

CONFIRMED MINUTES

BOT MEETING 2 AUGUST 2021



At the **BOT Meeting 6 September 2021** on **6 Sep 2021** these minutes were **confirmed as presented**.

Name:	KingsWay School Board of Trustees
Date:	Monday, 2 August 2021
Time:	6:30 pm to 8:15 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, Warren Peat, Paul Claydon
Attendees:	Chris Martin , Cynthia Venter, Gina Schutte, Jonathan Price
Apologies:	Allan Bates, Colette Budler , Macy Taylor, Ursula Elisara
Guests/Notes:	Jan Porter, Allan Bates, Liz Raikes, Anton Poynter (parent visitor)

1. Opening Meeting

1.1 Devotions

Macy was due to share but was away sick, so Peter shared instead.

Closs 3:7-9 reminds us to put on the nature of Christ, taking off our old-nature. Sometimes as adults we cover up these old behaviours of anger, slander, lying etc in a “masquerade and disguise” but they are still there. Paul says “it’s time to eliminate them from your lives once and for all. Instead “live your lives in a way that God would consider worthy.” 1 Thess 2:12-13.

If you and your ideas were the only concept people had of God what would they think of him? Would they think he’s kind, gracious, slow to anger abounding in love and forgiveness ? Or would they think he’s critical, a keeper of wrongs, resentful and vengeful? The commandment to not take God’s name in vain is less about speech and more about what comes out of our heart. He is saying ‘don’t take/carry my name then do things that are incompatible with who I am’. As a board let’s ensure that we function in a way that God would consider worthy. Let’s strive to continue to respect differences of opinion and encourage and value great discussion and debate but never at the expense of dishonouring God’s name.

Peter opened the meeting in prayer.

1.2 Meeting Admin

BOT Meeting 28 June 2021 28 Jun 2021, the minutes were confirmed as presented.

The Board Chair confirmed Allan's resignation last week. The Chair thanked Allan for all his work done on the Board and particularly in the Finance and Property sub-committee. Allan has moved on to Chair of KWT, but may attend Board meetings from time to time as a guest.

Paul Claydon is our new Proprietor Rep - he briefly shared a bit about himself and family. He has a management background with Mainfreight and skills in finance and staff management.

Jan Porter is attending to bring a Maori voice and perspective to our meetings.

Welcome to Liz Raikes, head teacher of Kumeū Christian School (a satellite of KingsWay School), in attendance for her annual NEG Curriculum presentation.

Apologies - Ursula and Macey.

Conflicts of Interest: None declared.



The Board approved the In-Committee Meeting minutes dated 28 June 2021

The Board agrees that the In-Committee Meeting minutes are a true and fair reflection.

Decision Date: 2 Aug 2021
Mover: Peter Wilding
Outcome: Approved



The Board approved the minutes dated 28th June 2021

Approved

Decision Date: 2 Aug 2021
Mover: Warren Peat
Seconded: 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
29 Mar 2021	Create policy to review all major capital works projects Status: Completed on 6 Sep 2021	James Kimber
9 Jul 2021	Make community aware of Policies on the website in next Newsletter Status: Completed on 28 Jul 2021	Graeme Budler
26 Jul 2021	Fix Accent typos on KCS page Status: Completed on 5 Jul 2021	Cynthia Venter
2 Aug 2021	Peter and Graeme to look into solutions to the MOEs request not to use the word "school" for KCS Status: Completed on 26 Jul 2021	Peter Wilding
16 Aug 2021	BOT self-evaluation Status: In Progress	Raelene Beguely

3. Curriculum Reports (NAG 1)

3.1 Kumeu Christian School Annual NEG Report

Kumeū Satellite School Annual NEG Report circulated and taken as read. Liz Raikes, Head of School, and Chris Martin, Associate Principal, in attendance to answer any questions

Liz conveyed her excitement to be part of what God is going to do in this satellite school. She feels strongly that she is where He has placed her, and is enjoying this journey, even with its challenges.

Chris added that the transition is going so well because of the way Jan and Liz are working together so cohesively. Chris thanked Liz and Jan.

Open to questions:

- Location - the Trust is working behind the scenes to source a permanent suitable location.
- Students with high needs. The overall climate requires a lot of management.
- Three students have left - individual reasons provided to Board.

The Board asked how to ensure Liz is getting the support she needs. Liz replied that these two things are key;

- Communication, Chris visits every two weeks or sometimes more and
- A second release day - this allows her to cope with this new role.

Liz is constantly reviewing and seeking God's will for the school. Her vision for Kumeū Christian School is to honour our indigenous roots and for students to know and embrace their identity.

Raelene prayed for Liz and Kumeū Christian School.

4. Finance Report (NAG 4)

4.1 Finance

Finance Report for month ending June 2021 circulated and taken as read

Financial Results - We agreed in 2020 to look at revising the budget in August 2021. Thanks to the Ministry of Education funding and carefully manage expenditure we are now projecting a profit. The FAPC suggest a return to a 'business-as-usual' budget and recommend a release of budget expenditure. Next year we will continue to have financial pressures, and will identify our needs earlier.

The main release is on property as this was the easiest to hold back on. As we work towards budgeting for next year, the chances are high that we will present a deficit budget again. The FAPC hope to increase our working capital so we can whether any unforeseen financial challenges. The financial forecast should be clearer in October. No staffing restructure is required at this stage. To ensure we maintain our working capital we would balance any deficit budget with a decrease in the capex budget.

Graeme shared how other schools are struggling with their budgets, due to the lack of international students, so it is a huge feat to be doing as well financially we are. The Board agreed on the importance of not relying heavily on international student income. International funding needs to be treated as a 'nice to have' rather than a 'have to have'. Board noted MOE doesn't support deficit budgets. Queried whether restructuring will be necessary to stay within budget. We will need to plan a budget according to income. Board was advised that our financial position for next year should be clearer by October.

Graeme acknowledged Allan for the years of service and incorporating effective measures, processes and tight controls. The Board applauded.

Allan spoke and commended Gina on her work and diligence. Allan shared that 3 major projects for KWT are for KWS, so we will see more of him.

10YPP - the property assessment walk around with Proprietor is scheduled for tomorrow.

Jocelyn Gilling funds - 67% is retained for the Jocelyn Gilling Scholarship Award, therefore it has to sit there and gets reduced by \$5000 per year. Staff are aware how to access funds.

7:20pm Gina and Chris left the meeting.

7:22pm Allan left the meeting



The Board approves the revised operational and capex budgets for 2021

on recommendation of the FAPC

Decision Date: 2 Aug 2021

Mover: James Kimber

Seconded: Bevan Beattie

Outcome: Approved

5. Executive Principal's Report

5.1 Executive Principal's Report

Executive Principal's Report circulated and taken as read.

Proposal to use KingsWay School as a vaccination site - see other discussion items 6.2 below.

Special Character - The Senior School hosted another very successful Y13 Conference. The focus was on helping students transition to life outside of school.

35 Anniversary - Please diarise this week's events. Graeme would love to see the Trustees attend at least one event and represent the Board. Jan mentioned that there is nothing that looks bi-cultural on the events. Graeme assured Jan that the opening of the Te Kiangā area has a Maori influence included. Graeme will be asking each leader to incorporate Tikanga Maori into events where appropriate.

Environmental Intelligence - Email communication is a significant time thief in our lives. Hope you found that article thought provoking, as it pertains to all employees not just teachers.

Roll Numbers - 75 more students than last year. Graeme celebrated that more children are exposed to Christian Education. Jan asked whether we know the ethnicity breakdown of those 75 students. She is interested to know what percentage are Maori, if any. This data is available if required, however in the interests of keeping reporting to the Board succinct, we only include this detailed data as part of the BOT Annual School Report. This includes a breakdown of Maori learning outcomes and school strategies to address identified issues.

Junior Secondary - we held our first parent meeting, and had a fantastic turnout. We took them on a tour of the site. Very positive feedback.



BOT attendance at 35th Anniversary celebrations

All Trustees to advise Cynthia of sessions they can attend.

Due Date: 27 Aug 2021

Owner: Peter Wilding

5.2 Personnel

Executive Principal's Report - Personnel Section refers

All appointments are either fixed term or support staff and therefore do not need ratifying.

6. Discussion & Other Items

6.1 Strategic Evaluation: IT Department

I.T. Department Evaluation circulated and taken as read. Jonathan Price, Associate Principal Teaching and Learning Systems, in attendance to answer any questions.

The focus of this report is answering the question: *Does KingsWay School have the infrastructure, systems, services and personnel to facilitate quality student learning at KingsWay School from now until 2025?*

Recommendations discussed:

- Resource KingsWay Junior Campus with a dedicated 20-hour week IT person
- A dedicated fibre internet connection from the street
- Move student learning for Y5 & 6 to Google Suite

Weaknesses discussed:

- Taking away the barriers of getting the kids set-up in the classroom
- Current staffing has a few challenges as mentioned in the report. Huge pressure on Y5 & 6 staff to solve technical issues and try teach.

Strengths discussed:

- Our IT Director is particularly skilled to manage the wireless network which is a cost saving, as we don't need to outsource this service and him leaving could be a financial threat.

Summary:

In order to produce quality teaching and learning outcomes KingsWay School needs to commit significant resourcing of I.T over the next four years. Resourcing should be well planned and strategically aligned to the findings of this evaluation.

The Board acknowledged the report and noted extra 0.5 position and other significant cost implications. Board asked for an analysis of estimated costs as it appears likely this will be outside of general operations funding. Given tight budgets for next year will need plenty of notice for requests for funding of these recommendations.

7:33pm Jonathan Price left the meeting

6.2 OIA Request re COVID Vaccinations in School

Letter from parent refers, circulated and taken as read

The Ministry of Education (MOE) allows schools to decide as follows: "it is a matter for the School Board to decide to provide that facility or not (assuming there is no Health Order in place which would require schools to be used)"

The Chair had phoned NZSTA for clarity about request to use school sites. NZSTA advised it wasn't clear, i.e. for general public or for teachers/students? NZSTA advised a wait and see approach.

People can be polarised on this issue, and the school will receive criticism either way. There are many emails coming in to the Executive Principal asking for KingsWay's response. Graeme wants to address this issue in the next newsletter.

Chair asked board to consider all parents perspectives. KingsWay School has always respected parents' rights to choose whether their children opt in or out of any vaccinations on offer. It was suggested there are enough community based facilities offering COVID vaccinations.

The Board agreed not to use KWS as a COVID-19 community (general public) vaccination site as it is difficult to manage site safety during school hours.

The Board discussed allowing staff and student vaccinations on site and a further motion was proposed, and put to vote resulting in a majority in favour.



The Board agreed not to use KWS as a COVID-19 community (general public) vaccination site.

The Board was unanimously in favour of this motion. Carried.

Decision Date: 2 Aug 2021
Mover: Peter Wilding
Outcome: Approved



**The Board agreed not to use KWS as a COVID-19 vaccination site unless ...
... we receive a Health order to do so.**

The Board voted on this motion and it was passed by a majority being in favour.

Decision Date: 2 Aug 2021
Mover: Bevan Beattie
Seconder: Amira McMurray
Outcome: Approved

6.3 BOT Self-Evaluation

Raelene circulated hard copies for the trustees.

All trustees to complete and return BOT Self-Evaluation questionnaire by **16 August 2021**. Please return to BOT Secretary either via email, drop off or return by envelope with your student.

It was noted survey forces yes/no rather than degrees of agreement.

7. Correspondence

7.1 Correspondence for KWS BOT - Important to read

Peter highlighted the NZSTA training opportunities, recommending them as they are well worth it and free to attend for our Trustees.

With Allan standing down from the FAPC, the BOT need another member. With Paul's consent James moved to appoint Paul to the FAPC.



The Board appointed Paul Claydon to the Finance and Property Committee

Paul replaces Allan

Decision Date: 2 Aug 2021
Mover: James Kimber
Seconder: Warren Peat
Outcome: Approved

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, 6 September 2021 – 6:30pm
- Next Devotions: Graeme Budler

Signature: _____

Date: _____