deferred until March meeting.

7. Correspondence

7.1 Property Occupancy Document

The FAPC believes this document forms part of a wider relational agreement and is continuing to work with the Prop to present a final Property Occupancy Document to BOT.

James noted some dependency on feedback from the Proprietor.



Update to Board on progress of Property Occupancy Document

James to update to Board on progress of Property Occupancy Document at the 29 March meeting.

29.03.2021 - Deferred for 3 months to allow continued work with Proprietor by FAPC.

Due Date: 30 Mar 2021

Owner: James Kimber

7.2 Correspondence for KWS BOT - Important to read

8:58pm - The Board moved to In-committee

9:01pm - The Board moved out of In-Committee

7.3 General Correspondence to all Boards

8. Close meeting

8.1 Close the meeting

Next meeting: No date for the next meeting has been set.

- Next meeting on Monday, 29 March 2021 – 6:30pm
- Next Devotions: James

Signature: _____

Date: _____