

CONFIRMED MINUTES

BOT MEETING - 28 FEBRUARY 2022



At the **BOT Meeting - 28 March 2022** on **28 Mar 2022** these minutes were **confirmed as presented**.

Name:	KingsWay School Board of Trustees
Date:	Monday, 28 February 2022
Time:	6:30 pm to 7:46 pm
Location:	Senior Campus Staff Room , 100 Jelas Road, Red Beach
Board Members:	Amira McMurray, Bevan Beattie, Cushla Shepherd, Graeme Budler, James Kimber, Paul Claydon, Peter Wilding, Pierre Barnard, Raelene Beguely, Joelle Lu, Jordan Barley
Attendees:	Colette Budler , Cynthia Venter, Jonathan Price, Jan Porter , Yolind Strydom
Apologies:	Chris Martin
Guests/Notes:	Sam Bandara

1. Opening Meeting

1.1 Devotions

Peter shared from John 10 - Jesus was talking to the Pharisees about an eternal Truth. This passage describes our mission and goal within Christian Education; to raise up young people to learn to hear the voice of Jesus so well that they would follow Him. Also, that when the students leave our school and they will continue to follow the good shepherd. Peter relayed a story about a guard on sentry duty who let his guard down. Similarly, we as Board members and teachers, are gatekeepers who need to stand guard, defend and protect the 'sheep' against intruders coming in over the walls. Protect our special character and ensure that we don't drop our gaze or get tired of doing what we are called to do and continue to protect and defend it.

Peter read out our board Karakia (Māori prayer).

1.2 Meeting Admin

BOT Meeting 29 November 2021 29 Nov 2021, the minutes were confirmed as presented.

BOT Strategic Meeting 10 Feb 2022, the minutes were confirmed as presented.

Apologies: Cushla Shepherd & Jan Porter

Welcome: Jordan Barley as a Proprietor Rep

Conflict of Interest: Peter has been appointed as CEO of KWT and NZCPT. After consulting with both groups, they don't feel there is a conflict of interest. He is still a parent elected Rep.

Delegations: All continue the same, apart from A&RC - Ursula has left so we need a replacement. Graeme suggested he could work with Raelene. Amira volunteered.



The Board appoints Amira McMurray into the A&RC

Moved by Board Chair. All in favour. Carried.

Decision Date: 28 Feb 2022

Mover: 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
31 Jan 2022	Agenda items for Strategic planning day Status: Completed on 28 Feb 2022	Peter Wilding
28 Feb 2022	Update to Delegations policy Status: Not Started	Ursula Elisara

3. Curriculum Reports (NAG 1)

3.1 New Timetable Presentation

New Timetable - Jonathan presented the changes with a PowerPoint presentation.

Life Lab - we changed the time constructs to allow for deeper connection between the homeroom teacher and students. It is a paid teaching time and therefore we have a high expectation of preparation and delivery. We have made this a more structured programme that runs alongside Biblical Studies and compliments Biblical Studies, by engaging and discipling students. We are looking forward to seeing some really good outcomes.

Wider Learning - is a 85 minute slot to input meaningful items to extend students in sports, arts, crafts, music, dance, cinematography and a whole range of things. It also allows us to offer career education into this space such as a diving course, barista course, CV & interview skills, financial literacy course, etc. There are 20 options to choose from.

6:51pm Jonathan left the meeting

4. Finance Report (NAG 4)

4.1 Finance

Finance Report and Draft Financial Statements circulated and taken as read. Sam Bandara (Accountant) in attendance to answer any questions.

The Chair of the FAPC, James Kimber, thanked Sam for all her work in the financial report.

Section 1 - DRAFT Financial Operating Results. We have done better than expected, mainly due to expenditure being down during Lockdown. Board accepted - see motion.

Section 3 - Working capital is \$664 per student considering what we have been through this is a strong position.

Section 2 - Draft Financial Statements 2021 - taken as read.

Total relief costs have ended up being higher due to the mandate and having to cover teachers/staff. However, what we save on staff, we lose on relievers. So it is an 'in-and-out'.

The Te Kiangā underspending in 2021 was due to the extended lockdown and the unavailability of contractors to complete work, therefore the request to transfer them to 2022. See motion.

Section 7 - Sale of Property Vehicle (ATV). This quad bike is no longer required so that we have outsourced Property to Turftech. They don't wish to purchase it. The value is more than \$5,000 therefore the school needs Board approval. See motion.

The Board accepted the Financial Report with thanks.

7:10pm Sam left the meeting



The Board accepts the draft Financial Operating Results as presented

Section 1 - Draft Financial Operating Results

Decision Date: 28 Feb 2022

Outcome: Approved



The Board approves a fixed asset write off of \$10,609 (for 2021)

Section 5 - Fixed Asset register

Decision Date: 28 Feb 2022

Mover: James Kimber

Seconded: Graeme Budler

Outcome: Approved



The Board approves the release of the maintenance provision of \$19,780 from the accrual for 2021

Section 6 - Cyclical Maintenance Accrual - bringing the accrual balance to \$224,906

Decision Date: 28 Feb 2022

Mover: James Kimber

Seconded: Paul Claydon

Outcome: Approved



The Board approves the Draft Financial Statements for 2021 as presented to go to the auditors

Section 2 - DRAFT Financial Statements

Decision Date: 28 Feb 2022

Mover: James Kimber

Seconded: Raelene Beguely

Outcome: Approved



The Board approves the 2022 budgeted Balance Sheets and Cash Flow as presented

This was supposed to have been done last year.

Decision Date: 28 Feb 2022

Mover: James Kimber

Seconded: Paul Claydon

Outcome: Approved



The Board approves the increase to the 2022 Capex Budget

Section 4 - 2022 Capex Budget - remaining balance of \$101,045 be added to the 2022 Capex budget bringing the total to \$341,045

Decision Date: 28 Feb 2022

Mover: James Kimber
Seconded: Jordan Barley
Outcome: Approved



The Board approves the sale of the Property Vehicle

Section 7 - Sale of Property Vehicle (ATV) - no longer required

Decision Date: 28 Feb 2022
Mover: Peter Wilding
Seconded: Pierre Barnard
Outcome: Approved

5. Executive Principal's Report

5.1 Executive Principal's Report

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

NCEA Report - Colette Budler presented the preliminary results. We can be proud of these results. Our students have excelled and succeeded the expectations. We have far superior results to the national average. We need to celebrate our senior teachers for all their hard work in Term 4 to help their students to achieve. Graeme suggested a commendation from the Board.

7:15pm Colette left the meeting

Annual School Report 2021 will be ready for next Board meeting.

2022 Strategic Annual Plan (School Charter) - the board to approve. See motion. From next year the MOE require a three year plan.

Kumeu Christian School - has entered hibernation at the end of 2021. Since hibernation 5 families have requested more information about attending KCS as the link to the school remains active on the website. Plans are in progress to formally farewell both Jan and Pam. Negotiation with whānau is ongoing as to the best way to have this happen under current CPF restrictions.

COVID Update -

The challenges we are experiencing; today we had 18 teachers and 7 support staff away and 60 confirmed student COVID cases. Students are not wanting to wear masks which is an issue. Large amount of stress with 18 new teachers to induct. No Executive Officer has also been challenging. Relief can take 4 to 5 hours per day of work by an AP. Working hard to write and rewrite protocols etc.

The positives; is that we have kept the school open. There is some excellent learning going on. Because we made the decision to overstaff we are in a good position. Pray that God continues to bring relief teachers and teachers to KWS. MOE is not giving us anymore money for the relief required to cover sick teachers. Have front loaded the distance learning. We may be in for an over spend, so be warned. All staff are rolling up their sleeves and jumping in.

A trustee asked if we can call on the community to help. Graeme would like them to have some skill and meet the special character, supervision is more than baby sitting.

A trustee asked when we would have to close the school (due to lack of staff). At this point it is spread over three schools, so we are managing. The management have created scenarios and are not at breaking point yet. We do try give the staff some wellbeing time and have pulled back on PD.

Upgrade of Facilities: Astro KOLA is well on it's way and should be finished by the holidays.

Roll Numbers - Haven't added any classes. Still have growth, despite losing 60 students to home schooling. The upside is we have been able to let in some backlog of students who were waiting. A trustee queried whether we ask for a reason for leaving. We do and there are various reasons;

some is the mandate, some because of mask wearing, some is the disruption of lockdowns. The majority of our loss is due to home-schooling and not a move to other schools.

Y10 Update - The official opening of the Junior Secondary took place last week. This Board has left a huge legacy.

Board accepts the Executive Principal's Report.



Peter to write a thank you to the staff on the excellent NCEA results for 2021

Thank and commend the staff on the excellent NCEA results achieved.

Due Date: 28 Mar 2022

Owner: Peter Wilding



The Board adopts the Strategic Annual Plan for 2022 (Charter)

The Board Chair moved to accept the 2022 Strategic Annual Plan. All in favour.
Carried.

Decision Date: 28 Feb 2022

Mover: Peter Wilding

Outcome: Approved

5.2 Personnel

Peter acknowledged the time and effort of the ELT and Trustees who had to sit on all these interviews.

1. Permanent teaching appointments to be ratified - see motion

2. Kahui Ako for 2022-2023 appointments to be ratified - see motion

3. Fixed term teaching positions (for your info only):

- Priscilla Croucher, fixed term, fulltime, Term 1, 2022 only
- Fiona Lysaght, 0.3FTTE, T1 & 2, 2022
- Dianne Walters, 0.2FTTE, T1-4, 2022
- Rachel Greening, 0.1 FTTE, T1, 2022
- Maryke Strydom, fixed term, part time in 2022
- Monique Jansen van Rensburg, Primary School teacher, fixed term, full time

4. Support staff (for your info only)

- Yolind Strydom, Executive Officer, permanent, fulltime (does this need to be ratified as it is an ELT position?)
- Sunny Imm, Finance Assistant and Administrator to the International Student Department (from T2, 2022), permanent part time
- Nicole Gardner, change of position to Administrator SC, permanent, fulltime
- Annalize Venter, Administrator JC, permanent, fulltime
- Monica Coetzee, Receptionist JC, permanent, part time
- Maria Gallagher, School Nurse JC, permanent, part time
- Ben Dixon, casual/on-call IT Technician (until a permanent appointment is made)
- Melanie Rademeyer, Administrator to 3 Associate Principals', permanent part time (previously Admin to International Student Department)
- Sarah Lynne, permanent, part time Receptionist and fixed term JS Administrator for T1, 2022 only. From the start of Term 2, permanent, part time JS Administrator

- Timothy Grav, Casual On-call contract as Technology Tutor



The Board approved the permanent teaching appointments and Kahui Ako appointments as listed below

Permanent teaching appointments approved: -

- Cristal McKoy, Head of Primary School (6MU)
- Michelle Dunnion, Middle Years Science teacher, permanent, fulltime
- Sue Morris, Middle School teacher, permanent, fulltime
- Rachel Greening, Primary School teacher, 0.2 permanent
- Gideon Robertson, Senior School English/Media Studies teacher, permanent, fulltime
- Jemma Dinnen, Primary School teacher, permanent, fulltime
- Yali Zhang, Junior Secondary Maths teacher, permanent, fulltime

Kahui Ako for 2022-2023 appointments approved:

- Ann Bailey – Across community (continue)
- Nikki Clark – Across community (NEW)
- Gavin Daniel – Within School
- Matt Harris – Within School
- Sue Morris – Within School
- Karen Pretorius – Within School
- Marion Santos – Within School
- Valerie Severin – Within School
- Clare Steel – Within School
- Ruth Stevenson – Within School
- Megan Welch – Within School

Moved by the Board Chair. All in favour. Carried.

Decision Date: 28 Feb 2022
Mover: Peter Wilding
Outcome: Approved

6. Discussion / Other Items

7. Correspondence

7.1 Correspondence for KWS BOT - Important to read

The Chair has taken advice from NZSTA who advised that the Board should continue to remain politically neutral and focus on governance of the school.

College sport is looking at opening up all sports for all students by winter. This will include camps and it looks like no student will be missing out on any school related activities for winter related sports and beyond.

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:_____