

CONFIRMED MINUTES

BOT MEETING - 23 MAY 2022



At the **BOT Meeting - 27 June 2022** on **27 Jun 2022** these minutes were **confirmed as presented**.

Name:	KingsWay School Board of Trustees
Date:	Monday, 23 May 2022
Time:	6:30 pm to 8:37 pm
Location:	Senior Campus Staff Room , 100 Jelas Road, Red Beach
Board Members:	Amira McMurray, Cushla Shepherd, Graeme Budler, James Kimber, Joelle Lu, Paul Claydon, Peter Wilding, Pierre Barnard, Raelene Beguely, Jordan Barley
Attendees:	Colette Budler , Cynthia Venter, Yolind Strydom
Apologies:	Jonathan Price, Jan Porter , Chris Martin , Bevan Beattie

1. Opening Meeting

1.1 Devotions

Amira shared about how tough the last two years have been, and that even though many are waiting for easier, calmer days to return so that we can 're-enter' life. However, with all that is going on in the world that may not happen. Dwelling on all that may happen is overwhelming and leaves you feeling flat and hopeless and at times despairing for the future of our children. But, that is not how God would have us respond. He says in Romans 12:21 "Do not be overcome by evil, but overcome evil with good."

No matter how tough we think we have it, the Israelites had it tougher. Think of when they were exiled to Babylon. Yet even in this God had a plan and advised them how they should live. "Build houses and live in them; plant gardens and eat their produce...but seek the welfare of the city where I have sent you into exile, and pray to the Lord on its behalf, for in its welfare you will find your welfare". Jeremiah 29:4-5,7

So how are we to respond as Christians at this time. We do not have to despair. God has called us to live in this world 'for such a time as this'.

So what are we to do with the time that is given us?

Here's some thoughts:

1. Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.' The second is this: 'Love your neighbour as yourself.' There is no commandment greater than these.

2. As it says in Jeremiah – settle down where God has placed you at this time, put down roots, get involved in the welfare of the city – or your street – or your neighbours

3. James challenges us to live faithfully, to “*be perfect and complete, lacking in nothing.*” Such wholeness or completeness demands that we embrace a life where action and faith go together. Our faith must express itself in our actions, and our actions in turn bear witness to our faith.

But to be able to give, we need our well to be full...it is the love of God that needs to flow out of us, and for that to happen we need Him to fill us.

Psalm one gives us some good instructions:

Blessed is the one who does not walk in step with the wicked or stand in the way that sinners take or sit in the company of mockers, but whose delight is in the law of the Lord, and who meditates on his law day and night. That person is like a tree planted by streams of water, which yields its fruit in season and whose leaf does not wither — whatever they do prospers.

And in James:

Let us hold unswervingly to the hope we profess, for he who promised is faithful. And let us consider how we may spur one another on toward love and good deeds, not giving up meeting together, as some are in the habit of doing, but encouraging one another—and all the more as you see the Day approaching.

We are called to bring Shalom – which means so much more than ‘peace’. Shalom comes from the root word Shalem, which means completeness. It means to be flourishing socially, spiritually, mentally, psychologically, financially, in health...in all aspects of life.

So at this time we find ourselves in, may we be complete. May we flourish. May we have deep peace. We are called to bring Shalom wherever God placed us.

Amira prayed.

1.2 Meeting Admin

BOT Meeting - 28 March 2022 28 Mar 2022, the minutes were confirmed as presented.

Extra-Ordinary Board Meeting - 4 April 2022 4 Apr 2022, the minutes were confirmed as presented.

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: Completed on 24 May 2022	Ursula Elisara
28 Feb 2022	Update to Delegations policy Status: Completed on 29 Mar 2022	Ursula Elisara
1 Apr 2022	Risk Assessment for vaccination Status: Completed on 23 May 2022	Raelene Beguely
30 May 2022	Board training pack Status: In Progress	Peter Wilding



The Board adopts the relationships with our key partners as a Board Procedure

Re: Action Point: The A&RC are to update the BOT Policy and include the above motions

That the A&RC update the BOT policy on relationships with our key partners using the points of this motion to guide and inform that policy.

[Briefing Paper: KWT School Funding](#) in [BOT Meeting 27 July 2020 - 27 Jul 2020](#)

The Board Chair moved to adopt this as a Board Procedure rather than a Policy. All Trustees were in favour, therefore carried.

Decision Date: 23 May 2022
Mover: Peter Wilding
Outcome: Approved

3. Curriculum Reports & Student Progress (NAG 1)

3.1 PAT Report

PAT Report circulated and taken as read. Colette Budler, Associate Principal of Teaching and Learning, was present to answer any questions.

Progress has been made at all year levels, however, there has been some decline in listening comprehension, although this was tracking down from before Covid. We take a huge intake at Y7 and hence the dip but in the two years following you can see the increase, which proves we are adding value. The Y9 intake also impacts our results, this shows in the Y10 results. Kahui Ako's input with vocabulary and reading has helped, especially with our high percentage of ELL students.

Question from Board:

A board member asked if maths could go back to paper for homework, as the methodical thinking is better on paper. Colette and Graeme explained that the main reason for the increased digital work in the report is due to distance learning and is not the only way we deliver homework. The advantages of digital, is that you get instant feedback if you are going awry. The school still offers a blended approach.

Colette commended Cristal and Angela for all their work they put into this report.

6:50pm - Colette left the meeting.

4. Finance Report (NAG 4)

4.1 Finance

Finance Report circulated and taken as read. Yolind Strydom our new Executive Officer was present to run through the report and answer any questions.

Yolind has been working with the ELT and FAPC to try enhance and improve reporting.

April Results

Most of the income is inline with the budget, apart from the International Student revenue, which is understandable. But there are eight students coming in Term 3. Property rental is also lower than budgeted because of the slower uptake from tenants to rent space.

Expenses - we have a good buffer. But note that relief costs are high, and excludes MOE funding, which we have applied for and will be refunded. This will rectify our shortfall to a profit.

Statement of financial position:

All the figures are in line with the December 2021 figures with the exception of banking cash. This is high because spending CAPEX are behind. However will pick up quickly as we spend in thirds so will catch up.

Question from Board:

A board member asked what Capex goes on outdoor education? Would this not be curriculum?

The Executive Principal explained that any expense over \$1,000 is CAPEX, anything under is Operational.

The FAPC commended Yolind on her expertise, level of detail and competence.

The Board accepted the Finance Report as presented.

5. Executive Principal's Report

5.1 Executive Principal's Report

Executive Principal's Report circulated and taken as read.

LED Lights: A couple of years ago Gina was working on a proposal, where EECA (Energy Efficient Conservation Authority) was going to give the school an interest free loan to replace all our fluorescent tubing with LED lights. The saving from the power would be used to pay back the loan over a five year period. We have had another fluorescent light fall and burn the floor. This move would remedy the risk and be a saving to the school (after the initial five years). Yolind is testing the proposal and modelling the figures to ensure it is a sound option. EECA is an independent body and a government initiative.

They use high end bulbs and will replace any duds within five years. Yolind is looking at the maintenance costs.

The FAPC will look at this proposal in detail and will make a decision and on their recommendation. The Board will do an email vote to get consensus.

7:05pm - Yolind left the meeting.

Strategic plan update: We are at 80% on track to achieve our annual goals but aim to pick up the pace in the remaining year.

EdPay: This is a compliance issue. The Executive Principal has removed himself from EdPay, so that he can independently audit all transactions. See motion below. Board secretary to include in Board Work Plan to approve every 6 months.

Missions: The school requests the Board's approval in principle to send students overseas, keeping trips in the Asia Pacific and needs approval now, so that the students have enough time to raise money. The school ensures all the H&S risks are mitigated. We use outside agencies who have been to the destinations before. The school does not carry any financial risk as we collect the money and then pay suppliers. It was suggested to get a lawyer to look at the waiver and agreement.

Environmental Intelligence - COVID pressure: Staffing has been very tough, we are in the marathon stage.

Roll Numbers - It's encouraging to see we continue to increase, despite the students who left to be home schooled.

PS Build - there has been a massive increase in building costs, since last quote. The Proprietor is working to try bring them down.

The Board Chair queried the title Deputy Principal (DP). Graeme explained the KWS Staffing Structure; when a school is full (at capacity) and needs another AHOS, then the HOS becomes a DP. This is a regrading, not a new position. Note that an Associate Principal (AP) is above a Deputy, and an AP deputises for the Executive Principal. The structure has been explained to the staff and they understand it. Not all schools have the same structure, another school on the Shore has nine DPs. The Chair emphasised the boards responsibility to ensure transparency and equity for all staff appointments and positions.

The Board accepted the EP Report as presented.



The Board approved the following staff have access to EdPay:

- Jodeen Wales (Payroll)
- Sam Bandara (Accountant)
- Yolind Strydom (Executive Officer)
- Christine Jordaan (Accounts officer)

Decision Date: 23 May 2022
Mover: Peter Wilding
Outcome: Approved



The Board endorses overseas mission trips in principle, subject to the school doing due diligence, and meeting H&S requirements.

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

Decision Date: 23 May 2022
Mover: Peter Wilding
Outcome: Approved

5.2 Personnel

Graeme shared that there is a real shortage of teachers out there.

Janet Uitzinger has resigned from her **SENCO** role effective 22 July 2022. Janet has served at KWS for 18.5 years.

Fixed term teaching positions (for your info only):

Ronelle Maritz, fixed term covering Louise Lee while she is on extended medical leave (head injury)

Support staff (for your info only)

Annie Brown has been appointed to Head of Counselling.

(4 days in T2 and then 5 days T3 onwards)

Karen Barr, casual/on-call relief Receptionist

Linda Clarke – Gateway Co-ordinator – fixed term increase in hours from 6 to 11 hours in T2 & 3 only. Due to increased work placement demand, Covid related.



The Board approved the following two permanent appointments:

Lorraine Henry, permanent part time (0.8FTTE) from a fixed term, part time position. **Approved by Proprietor**

Liezl Wienand, permanent, fulltime Middle School teaching position. Requires Border Exemption and Critical Worker Visa which are in progress

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

Decision Date: 23 May 2022
Mover: Peter Wilding
Outcome: Approved

6. Discussion / Other Items

6.1 KWT Gender Position Paper

KWT Gender Position Paper circulated and taken as read.

The Board discussed the paper and gave their feedback to the Chair to take to the Trust. The Chair noted the Trust will issue a final position paper and with legal advice will provide guidance to

schools on be how this can be worked out in schools. Our Board is responsible for making school policy and can use the position paper to point to as a more detailed explanation as we do for other policies.

6.2 Moving Appraisals to 'Professional Growth Cycle' for EP

Briefing Paper: Professional Growth Cycle for Principals circulated and taken as read.

Following the implementation of the Professional Growth Cycle (PGC) for teachers, the Teaching Council and MOE are rolling out PGC for leaders in schools, including Principals. It is more about the ongoing performance management, addressing issues as they come up and not the end of year. It is about growth and self management but still has an element of accountability. The Board Chair still keeps the EP accountable and the Board can raise any issues at each meeting.

Graeme has expressed an interest in moving to this process now. As our board policy requires an annual appraisal to be in place, The Board must decide to approve this change.



The Board approves the Executive Principal to use the Professional Growth Cycle process

in place of an annual appraisal.

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

Decision Date: 23 May 2022



The Board request the appropriate PGC changes to Board policy be drafted by the A&R Committee

and presented to the board for consideration and approval.

Due Date: 1 Aug 2022

Owner: Raelene Beguely

6.3 Board Induction Videos

A list of Trustee Induction Videos of topics for new Trustees as per the action point from the previous meeting was discussed and are being developed by the Chair. The topics were discussed and everyone was satisfied at the topics that are being covered off by those titles to assist the induction of new Trustees.

6.4 Sabbatical applications - In-Committee discussion

Sabbatical Applications circulated.

Two applicants left the room while the Board discussed all the applications.

The Board unanimously agreed to endorse the following applications for submission to the MOE:

- Graeme Budler
- Ben Sharplin
- Pierre Barnard

The Board supports Colette as an Assistant Principal being released to join Graeme in attending the ASCI Conference.

The Board encourages the school to investigate refreshment leave for Jonathan.

7. Correspondence

7.1 Correspondence for KWS BOT - Important to read

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.

New Actions raised in this meeting

Item	Action Title	Owner
6.2	The Board request the appropriate PGC changes to Board policy be drafted by the A&R Committee Due Date: 1 Aug 2022	Raelene Beguely
<ul style="list-style-type: none">• Next meeting on Monday, 27th June 2022 – 6:30pm• Next Devotions: Joelle		

Signature: _____

Date: _____