

CONFIRMED MINUTES

BOT MEETING 6 SEPTEMBER 2021



At the **BOT Meeting 1 November 2021** on **1 Nov 2021** these minutes were **confirmed as presented**.

Name:	KingsWay School Board of Trustees
Date:	Monday, 6 September 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, Macy Taylor, Peter Wilding , Pierre Barnard, Raelene Beguely, Ursula Elisara, Warren Peat, Paul Claydon
Attendees:	Colette Budler , Cynthia Venter, Gina Schutte
Apologies:	Jonathan Price, Chris Martin
Guests/Notes:	Jenny Harvey, Jordan Barley

1. Opening Meeting

1.1 Devotions

Graeme shared the history and foundations of KingsWay School, with a PowerPoint of photos of the pioneers. He shared the legacy and their impact and emphasised that they exercised faith, grit and sacrifice.

We are called to continue with this faithfulness and be true to the original calling "to be a Christian community of learning that nurtures young people towards their full potential as servant leaders in the kingdom of God".

The Board, leaders and parents who support us, are the foot soldiers who continue to make this vision happen.

Faith in action: Hebrews 11:1 "Now faith is confidence in what we hope for and assurance about what we do now see". Most times we do not get to see the fruit, but what you plant **will** grow. Small acts make a difference.

Why is faith important? Hebrews 11:6 "And without faith it is impossible to please God, because anyone who comes to him must believe that he exists and that he rewards those who earnestly seek him".

Persevering in Faith: Hebrews 11:13 "All these people were still living by faith when they died. They did not receive the things promised; they only saw them and welcomed them from a distance, admitting that they were forgotten strangers on earth". Faith does not always equal success on earth.

He challenged BOT members to take that baton and exercise that faith so you can leave a legacy. This is a ministry.

Hebrews 11:16 "Instead, they were longing for a better country—a heavenly one. Therefore, God is not ashamed to be called their God, for he has prepared a city for them".

Graeme opened the meeting in prayer.

1.2 Meeting Admin

BOT Meeting 2 August 2021 2 Aug 2021, the minutes were confirmed as presented.

Apologies: Nil

Conflict of Interest: None

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
16 Aug 2021	BOT self-evaluation Status: Completed on 28 Oct 2021	Raelene Beguely
27 Aug 2021	BOT attendance at 35th Anniversary celebrations Status: Completed on 30 Aug 2021	Peter Wilding

3. Curriculum Reports (NAG 1)

3.1 Primary School Annual NEG Report

Primary School Annual NEG Report circulated and taken as read. Jordan Barley (Assistant Head of Primary School) presented as Jenny Harvey could not gain access to our Zoom meeting. De Gibson is on sabbatical.

Questions from the Board:

Jordan was asked whether teachers have enough support for the volume of ELL learners. Jordan confirmed that they have a robust team and feel we currently have enough support, however if the volume continues to grow we will have to continue to resource it. The Kahui Ako has been an asset in this area, providing tools and PD. The Primary has it under control at present.

A board member queried the emergent inquiry into how reading is taught across the Primary has identified the need for the purchase of some key resources and resulted in a more consistent approach to classroom practices across Y1-2. Jordan commented that the primary runs an integrated reading and writing program in Y1 and there has been a significant resource bought recently for this year group. With our ever increasing roll growth we try keep ahead of the curve, hence wherever there is a need we resource. Gina confirmed that the MOE fund the ELL area really well and we put in extra over and above their funding.

Peter mentioned he was part of the interview panel for the replacement of Assistant Head of Primary - and he endorses Cristal as a wonderful person and an excellent calibre teacher. We are blessed to have quality people willing to work in our school and leadership. He acknowledged and thanked Jordan for his contribution to Primary and Jordan thanked the Board for the privilege of working and ministering at KingsWay and will still be a part of the community.

The Chair requested a student name be redacted from the report for anonymity.

Paul prayed for Jordan and his journey ahead, for Jenny and the Primary School.

Jordan left the meeting at 6:58pm

4. Finance Report (NAG 4)

4.1 Finance

Finance Report ending July 2021 circulated and taken as read. Gina Schutte is in attendance to present and answer questions.

Gina added two updates to her report subsequent to submitting it to the Board:

- the annual property maintenance walk-around went really well.
- the current Lockdown will impact our financial outlook, we usually come out better because budget holders tend to not spend their entire budget and together with the government funding (if they do it again this time). We have not adjusted the financial prediction for the end of year yet. The income that will be influenced is rental income and potentially special character donations. However, there should equally be decreased expenses that could counter the loss of income.

Capital Works Plan: We are still in the process of concluding this, waiting for some quotes. Hence, we request an extension for the submission of the capital works plan to the BOT until the meeting to be held on 27 September 2021.

Property Maintenance Policy: The Board looked at the amendments made to the standard SchoolDocs policy. The board critiqued and amended the changes until they were in agreement with the policy for a state integrated school. Ursula will submit the policy.

Questions from the Board:

The meaning of EPMP funding was queried. Gina explained that the MOE gave state schools a sum of funding, depending on their roll, for maintenance. So APIS lobbied for the MOE to give the same funding to state-integrated schools as well, hence the 400k. Hence the meeting with Warren giving a list of identified items to be maintained. One of the things is receiving an upgrade of the Astro turf.

The Board accepted the Financial report with thanks.

7:16 pm Gina left the meeting.



The Board agreed to changes to the Property Maintenance Policy

Board all in favour.

Carried.

Decision Date: 6 Sep 2021
Mover: Peter Wilding
Outcome: Approved



Amended Property Maintenance Policy to be sent to SchoolDocs

James to send the amended version of the Property Maintenance Policy to Ursula. Ursula to liaise with SchoolDocs to see if they will accept it with the amendments, as is.

Due Date: 27 Sep 2021
Owner: Ursula Elisara

5. Executive Principal's Report

5.1 Executive Principal's Report

Executive Principal's Report circulated and taken as read

The KWS Work Plan has been updated for Term 3 - Lockdown will have an impact on our plan, but there is good progress.

Primary School - Management has started their planning on the design build and will update the Board regularly.

Kumeu Christian School - we have our staff compliment for next year which will allow Liz to take the school to the next level. The leadership change has been accepted well. Feedback from families is positive. But the name is a problem, because the MOE will not allow us to call the school a 'school', when it is a satellite. Peter has been working in the background on this.

Environmental Intelligence - Boarders being closed is making it really difficult to fill staff vacancies.

Correspondence - see letter from NZSTA regarding BOT Student rep elections. We had already started an online election process because of being in Lockdown. However, NZSTA don't approve. Our current student rep brought to the Boards attention that the settings on the online voting forms were not secure. The BOT Secretary will liaise with the Returning Officer to ensure the process does not lack integrity.

Roll Numbers - as you can see, we continue to grow.

Junior Secondary - the team continues to meet and intends to get the parent group together online, so as not to lose momentum. The Executive Principal met with HOFs and HOSs to outline how it is going to work.

Kahui Ako - new leaders have been appointed for next year. Graeme thanked Raelene for sitting in on the interviews. The PD and tools Kahui Ako provide benefit us immensely.

5.2 Personnel

Technology Department has taken a hit with two people leaving in the same year. It has been difficult replacing staff with the Boarders being closed.

Teaching – permanent positions to be ratified

- David Wood – permanent, full time Primary School teacher, commencing T1, 2022
- Hamish Morgan - permanent, full time Primary School teacher, commencing T1, 2022
- Breanne Beckett - permanent, full time Middle School teacher, commencing T1, 2022
- Melissa Smith - permanent, full time Middle School teacher, commencing T1, 2022
- Mahaylia Stevenson - permanent, full time Middle School teacher, commencing T1, 2022
- Paul Miller – Senior Campus Science teacher commencing T1, 2022
- Monya Vorster - reducing to 0.8FTTE from 1.0FTTE at the start of Term 4 and every T2 to 4 going forward. This reduction is at Monya's request. Change commences T4, 2021
- Cristal McKoy – Assistant Head of Primary School, commencing T4, 2021
- Jen Peters – Assistant Head of Middle School (additional AHOMS role), commencing T1, 2022
- Shan Young – permanent, full time at Kumeu Christian School commencing T1, 2022
- Katie Richards - permanent, part time (0.2FTTE), at Kumeu Christian School, commencing Term 1, 2022
- Juergen Lier – moves from a Middle School teacher to a Senior School Technology teacher from the start of Term 1, 2022

- Melanie van Rooyen – picks up the Y8 HOLA role from the start of Term 1, 2022 (replacing Jen Peters)



The Board unanimously approves all the above permanent teaching positions

All in favour

Carried

Decision Date: 6 Sep 2021

Mover: Peter Wilding

Outcome: Approved

6. Discussion / Other Items

6.1 External Evaluation: Technology

Technology Evaluation Summary Report circulated and taken as read. Colette Budler, Associate Principal - Teaching & Learning, is in attendance to present and answer questions.

This evaluation is part of a strategic review. An external evaluator was contracted to lead the evaluation process of the current state of the Technology learning area, and to make recommendations for the future direction of the Technology curriculum design and delivery.

Questions from the Board:

The Board asked Colette to clarify the health and safety point raised. She has spoken to the teachers of both junior and senior students regarding implementing the recommendations put forward. The Technology room will be deep cleaned in Level 3. We need a storage facility for projects but need to work with the new person around this, before rearranging the rooms. Next year we want to use the EPMP money to remodel the Allan block (both Technology and Science) to allow the spaces to be used more optimally.

Asked about the student feedback saying they are "arranging rather than creating". HMT and DVC are lacking innovation, creativity and leadership. Staffing is the risk, and are hard to find. This is a prayer item. We have lengthened the rotation in Middle School, to allow for more creativity in response to the review. The woodwork and metal-work are in the same workshop but different areas and DVC is in a separate room.

Regarding staffing; we have found a teacher to temporarily cover for Term 4.

Peter thanked Colette for the assurance given to the Board that these areas are being scrutinised and the School is looking for ways to improve.

7:39 pm Colette left the meeting.

6.2 COVID-19 Update

Overview

There has been a smooth transition to Alert Level 4.

Staff and students were prepared by ELT to take gear home in preparation for a sudden move in alert levels.

Primary staff prepared learning packs in advance which made the transition to home learning easier.

We introduced live wellbeing seminars for parents who were struggling to manage the wellbeing of their children.

Issues and Risks

Senior technology and other learning programs that require hands on learning pose a risk.

The borders are closed so it is more difficult to recruit staff.

The constant adjustment of programs in response to lost class time creates massive workload for management.

Plans to Move to Alert Level 3 and 2

We plan to use non-teaching staff and management to supervise students at Alert Level 3 and three teachers per a bubble of 9 students.

The ELT are preparing to move back down the levels.

Distance Learning

Our system is currently effective and productive.

We have adjusted programs based on survey feedback from previous lockdowns.

We have sent out another survey to gather more data on how the school can further support student wellbeing and home learning.

Peter wrote a thank-you school notice to School community and staff from the Board.

Peter commended Graeme's initiative to shut down on Wednesday afternoons, it has been well received by staff.

6.3 Briefing Paper: Conversion Therapy Submission

Briefing paper and supporting documentation circulated and taken as read.

The government wants to put through an amendment bill before the end of year, to protect the safety of vulnerable people particularly struggling with their gender. However, the implication of the bill means teachers and parents could be criminalised if students approach teachers for advice/counsel.

The AIS school have put a submission in.

It was recommend that Board should express its concerns that this would criminalise our teachers and staff and potentially harm rather than protect students, and that the board should put a submission forward.

The Board discussed the matter, and how to respond.

Peter proposed that the board makes a submission opposing the current bill, highlighting the unfair bias, the removal of the long-established rights of parents and teachers and the criminalisation of honest New Zealanders who wish to walk true to their faith and act in the best interests of the children and young people they are responsible for.

Peter to work with Graeme to put together a submission, then email it to the Board to check and make sure they are in agreement, before submitting. It was noted submission closed the following day.



The Board agrees to make a submission opposing the Conversion Practices Prohibition Legislation Bill

All in favour.

Carried.

Decision Date: 6 Sep 2021
Mover: Peter Wilding
Outcome: Approved

7. Correspondence

7.1 Correspondence for KWS BOT - Important to read

Peter brought the Board's attention to the School's submission to SIEBA regarding International Students.

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, 27 September 2021 – 6:30pm
- Next Devotions: Cushla Shepherd

Signature: _____

Date: _____