

CONFIRMED MINUTES

BOT MEETING 29 NOVEMBER 2021



At the **BOT meeting - 28 February 2022** on **28 Feb 2022** these minutes were **confirmed as presented**.

Name:	KingsWay School Board of Trustees
Date:	Monday, 29 November 2021
Time:	6:30 pm to 8:52 pm
Location:	Microsoft Teams Meeting, Link in your calendar invite
Board Members:	Amira McMurray, Cushla Shepherd, Graeme Budler, James Kimber, Peter Wilding , Pierre Barnard, Raelene Beguely, Paul Claydon
Attendees:	Macy Taylor, Warren Peat, Colette Budler , Cynthia Venter, Gina Schutte, Jonathan Price
Apologies:	Chris Martin , Bevan Beattie, Ursula Elisara
Guests/Notes:	Jan Porter , Joelle Lu

1. Opening Meeting

1.1 Devotions

Warren shared a devotion on his background and testimony. His wife trained to be a nurse and he completed a degree in teacher training. They both shared a love of worship and music and this lead to worship leading in their church. It was rich times of fellowship and community. Warren has led three schools in his career.

Warren announced that this is his final meeting as CEO of the KingsWay Trust, as his contract concludes at the end of Jan 2022. Warren thanked Colette for her great Special Character report and the most significant achievement has been the work done by the Trust establishing the special character documents and guidelines to support all of our schools.

There is so much more in the pipeline for KingsWay School and he looks forward to seeing all the items in the SG&DP come to fruition.

Warren prayed the prayer that Paul prayed for the Ephesians for the Trustees. **Ephesians 3:14-21**

For this reason I kneel before the Father, from whom every family in heaven and on earth derives its name. I pray that out of his glorious riches he may strengthen you with power through his Spirit in your inner being, so that Christ may dwell in your hearts through faith. And I pray that you, being rooted and established in love, may have power, together with all the Lord's holy people, to grasp how wide and long and high and deep is the love of Christ, and to know this love that surpasses knowledge—that you may be filled to the measure of all the fullness of God.

Now to him who is able to do immeasurably more than all we ask or imagine, according to his power that is at work within us, to him be glory in the church and in Christ Jesus throughout all generations, for ever and ever! Amen.

1.2 Meeting Admin

BOT Meeting 1 November 2021 1 Nov 2021, the minutes were confirmed as presented.

Apologies: Bevan Beattie, Ursula Elisara

Conflict of Interest: Raelene Beguely declares that she is currently employed at the School in a part time support staff role on a fixed term contract that ends in December.

The BOT Minutes dated 1 November 2021, were accepted as a true and accurate reflection.

In response to Warren's announcement of leaving the Trust, the Board Chair thanked him for everything he has brought to the school, his wisdom and knowledge. Peter prayed a blessing over Warren and Gwyneth.

The Board Chair welcomed Joelle Lu, our new BoT Student Rep for 2022

The Board Chair thanked Macy Taylor for her contribution to the Board over her term.

The Board Chair brought to the notification from NZSTA to the trustees attention that there is a new date for the trustee elections, now delayed till September 2022.

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

3. Curriculum Reports (NAG 1)

3.1 Special Character Annual Report

Annual Special Character Report circulated and taken as read. Colette Budler (Associate Principal of Teaching & Learning) is in attendance to answer any questions.

In 2021, the professional development plan was to continue to facilitate an individualised PD programme and to reintroduce the Special Character certification programme. This operated very successfully in the first half of the year but unfortunately lockdown interrupted the introduction of the certification process.

Teachers have noticed that connection with youth groups and Sunday School has been difficult for most students as churches navigate the lockdown journey, and thus Devotions and Biblical Studies have been a particularly important connection time during lockdown. We are so grateful to have loving, caring teachers that continue to support and challenge students in their faith journey, even online.

The Senior School have just completed a student survey but the results came in too late for this report. Colette shared that the results are very similar to last year.

A trustee queried the timing of the survey. Colette explained that the students had been given other surveys to complete and hence she waited until they were back at school. It is tricky to get a true reflection of the year and not just a representation of their lockdown experience.

Service was interrupted by Covid19 lockdowns but next year we've got a teacher who's going to oversee service across the whole school with our new leadership system so we were looking forward to what happens.

James prayed for Colette

4. Finance Report (NAG 4)

4.1 Finance

Finance Report for period ending October 2021 circulated and taken as read. Gina Schutte (Executive Officer) is in attendance to answer any questions.

Gina announced her resignation from KingsWay School and that this will also be her last Board meeting. She thanked everyone for the privilege and honour of serving the school.

October Results - The projected results for end of 2021 indicates considerable savings in items as a result of the lockdown.

2022 Operational Budget - is set at returning a profit.

2022 CAPEX Budget - was based on KingsWay School's immediate needs but also incorporating the future working capital requirements to ensure KingsWay School has provided sufficiently to meet the Capex needs of the 2030 Growth & Development Plan.

Capital Works Plan - Gina shared the list of priorities that are being worked on. Thanks to Warren for the jobs that will be done at the end of this year. The school accepts the plan as is.

Questions from the Board:

A trustee queried the "potential downside of 30 students going to home-schooling" and whether there is any chance of this increasing in 2022 and are we exposed? Gina explained the financial impact is that we lose Special Character Donations and operational funding but still receive our allocated staff funding. Graeme introduced spending of budgets in 1/3 increments through the year, so it's easy to pull back to recoup. Also with borders opening in April 2022 the intake of International students will counter any loss. Graeme explained that last lockdown we had the same pattern, but most of the withdrawals have since returned to school. Primary is full as when they leave we replace them. We continue to interview. Many other schools are having the same thing happen. However, we are able to replace due to our waiting list.

Another trustee queried the "MOE decrease of FTTE split site funding for KCS" was there a reason? Graeme responded saying that we have been working on this for 7 weeks now and are still waiting for a response from MOE, but it will be on the positive side.

She also queried the proposed capex budget for Senior School and asked what it gets spent on? Gina explained that this is for subjects where they need to replace or buy more capital equipment.

Her final question was to ask what the school's plan is if the Government mandates all students to be vaccinated and the potential that we may lose more students because of it. The EP responded saying we need to wait for that eventuality and then have an extraordinary meeting to address it.

2022 Budget - James mentioned that the IT admin person for the JC has been shelved but the school may come back to the board for this if the financial position improves. Gina talked through the figures in Appendix 2.

The Board Chair queried the reason for the increase in administration costs since 2018. Gina explained that it is mostly salaries. We have changed our structure, all our counsellors used to be teachers but are now currently support staff workers and hence we have more support staff employees. School student numbers have also grown. The support staff collective dramatically increased their salaries, however they did increase our funding accordingly.

James thanked Gina for all her hard work and diligence.

James prayed for Gina

7:19pm Gina left the meeting



The BOT approves that the school has the discretion to spend up to 25K to upgrade IT in primary,

if improved budget forecasts occur in 2022.

All in favour. Carried.

Decision Date: 29 Nov 2021
Mover: Peter Wilding
Seconder: James Kimber
Outcome: Approved



The Board accepts the Financial Report for 2021

All in favour. Carried.

Decision Date: 29 Nov 2021
Mover: James Kimber
Seconder: Amira McMurray
Outcome: Approved



The Board accepts the Budget for 2022

All in favour. Carried.

Decision Date: 29 Nov 2021
Mover: James Kimber
Seconder: Paul Claydon
Outcome: Approved



The Board accepts the CAPEX Budget for 2022

All in favour. Carried

Decision Date: 29 Nov 2021
Mover: James Kimber
Seconder: Graeme Budler
Outcome: Approved

5. Executive Principal's Report

5.1 Executive Principal's Report

The Executive Principal's Report circulated and taken as read.

Congratulations to Cushla on her appointment as Principal of AJHS. Thanked Macy, our student rep. It has been a privilege to work with Gina. Thanked Warren for his input to the school and Trust.

Annual Plan Update - see updated Work Plan circulated. Some have been transferred to 2022.

Special Character - the external review is very encouraging and Graeme thanked Warren for his input.

EOTC - Y10 Camp Trip Application to be approved. This is a new camp site that will accommodate all students (vaccinated or unvaccinated). The school will mitigate risks closer to the time, but can't be risk adverse. We plan to do rapid antigen testing before leaving. But we cannot guarantee to the parents that there won't be a covid case at school in the future.

Covid19 report - 80% of students are back. The staggered method in PS is going well. Staff are struggling with masks for 6 periods a day.

Kumeu Christian School - we have a number of staff leaving us, and we will honour them. The school is in a dangerous situation because of the staff leaving.

Upgrade of Facilities - we will be able to sign off stage 2 soon. It is such a wonderful space, the Year 7s who are currently using it, love it.

The Digital Sign is up. We have already been approached by people wanting to advertise. The Board Chair asked if we could put up a Christmas message.

Roll numbers - looking great and continue to grow.

Y10 Programme - Lisa and Vanessa have done exceptionally well to continue throughout lockdown and we are set and ready to launch into this. Their team is so organised and has planned lessons for the whole year already.

Kahui Ako - Nikki Clark was appointed as the ASL to replace Vanessa Gatman who took up the Junior Secondary leader.

Capital Maintenance Plan - as a management we have accepted it.



The Board approves Y10 Camp Trip Application keeping inline with H&S

With provisos in place.

All in favour

Carried

Decision Date: 29 Nov 2021

Mover: Peter Wilding

Outcome: Approved



The Board endorses & supports the ELT to make the decisions necessary

KCS is an operational decision, the chair moves to endorse and support the ELT to make the decisions necessary to manage the future and location of KCS

All in favour

Carried

Decision Date: 29 Nov 2021

Mover: Peter Wilding

Outcome: Approved



The Board accepts the Capital Maintenance Plan for 2022

The Board Chair moved. All in favour. Carried.

Decision Date: 29 Nov 2021

Mover: Peter Wilding

Outcome: Approved

5.2 Personnel

Appointments to be ratified:

Permanent teacher commencing T1, 2022.

- Sue Morris, Middle School teacher

For Board Information Only:

Teacher fixed term appointments, FYI only:

- Jaydene Smit, continuing with 0.8FTTE in 2022
- Lorraine Henry, fixed term for T1 & 2, 2022; covering for Rebeka O’Gorman-Dove’s parental leave

Support staff fixed term appointments T4, FYI only:

- Ben Dixon, Casual/On-Call appointment

- Jannick Henry, Casual/On-Call appointment
- Adrian Steel, Technician for Hard Materials, permanent, part time, 5 hours per school week.



Board approved the permanent middle school teacher, Sue Morris, commencing Term 1, 2022

All in favour. Carried

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

6. Discussion / Other Items

6.1 Special Character External Evaluation summary

Special Character Review circulated and taken as read.

Every three years, NZCPT conducts a formal external review of Special Character within the schools for which they are proprietor. This is the 5th year since the previous review. NZCPT appointed Eoin Crosbie (NZCPT Trustee) to lead this review. Warren Peat has traditionally assumed this role as CEO of NZCPT. Larne Edmeades (Principal of Bethlehem College) was seconded to the review team to bring a completely external perspective to the process, to be encouraged and learn from a well-established Christian School. Dr Jacqui Lloyd acted as a consultant to the review team, given her intimate knowledge of KWS's current engagement with professional development and implementation of the KWT Special Character documents.

Over the two days of the Special Character Review, it became evident that KingsWay School is actually doing what they say they are doing. They walk the talk. Through careful articulation and continuous vision casting; students, teachers, support staff, whanau and trustees spoken to were all able to connect with and express aspects of Special Character.

The Board Chair thanked Warren and the Team who did the review and thanked Graeme for his leadership in making the progress since the last report.

The Board Chair moved that we receive the report with thanks from the review team.

7:43pm Colette left the meeting

6.2 EP Annual Appraisal

Executive Principal's Appraisal for 2021 and COI Survey Results circulated and taken as read.

We were not able to use our Pacific Hills partners in Australia this year so fortunately the Principal of Elim College, Murray Burton, agreed to do it. It was agreed to do an abridged report. He spoke to a sample of staff, ELT, SMT and Board members to build this report. The Board Chair thanked the EP for another excellent year of work, performance and leading the school so well.

There were no questions or further comments from the Board. The Board Chair noted that the Board is deeply grateful for what Graeme does. Graeme thanked Peter for being such a supportive Chair and thanked James for his input from the FAPC.

It is also a requirement in our Board Policy to survey our ELT around Conflict of Interest and no conflict was found.

6.3 BOT Work Plan 2022

Draft BoT Work Plan for 2022 circulated and taken as read.

The Board is required to ratify.



The Board approves the BOT Work Plan for 2022

The Board Chair moved. All in favour. Carried

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

6.4 Policies: Briefing Paper re Employment Delegations

Briefing Paper re an amendment to Employment Delegations circulated and taken as read.

This paper was to inform a BOT discussion on delegated authority to terminate staff on matters of legal compliance. Chair of Audit and Review had advised she understood current policies were sufficient however MOE and NZSTA recommended Boards confirm their position. To ensure we follow correct employment processes, for the sake of clarity the Board Chair recommended an update to our delegations policy.



That the Board delegates to the Executive Principal and the Board Chair authority

to manage any employment process relating to compliance with COVID-19 Public Health Response (Vaccinations) Order 2021 up to and including dismissal on the understanding that school will follow a fair and reasonable process and fulfil its good employer obligations based on guidance from its specialist employment advisors.

The Board Chair moved. All in favour. Carried.

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



Update to Delegations policy

Advise update to School Docs

That the Board delegates to the Executive Principal and the Board Chair authority to manage any employment process relating to compliance with COVID-19 Public Health Response (Vaccinations) Order 2021 up to and including dismissal on the understanding that school will follow a fair and reasonable process and fulfil its good employer obligations based on guidance from its specialist employment advisors.

Due Date: 28 Feb 2022
Owner: Ursula Elisara

6.5 Briefing Paper: Vax Mandates

Briefing Paper on COVID-19 Vaccination Mandate from a Trustee circulated and taken as read.

Before the Board Chair handed over to the Trustee to talk to her Briefing Paper, he explained, for sake of clarity for the meeting, that he had spent a lot of time talking to NZSTA on this issue and seeking counsel from our Governance advisors and they were of a very strong opinion that the Board must remain a politically neutral Board who undertakes governance and is compliant with legislation. It was the opinion of NZSTA that we should not take stances on the issue of vaccines. On the advice of NZSTA the Board Chair cannot allow a motion to be moved that would become a decisive motion.

The trustee that presented this paper asked the Board to reconsider and to act as an advocate to ask the MOE the following, because as a Board we would carry more weight:

1. That, although the Board recognises that it must and will comply with the recent Vaccinations Order, the Board does not support it, in principle.
2. That the Board requests that the Minister of Education reconsider or revoke the Vaccinations Order, or provide evidence to prove that it is necessary; and,
3. That the Board requests that the Minister of Education introduces a regular testing regime as an option for unvaccinated staff and volunteers.

She doesn't believe that MOE have provided enough evidence to support the need to mandate vaccinations. She believes her motions 2 and 3 are not saying we will not comply.

The Chair said that the NZSTA advisor advised strongly that we represent a whole community and can't take a stance for one voice and not another. He offered the Trustee the opportunity to record a statement in the minutes.

Another Board member gave a different perspective that their school has chosen not to have an opinion for the same reasons given by the Board Chair, they have focused on wellbeing and staff support. Graeme has gone above and beyond to provide support for the staff.

The Board Chair reminded the Trustees that as we enter the Board room we leave our personal agendas at the door because we are here for the overall good of the school.

The proprietor shared the experiences of another Board who has tried to take a stance but have had to retract their motions so as not to divide their community.

The Trustee asked again for motion 3 to be considered. Another trustee responded to her saying that the Government is trialing testing but it will be alongside the vaccinations. It will not be one or the other, it will be both vaccinations and testing together, this is the direction we are heading in.

And another Trustee pointed out that our delegation of power comes from the government and therefore we cannot vote against them.

The board chair drew the discussion to a close.

6.6 BOT Self-Review

The BOT Self-Review Results circulated and taken as read.

Raelene thanked everyone who filled in the survey.

The recommendations are:

- to explain the kahikatia (Maori education strategy), and Pasifika Education Plan
- board needs to upskill themselves with NZSTA online resources.

The Board Chair commended NZSTA training to Trustees and especially recommended the governance workshop.

Peter thanked Raelene and will add this as an agenda item to the Board planning day in January.



Agenda items for Strategic planning day

The recommendations are:

- to explain the kahikatia (Maori education strategy), and Pasifika Education Plan
- board needs to upskill themselves with NZSTA online resources.
-

Due Date: 31 Jan 2022
Owner: Peter Wilding

6.7 In-Committee

8:23pm - The Board moved to in-committee

8:46pm - The Board moved out of in-committee

7. Correspondence

7.1 Correspondence for KWS BOT - Important to read

7.2 General Correspondence to all Boards

Board Chair noted the need to confirm annual plan but wants to do this in a face to face meeting. We are planning for a strategic planing day in late January.

Ursula has also offered to host a Board gathering at her place on Kawhau Island. Board Chair to advise possible dates early next year.

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: _____