

CONFIRMED MINUTES

BOT MEETING - 28 MARCH 2022



At the **BOT Meeting - 23 May 2022** on **23 May 2022** these minutes were **confirmed as presented.**

Name:	KingsWay School Board of Trustees
Date:	Monday, 28 March 2022
Time:	6:30 pm to 9:00 pm
Location:	Microsoft Teams Meeting, Link in your calendar invite
Board Members:	Amira McMurray, Bevan Beattie, Cushla Shepherd, Graeme Budler, James Kimber, Joelle Lu, Paul Claydon, Peter Wilding, Pierre Barnard, Raelene Beguely, Jordan Barley
Attendees:	Cynthia Venter
Apologies:	Chris Martin , Jonathan Price, Colette Budler
Guests/Notes:	Jan Porter, Yolind Strydom, Ann Bailey & Nikki Clark

1. Opening Meeting

1.1 Devotions

James Kimber shared a devotion ...

Looking at the Charter, James is grateful for the integrated agreement we have with the Ministry, and that we get this opportunity (funded by the Ministry) to take education into a special and greater purpose about the Kingdom. Not just great education but great Christ-centered education, not just creating servant leaders but servant leaders with a Godly purpose, not just a Community of Learning but a Christian Community of Learning, and so on. We are in a very privileged position compared to some other countries.

Jesus said in this world we will have trouble, and He warned us of wars, famines and earthquakes and that we would have trouble. How does he want us to respond? He says do not let your hearts be troubled. He cares for our hearts. Part of the first commandment is to love the Lord with **all** your heart. Proverbs says guard your heart. Why does God tell us to look after our hearts? The message of the Kingdom sown in our hearts can be made undone by the cares of this world. In the last two years we have had our fair share of troubles and cares. Jesus stands in the midst of the storm and says "Do not worry". Not worrying is one of the greatest keys we have to achieving our Kingdom purpose and being fruitful. He has promised to dwell in our hearts - the Prince of Peace. James prayed.

1.2 Meeting Admin

BOT meeting - 28 February 2022 28 Feb 2022, the minutes were confirmed as presented.

Welcome: Peter welcomed Yolind as a guest, and our Kahui Ako guests.

Apologies: No apologies received.

Absent: Bevan Beattie

Conflict of Interests: None



The In-Committee Minutes dated 29 November 2021 were approved with one adjustment

One line was amended, as discussed and recorded in the In-Committee minutes from this meeting.

Decision Date: 28 Mar 2022
Mover: Raelene Beguely
Seconder: Amira McMurray
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: Completed on 29 Mar 2022	Ursula Elisara
28 Mar 2022	Peter to write a thank you to the staff on the excellent NCEA results for 2021 Status: Completed on 2 Mar 2022	Peter Wilding

3. Curriculum Reports (NAG 1)

3.1 Kahui Ako

Kahui Ako Annual Report to BOT circulated and taken as read. Ann Bailey and Nikki Clarke, Across School Leaders, were in attendance to present report and answer any questions.

Graeme introduced and announced Nikki as the new Kahui Ako Across School Leader to replace Vanessa Gatman. Ann and Nikki work across three schools, Westminster, Jireh and KingsWay School.

We have had a massive disruption over the last two years, yet we have still kept our foci alive and well. We have made great inroads with English Language Leaders, and continue to embed the ELL strategies. Due to the lockdowns, we are extending this plan to this year to ensure it is fully adopted and embedded in order for student achievement to be raised. We are now initiating our Student Wellbeing focus.

Ann spoke to the inserted graph in the report, although a lot of people understand wellbeing issues, it is more difficult to know how it relates to how we teach wellbeing strategies, and implement them.

There is a lot of Professional Development around this and the leaders are encouraged to demonstrate what they have learned. The focus will be allowing teachers to watch others doing it well.

Nikki mentioned they will be implementing a student wellbeing survey in Term 2 to see where students feel where they are at. Research from OECD has good strategies and tools to equip our

staff and in turn our students. Students who have positive well being do better in their learning. Skills acquired in managing personal well-being have benefit in preparing students for later life.

The Board Chair thanked Nikki and Ann. Jordan prayed for them.

6:48pm - Ann & Nikki left the meeting

4. Finance Report (NAG 4)

4.1 Finance

Financial Report for month ending 28 February 2022 circulated and taken as read. James Kimber introduced the report.

The report is very different to what you are used to seeing and the school commits to resume the usual format once Yolind is employed. For the purpose of this meeting we have just looked at the three top risks that the school is facing right now.

Operating Results:

Staffing entitlement - Ministry grant vs Actual and we calculate that we exceed FTE by 3.25, but it is comfortably within the board approved delegations.

Operation's Grant - is a conservative estimate from the MOE, actual expenses are currently tracking below budget.

Relief spend - is low, however March will be higher as we have had more staff away. However, the MOE will contribute and therefore we will recover.

Other:

International students - we have a budget shortfall of 3 students but there is likely to be an increase of 6 prospective students to start in July.

Questions:

James commended the finance team on knowing which key indicators to present to the Board.

The Chair asked in future if Year to Date and variance reporting will be provided? Answer was yes but staffing pressures led to a reduced finance report this month.

Executive Principal added the following:

- The Board agreed that if the Operational grant is high enough, the school will employ the additional IT person for the Junior Campus, as previously approved by the Board. So we will be doing this, as soon as possible. There will be no risk because we are tracking at more than anticipated.
- MOE did give us split-site funding, despite KCS being in hibernation, based on the Primary being a split site.

The Board Chair moved to accept the Finance Report as tabled, all were in favour, carried.

5. Executive Principal's Report

5.1 Executive Principal's Report

Executive Principals Report for March circulated and taken as read.

Annual Plan Updates - we have worked out all our goals, and will start reporting back on these from Term 2. Note the only goal outstanding is our Board goal of having a training-pack for new Board members. Graeme is happy to work with the Board to achieve this, including a special

character perspective. Goals from the Work Plan that relate to the Strategic Plan. The Work Plan becomes part of the Charter, which is the Board's Strategic document.

Policies & Procedures - The EP is working on and ensuring that our staff procedures in alignment to SchoolDocs.

Draft 2022 Charter - need to submit to the MOE. The EP will be updating the 2030 SGDP. Amendment remove "satellite school". Cushla & Pierre. Carried

Upgrade of Facilities - The COLA is progressing nicely, looks fantastic. Still working on the new Primary block for 2024.

Roll - 44 more than last year.

Junior Secondary - going really well, despite the disruption due to COVID.

COVID-19 Update - the Executive Principal is ensuring that we map the financial effect of COVID on our school. We have had a lot of teachers away, which impacts on spending. It equates to about \$15 to \$20k to hire extra staff to keep the school open. At the next meeting the Board will notice this impact, but then we will get our refund from MOE and it will look better. Proud of how staff are rallying to keep the school open. Teachers are tired because it has been a long haul. School is in good heart.

Comments from the Board:

Board Chair on Special Character- KWT has accepted a draft working paper on the gender position. This will be circulated to Boards and Principals to review and return to the KWT.

Tsunami Drill - queried where we will evacuate to? The experts advised on the plan. Trustee understood from a report that the evacuation will be to a playground in Totara Views. Graeme to investigate and report back.

The Board Chair moved to accept the Executive Principal's Report, all in Trustees were in favour. Carried.



Board training pack

Work with Board to develop improve induction training for new BOT members

Due Date: 30 May 2022

Owner: Peter Wilding

5.2 Personnel

Permanent teaching appointments to be ratified: -

- Pamela Birley – Assistant Head of Primary School, effective 11 April 2022

Fixed term teaching positions (for your info only):

- Fiona Lysaght – 0.3FTTE fixed term extended to end of 2022
- Rachel Greening – 0.2FTTE fixed term extended to end of 2022. This is in addition to her permanent, part time 0.2 position.

Support staff (for your info only)

- Yoshen Fernando - Director of IT – permanent, fulltime
- Emma Prestidge - ESOL Teacher Aide, permanent, part time
- Genevieve Herbst - Casual/On-Call Receptionist/Administrator



The Board endorses Pam Birley's appointment as Assistant Head of Primary School

With effect from 11 April 2022

Decision Date: 28 Mar 2022

Mover: Peter Wilding

Seconded: Raelene Beguely
Outcome: Approved

6. Discussion / Other Items

6.1 Government changes in Covid protection requirements.

Inwards Correspondence - MOE Guidance on new Protection Framework updates circulated and taken as read.

Guidance on mandatory vaccination requirements ending

From 11.59pm on Monday 4 April, all workers in early learning services, schools and kura will no longer be required to be vaccinated to work with children or students, or to work on site where children and young people might be present. Volunteer workers will also no longer be required to be vaccinated.

Moving forward

Given this context, including that your workforce is highly vaccinated, your school will need to consider what work, if any, will continue to need to be undertaken by a vaccinated worker. There may be some specific roles within a school where vaccination is needed to provide the greatest level of protection for those most vulnerable – an example of this may be where staff work in close contact with an immunocompromised child or young person. There may also be other work that, after careful consideration, your schoolboard considers requires vaccination. It is unlikely that many schools would determine through this risk assessment process that all workers (paid and unpaid) will need to be vaccinated. It is important that you work with your staff and their representatives when identifying health and safety risks and how these will be managed.

Assessing whether roles should require vaccination

Further advice around assessing if specific work requires a vaccination is available from WorkSafe. MBIE and WorkSafe are also updating their guidance to reflect the removal of vaccine mandates, to support your risk assessment process. We will provide that updated information to you as soon as it becomes available.

Rather than seek to do this within the board meeting the Board Chair proposes that the Audit and Risk committee work with the School Medical Practitioner to identify /assess the need for vaccinated workers within the school staff. To remove any perception of conflict of interest within the board or staff, their recommendation should be peer reviewed by an external third party who is a practicing registered medical practitioner.

Comments

- A trustee made the point they understood that a vaccinated person carries the same risk as an unvaccinated person, and feels the board should allow unvaccinated staff to return if employed. The risk is similar. There are plenty tools to mitigate the risk for health compromised students.
- Another trustee agreed with the above point, and believes other tools need to be used to protect the vulnerable without an over reliance on vaccines.
- The MOE hasn't given clear guidelines and put it on Boards to investigate and do a robust risk assessment before making a decision.

The Board Chair moved that we ask our A&RC to work with our school nurse to identify and assess if there is a need for vaccinated workers within the school, then to have it peer reviewed, externally and to provide that advice to the school. All Trustees were in favour. Carried



Risk assessment for vaccination of staff at KWS

Moved that our A&RC work with our school nurse to identify and assess if there is a need for vaccinated workers within the school, then to have it peer reviewed externally and to provide that advice to the school.

Decision Date: 28 Mar 2022

Mover: Peter Wilding

Outcome: Approved



Risk Assessment for vaccination

The Audit and Risk sub-committee is to work with the school nurse to identify and assess if there is a need for vaccinated workers within the school, then to have it peer reviewed externally by a registered medical practitioner, and to provide that advice to the school by Friday 1st April.

Due Date: 1 Apr 2022

Owner: Raelene Beguely

7. In-Committee

7.1 Moved to In-Committee at 7:20pm

7.2 Moved out of In-Committee at 7:22pm

8. Correspondence

8.1 Correspondence for KWS BOT - Important to read

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, 23 May 2021 – 6:30pm
- Next Devotions: Amira

Signature: _____

Date: _____