

CONFIRMED MINUTES

BOT MEETING 24 MAY 2021



At the **BOT Meeting 28 June 2021** on **28 Jun 2021** these minutes were **confirmed as presented**.

Name:	KingsWay School Board of Trustees
Date:	Monday, 24 May 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, Graeme Budler, James Kimber, Macy Taylor, Peter Wilding , Pierre Barnard, Raelene Beguely, Warren Peat
Attendees:	Cynthia Venter, Gina Schutte
Apologies:	Cushla Shepherd, Colette Budler , Jonathan Price, Chris Martin , Ursula Elisara

1. Opening Meeting

1.1 Devotions

Amira shared a devotion on the importance of remembering and marking significant milestones, noting the Jewish traditions to remember God's faithfulness such as Passover and Hannukah. We remember to move forward with renewed faith and hope in the God who is shepherding our lives. Refer story of Princess Bertha. <https://www.24-7prayer.com/dailydevotional>. Remembering God's faithfulness through the generations reminds us we are part of a much bigger picture and that we get to play a small part in His big story.

1.2 Meeting Admin

BOT Meeting 29 March 2021 29 Mar 2021, the minutes were confirmed as presented.

Apologies:

- Ursula Elisara
- Cushla Shepherd



The Board approves the minutes of meeting held on 29 March 2021

The Board agrees that the minutes of the last meeting held on 29 March 2021 are a true and fair reflection.

Decision Date: 24 May 2021
Mover: Amira McMurray
Second: Macy Taylor

Outcome: Approved



The Board endorses the following new PTA members

- Estelle Hanekom
- Helen May
- Sharon Fernando
- Sian Bonner

Decision Date: 24 May 2021
Mover: Amira McMurray
Seconder: Peter Wilding
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
29 Mar 2021	Create policy to review all major capital works projects Status: In Progress	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: Completed on 22 Jun 2021	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 Annual PAT Report

Annual PAT Report circulated and taken as read. Graeme answering questions in Colette absence

In all aspects of the Progressive Achievement Tests (PATs), all cohorts of KingsWay students are attaining scores above the National Reference Group (NRG). Overall progress has been made in all year levels.

Both Boys’ and Girls’ cohorts are achieving above the NRG overall. When analyzing attainment and progress across both boys and girls in the lower and upper quartiles results indicate that we are teaching well across the spectrum of students. Most ESOL students are included in these test results.

There is much to celebrate and no cause for concern. We are particularly pleased with this progress in a very disrupted year. Please note that the National Reference Group indicates expected profiles for the year level, not actual scores, therefore the impact of Covid disruptions nationally is not indicated in these figures.

We are clearly seeing the benefits of our ELL strategies by Kahui Ako. We want to publish this for our community.

Note you can't teach to these tests.

The Board thanks the staff involved in putting the report together.

3.2 Position on Gender & Sexuality Education

Covering **BOT Report and Paper on Relationships & Sexuality Education** circulated.

Read only. Questions and discussion for next meeting on 28 June. Send questions to BOT@kingsway.school.nz so that these can be tabled and addressed.

Board responses due by Friday 18th June to allow for amendments to be made before circulation back to Board.

4. Finance Report (NAG 4)

4.1 Finance

Finance Report for period ending April 2021, circulated and taken as read.

April Results

At the end of April all results are within budget. Special character donations are tracking in line with the past 2 years.

Fixed Asset Register

- Part 1 of a proposed plan to ensure the fixed asset register addresses the auditors' expectations has been presented to and approved by the FAPC.
- Work is being done on part 2 which revolves around reviewing the fixed asset policy and determining the best policy for fixed asset stock counts.

Letter of Agreement with Argyle

Argyle supplies most of our uniform. They request that the school signs an LOA (for one year) which provides guarantee that sufficient uniform items will be ordered by them. They have moved production offshore. Argyle is biggest supplier in NZ. The exposure is \$104k. This is for specific to our school only items.

- The school essentially guarantees it will purchase all the items that Argyle order. The obvious risk would be that if the school decides to change their uniform there could be superfluous uniform items that the school would have to purchase and then write off. Extensive investigation and calculations were done to ensure the LOA levels do not exceed the school's budgeted requirements.
- As there has been an extensive uniform review and there will be no changes to the items contained in the LOA the FAPC supports the signing of the LOA. An agreement such as this is not specifically mentioned in the policies but would fall under the category "exceptions" for the FAPC to review.

Discussion ensued.

Finance Report accepted as read.

6:55pm Gina left the meeting



The BOT lends permission to the Executive Principal to sign the LOA on behalf of KingsWay School.

The BOT lends permission to the Executive Principal to sign the LOA as per appendix 2 on behalf of KingsWay School.

Decision Date: 24 May 2021

Mover: Allan Bates
Seconder: Bevan Beattie
Outcome: Approved

5. Executive Principal's Report

5.1 Executive Principal's Report

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

Relationship & Sexuality Education Paper

The MOE require schools to consult with their community every three years. Chris Martin has prepared a report for the Board to read, reflect, put questions together and discuss at our next meeting. Then endorse at the next meeting. There has been external input into this paper. Please read well and email questions to BOT@kingsway.school.nz

It was suggested to include Jacqui at the next meeting.

Evaluation Cycle

This year is English & Technology. The Board will receive these reports once completed.

Student Discipline:

At a recent two day principal's conference, Graeme was surprised to hear that almost every school has had a personal grievance against them. They are also experiencing an epidemic of vaping. All the other schools also stand their students down for vaping. Some schools have anti vape technology in bathrooms, however these are not cheap.

Question asked about if a student has received three 'strikes' then what happens. Graeme explained it is not our wish to exclude students but if students continue to be a dangerous example, the school does refer them to the BOT Disciplinary Committee.

Special Character:

Extension Ministries has rebranded as KingsWay Mission and clarified their vision statement. This is being communicated to staff and students over the next few weeks.

Kumeū Christian School

The ELT are so excited where Liz is taking this school. Warren will update further - see below.

Website

Will be upgraded in the next two weeks, and then launch it. The new one allows us to make changes without added costs.

2030 SGDP

The EP has placed an advert for the Director of Co-curricular Arts.

Junior Secondary

The EP is satisfied that the team is on a schedule to roll out an innovative and challenging programme in 2022. Work on the Junior Secondary space continues to be on track for completion before the commissioning at the 35th anniversary in September. The team is inspirational. We have drafted a programme, then going to consult before finalising it.

Warren confirmed that we are planning to finish by 1 September.

5.2 Personnel

Teaching Staff:

- Resignation: David Lee resigned from his permanent, full time teaching position effective 10/05/2021. David has been a MS and SS teacher from 02/07/2006, and previously from 1997 to 2002.

For BOT info only:

- Melissa van der Watt and her husband are expecting their second child and Melissa is on parental leave from 20/05/21 until 17/11/21. This has necessitated the employment of fixed term, part time teachers to cover Melissa's parental leave, as follows:
 - Priscilla Croucher – Monday and Wednesday
 - Fiona Lysaght – Tuesday
 - Rachel Greening - Thursday
 - Michelle Dunnion – Friday
- De Gibson is on sabbatical leave in Term 3, 2021 and the following fixed term, part time teachers have been appointed to cover De's absence (relief cover only):
 - Priscilla Croucher - 1 day
 - Tarryn Wrath - 3 days
 - Marilyn Pearson - 1 day
- Michelle Dunnion has also been appointed to a fixed term, part time 0.6FTTE position in the Middle School after David Lee's resignation.
- Babak Radkhrou was appointed as a permanent, full time Property Support Officer, on 14 April 2021, to replace Ben Dixon who will leave at the end of Term 2, 2021.
- Cynthia Venter's hours have been increased to 40 hours per week, 41 weeks per annum.
- Theresa Du Preez has been appointed to a fixed term, part time (10 hours per week) teacher aide position related to Learning Support project funding from 17/5/2021 until 17/12/2021.

Stephanie Baird has been appointed to a fixed term, part time position as ESOL teacher aide from 7/4/2021 until 7/7/2021 related to an ESOL project.

6. Discussion / Other Items

6.1 Briefing Paper: Surrender & Retention of Property & Searches Policy

Briefing Paper- Surrender & Retention of Property & Searches Policy circulated and taken as read.

This paper is to inform a BOT discussion on authorising all staff to be able to request the surrender of an item and retain or dispose of the item within specified guidelines and to authorise specific staff to conduct searches. This authorisation is required under the proposed draft *Surrender and Retention of Property and Searches* policy.



The Board approves the following motions re the Surrender & Retention of Property & Searches Policy

The following motions were passed:

1. That the Board authorises the Executive Principal, all teachers, and non-teaching staff to be able to request the surrender of an item, and retain or dispose of the item within the guidelines set by the Ministry of Education.
2. That the Board authorises the Executive Leadership Team, Senior Management Team, and deans to conduct searches within the guidelines set by the Ministry of Education.
3. That the Executive Principal ensures all staff are aware of their respective authorisations under these policies and of the ministry guidelines before enacting these authorisations.

Decision Date: 24 May 2021
Mover: Peter Wilding
Outcome: Approved

6.2 Kumeu Christian School - relocation

Warren update of property portfolio

KWT Strategic retreat to consider all responsibilities, Kumeu included. Kingsway West. MOE does not recognise a satellite as a separate school, they are an extension of KWS.

KWT will take responsibility for land and buildings, subject to correspondence from NZCPT.

Kumeu, Hobsonville and Massey is where they are looking for a Year 1- 13 integrated site. The Trust is looking for something that all existing schools could feed into.

COLA - we have consent, the Geo people took a core sample for saline levels. Start date is 28 September - estimated to take 12 weeks. Astro will be out of commission for T4.

6.3 Policy Update - SchoolDocs

SchoolDocs pushed back on some of our requested for changes, saying that this is not generic anymore. They cover mainly state schools and the uniqueness of integrated schools is not well understood. However they have agreed to adopt most of the school proposed changes, especially those that impacted on SC. We are satisfied.

7. In-Committee

7.1 In-Committee Item for BOT info

7.40pm - Board moved to In-Committee

7.55pm - Board moved out of In-Committee

8. Correspondence

8.1 Correspondence for KWS BOT - Important to read

Jan porter's letter to the Board refers

Discussion highlighted it would be good to have a Maori perspective included, but there was not support for extending the board to another member. Board acknowledged Jan's history with TTAA/KCS and understanding of our Christian culture.

With respect to KCS representation on the Board, the next election cycle will be an opportunity for any parental representation from KCS to apply.

Broad agreement to have expertise that the Board can call on for Maori insight and perspective especially for strategic decisions for formational documents. Also mindful of existing relationship with local Marae and Kaumatua.

Action; Graeme and Peter to write a proposal for the Board to consider.



Graeme and Peter to write a proposal on a Maori representative for the Board to consider.

Graeme and Peter to write a proposal for the Board to consider, on how we can include a Maori voice to our governance.

Due Date: 22 Jun 2021
Owner: Peter Wilding



Respond to Jan Porter's letter

Acknowledge Jan's letter.

Due Date: 28 Jun 2021
Owner: Peter Wilding

8.2 General Correspondence to all Boards

9. Close meeting

9.1 Close the meeting

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

- Next meeting on Monday, 28 June 2021 – 6:30pm
- Next Devotions: Pierre Barnard

Signature: _____

Date: _____