

CONFIRMED MINUTES

BOT MEETING 29 MARCH 2021



At the **BOT Meeting 24 May 2021** on **24 May 2021** these minutes were **confirmed as presented.**

| | |
|-----------------------|---|
| Name: | KingsWay School Board of Trustees |
| Date: | Monday, 29 March 2021 |
| Time: | 6:30 pm to 9:00 pm |
| Location: | Senior Campus Staff Room , 100 Jelas Road, Red Beach |
| Board Members: | Allan Bates, Amira McMurray, Bevan Beattie, Cushla Shepherd, Graeme Budler, James Kimber, Macy Taylor, Peter Wilding , Pierre Barnard, Raelene Beguely, Ursula Elisara, Warren Peat |
| Attendees: | Chris Martin , Colette Budler , Cynthia Venter, Gina Schutte, Jonathan Price |
| Guests/Notes: | Ann Bailey, Vanessa Gatman |

1. Opening Meeting

1.1 Devotions

James shared a devotion:

It was said of David that he served God's purpose in his generation (Ac 13:36) and it was said of the men from the tribe of Issachar that they 'understood the times and knew what Israel should do' (1 Chr 12:32). What is our generation? What is our time?

In Judges 2:10-11 it says, "After that whole generation had been gathered to their ancestors, another generation grew up who knew neither the LORD nor what he had done for Israel. Then the Israelites did evil in the eyes of the LORD and served the Baals." In the book of Judges we see a moral deterioration in Israel that resulted from them forgetting the LORD.

Western society is also forgetting its Christian roots and has been unchaining itself from God and his values. And we have probably not yet seen the full fruit of those decisions. Instead our societies continue to benefit, without realising it, from our Christian roots. While it is very easy to think that things have always been this way and will always be this way, we live in a very different society from our parent's generation or our grandparent's generation.

In the book of Judges we see similarities with our own generation; society unchained from the LORD and his values, tribalism, everyone doing as they see fit, a lack of contrast between society and God's people, loss of the holy or sanctified, reduced respect for authority, and even a personality culture.

Judges 21:25 'In those days Israel had no king; everyone did as they saw fit.' But as God's people we now have a King and we have a coming Kingdom.

In that context is Christian Schooling in our generation important? Growing a generation who both know the LORD and what he has done for his people.

1.2 Meeting Admin

BOT Meeting 22 February 2021 22 Feb 2021, the minutes were confirmed as presented.



The Board approves the minutes of meeting held on 22 February 2021

The Board agrees that the minutes of the last meeting held on 22 February 2021 are a true and fair reflection.

Decision Date: 29 Mar 2021
Mover: Cushla Shepherd
Seconder: James Kimber
Outcome: Approved

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 |
| 30 Nov 2020 | Clarify F&PC questions with Proprietor Status: Completed on 24 Feb 2021 | James Kimber |
| 22 Feb 2021 | Update on SC action items Status: Completed on 22 Feb 2021 | Graeme Budler |
| 28 Mar 2021 | Trustees to review Draft Policies Status: Completed on 26 Mar 2021 | Cynthia Venter |
| 29 Mar 2021 | Evaluate Y10 build project Status: Completed on 26 Mar 2021 | Peter Wilding |
| 29 Mar 2021 | Create policy to review all major capital works projects Status: Not Started | James Kimber |
| 29 Mar 2021 | Add Council Field Space rental costs as a priority to the annual list presented to the KWT Status: Completed on 30 Mar 2021 | James Kimber |
| 29 Mar 2021 | Update to Board on progress of Property Occupancy Document Status: Completed on 30 Mar 2021 | James Kimber |
| 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 |
| 27 Sep 2021 | Graeme to invite school leaders to present their KWS Work Plan progress Status: Completed on 29 Mar 2021 | Graeme Budler |

3. Curriculum Reports (NAG 1)

3.1 Kahui Ako Annual Report

Kahui Ako Report dated 19 March 2021 circulated and taken as read. Vanessa Gatman and Ann Bailey (Across School Leaders) are in attendance to answer any questions.

In 2020 a series of PD took place which were implemented as a response to the exponential growth of domestic ELL's (English Language Learners) at KingsWay School. The PD was based around the seven ESOL principles. The team of Within School Leaders worked very hard to support staff in this area in addition to their collaborative inquiries which were also based on ELL. Overall, despite the lockdowns, our Kahui Ako was able to ensure staff had been given the tools to adapt their pedagogy to cater to the needs of these students and so improve student outcomes.

Data (graphs) were presented

This year we will be supporting staff in numerous ways to ensure that the principles are embedded in both planning and teaching.

Our aim for 2021 is to ensure that this focus encompasses not just the needs of the individual students but their whanau. We are looking at initiatives to include parents and caregivers by providing school communications (including meetings) in their first language.

Towards the middle of the year we will be introducing the Wellbeing focus. We intend to do this in tandem with the Wellbeing Framework which will be introduced to the school shortly. This is an MOE requirement, however the leaders have agreed not to rush to change focus, it's a ten year journey therefore pressure off.

Graeme - Commended Ann and Vanessa as leaders. Will need to find a replacement for Vanessa as Across School Leader.

The KWS ECCs are officially part of our Kahui Ako.

Confidence level vs results - gather student data this year for outcomes. Longitudinal studies year on year. Identifying students this year.

Board noted the high number of ESL students in the school is not represented in the make up of the board. The Chair invited Ann to make recommendations to the Board how we could attract representation from this sector.

Allan prayed for Vanessa & Ann

7:12pm - Ann and Vanessa left the meeting.

4. Finance Report (NAG 4)

4.1 Finance

Monthly Financial Reports and Draft Financial Statements for 2020 circulated and taken as read

February results:

As a result of the impact of the roll increase and the MOE only recognising the financial implication of this at the end of March, we will review the 2021 budget and confirm a revised budget (if necessary) by June of 2021. All efforts will be made to remain within the original agreed deficit and there is at this stage little expectation that this number will be altered, it is the hope that this number will be decreased.

Special Character donations are down, reminders were sent and we have since received some payments. This is being closely monitored.

Draft Financial Statements:

We have ended close to where we thought we would end.

Revised Capex / Project Budget:

Gina shared the revised figures as a result of Phase 2 of Te Kainga being completed in 2021 the capex budget requirements have changed. Additionally, the school is to pay for the plants and gardening in the Te Kainga space which was not previously considered. The plan is for the Board to approve an amount of \$75k for planting, the financing comes from our results within budget.

We have decreased the amount to \$15 for schools.

Working capital still looks like we will make the \$500 per student. The FAPC are committed to achieving this figure.

10YPP Expenditure 2020:

The program is continually updated.

Digital Signboard Proposal circulated and taken as read

The ELT proposes to install a digital signboard at the Junior Campus. The ELT first proposed this motion in 2019; however, the Board wanted to generate more donations before committing to the project. The recent donation allows the board to push play on the project and communicate to the community that most of the funds were donated. Three providers were contacted, but Canon is a front runner in cost, quality, aesthetics, and support. Their representative mentioned that they are basically installing the sign at cost as part of developing an ongoing relationship with KingsWay. Canon provides the school's photocopiers.

Fourteen parents have indicated, in the Getting Stuck-In questionnaire (2020 & 2021), that they will advertise on the digital signboard.

Discussion:

- The donation had no strings attached. Happy to spend as we choose.
- Cushla explained how their school's signboard is a community hub, interactive and great exposure.
- Can be used for inspiration and special character.
- Can be made to pay for itself quicker, when it's freehold will be an income stream.
- Will be covered by our insurance (re vandalism) as it's a fixed asset, and inside school grounds.
- Advertisers have a contract with SC alignment.

The financial report was received with thanks.

7:36pm - Gina left meeting



The Board approves the draft financial statements to be presented to BDO for the annual audit.

The BOT approves the draft financial statements to be presented to BDO for the purpose of the annual audit.

Decision Date: 29 Mar 2021

Mover: Peter Wilding

Outcome: Approved



The BOT approves the adjusted capex/project expenditure request

The BOT approves the adjusted capex/project expenditure request

Decision Date: 29 Mar 2021

Mover: James Kimber

Seconded: Bevan Beattie

Outcome: Approved



The Board delegates the responsibility to BOT Chairman & E P to sign final financial statements

The BOT delegates the responsibility to the Chairman and the Executive Principal to sign the final financial statements following the annual financial audit so these can be submitted to the MOE by the 31st of May 2021. The delegation is dependent on the FAPC approving the financial statements at the conclusion of the audit.

Decision Date: 29 Mar 2021
Mover: Warren Peat
Seconder: James Kimber
Outcome: Approved



The Board supports the request to the KingsWay Trust to purchase & install a digital signboard.

The BOT supports the request to the KingsWay Trust to install a digital signboard and permits the ELT to purchase and install the same.

Decision Date: 29 Mar 2021
Mover: Ursula Elisara
Seconder: Raelene Beguely
Outcome: Approved

5. Executive Principal's Report

5.1 Executive Principal's Report

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

Nag 2 - Reporting, Self-Reviewing & Community Consultation:

2020 Annual School Report circulated for Board review and approval before being submitted to the MOE.

Ursula identified a few minor typos and will advise Cynthia.

Student Discipline:

The disciplinary committee met this afternoon and the decision was to exclude the student from school.

Special Character:

A special character review coming up - Eoin Crosby and Larne Edmeades with Board and Community in May. Our Special Character Theological framework is on our website, they are excellent and Peter encouraged the Board to be familiar with them.

Kumeu Christian School:

Warren & Graeme met with Liz. She is a passionate leader and we are looking forward to what she is going to bring to this role.

Impact of Covid on schools:

See MOE report

BOT Projects:

The plan to have stage 2 completed by September. Peter been helping in gardens. Rachel been helping with Y10 stage-2 clear out in preparation for the alterations.

We have had a few parents volunteering to help Peter in the gardens.

Kola - resource consent is through. It will be the biggest one ever made, and there is only one steel company that can make it.

Year 10 Programme:

A committee appointed Vanessa Gatman (Kahui Ako Across School Leader and Middle School teacher) in March as the leader of the Year 10 programme. However, this position will officially commence at the start of 2022. Lisa Lambert, Graeme Budler and now Vanessa Gatman are leading the Year 10 Task Force towards preparing for the programme's launch in 2022.

Parent Meeting online

We had 680 families online, and have received many compliments.

The Board received the EP report with thanks.



The Board approves the 2020 Annual School Report subject to a few minor typos identified by Ursula

The Board approves the 2020 Annual School Report subject to a few minor typos identified by Ursula.

Moved by Board Chair. Carried unanimously.

Decision Date: 29 Mar 2021
Mover: Peter Wilding
Outcome: Approved

5.2 Personnel

Teaching staff - (BOT to ratify)

Vanessa Gatman has been appointed to the position of Head of Junior Secondary School. This position commences Term 1, 2022. It carries 4 permanent SU and 1 MMA.

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

Shayna Evans has been appointed to a fixed term, part-time ESOL Teacher Aide position, dependent on MOE funding.

The MOE, and other providers, have offered fixed-term AdHoc funding to enable some of our teacher aides to have additional hours for a fixed term only this year: Nikki Alley, Fiona Brown, Courtney Frankland, Sarah Greening, Jeanette Hopkinson de Morla, Hannah Jennings and Charlene van Vuuren.



The Board approves Vanessa Gatman's appointment to Head of Junior Secondary School.

Conflict of Interest: Cushla abstained from voting.

Moved by Board Chair. Carried unanimously.

Decision Date: 29 Mar 2021
Mover: Peter Wilding
Outcome: Approved

6. Discussion / Other Items

6.1 Principal's Goals

Executive Principal's Goals for 2021 circulated and taken as read.



The Board accepts the Executive Principal's Goals for 2021

The Board accepts and approves the Executive Principal's goals for 2021.
Moved by the Board Chair. Carried unanimously.

Decision Date: 29 Mar 2021
Mover: Peter Wilding
Outcome: Approved

6.2 Policies - SchoolDocs

Ursula updated the Board on the progress of the policies, ensuring:

- they align with our special character
- are less wordy, more clear and concise
- up to date with legislative requirements.

The ELT have been through all of them. The A&RC and Chair have gone through all the recommended changes and advised SchoolDocs to implement the changes. We are waiting to hear from them.

The Board can still read through and please contribute their feedback.

Graeme thanked Ursula and Raelene for the many hours of work done onsite to review the policies.



The Board is in agreement to publish the policies to the community

Once SchoolDocs have made our recommended changes, the Board is in agreement to publish the policies to the community for consultation.

Decision Date: 29 Mar 2021
Mover: Peter Wilding
Outcome: Approved

7. Correspondence

7.1 Correspondence for KWS BOT - Important to read

7.2 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, 22 February 2021 – 6:30pm
- Next Devotions: Peter Wilding

Signature: _____

Date: _____