

CONFIRMED MINUTES

BOT MEETING - 27 JUNE 2022



At the **BOT Meeting - 1 August 2022** on **1 Aug 2022** these minutes were **confirmed as presented.**

Name:	KingsWay School Board of Trustees
Date:	Monday, 27 June 2022
Time:	6:30 pm to 7:35 pm
Location:	Join Zoom Meeting https://us02web.zoom.us/j/4858288139 , Join Zoom Meeting https://us02web.zoom.us/j/4858288139
Board Members:	Amira McMurray, Bevan Beattie, Graeme Budler, James Kimber, Joelle Lu, Paul Claydon, Peter Wilding, Pierre Barnard, Raelene Beguely, Jordan Barley
Attendees:	Cynthia Venter, Yolind Strydom
Apologies:	Cushla Shepherd, Colette Budler , Chris Martin , Jonathan Price

1. Opening Meeting

1.1 Devotions

Peter showed us a video of two Middle School girls sharing what they like about KingsWay School and their faith journey, as well as what they would like to see more of at KingsWay. The one student would like to see more worship perhaps in Wider Learning. Her previous school had a Student Christian Association. The other student shared how she struggles to be around peers who are ungodly and have no faith and are open about this. The teachers are amazing, kind and caring. They make time to build relationships with the students, and encourage students to take risks. She would like to see more devotional times; opportunities to explore topics like God's plan for their lives, their identity, where they fit in. Plus more worship. Peter has been reflecting on the importance of what and where we spend our time and effort. 1 Corinthians "Live your life in a way that glorifies and honours God, in your word and your deed" It is a good reminder why we all do what we do, and a plump line on how we should do it.

Peter opened in prayer.

1.2 Meeting Admin

9 June 2022 - Extra-Ordinary BOT Meeting 9 Jun 2022, the minutes were confirmed as presented.

BOT Meeting - 23 May 2022 23 May 2022, the minutes were confirmed as presented.

2. Matters Arising

2.1 Action Points from last meeting

Due Date	Action Title	Owner
1 Aug 2022	The Board request the appropriate PGC changes to Board policy be drafted by the A&R Committee Status: In Progress	Raelene Beguely

3. Curriculum Reports (NAG 1)

3.1 NCEA Comparative Report

NCEA Results Report Summary circulated and taken as read.

Unfortunately Colette is not able to attend, but Graeme was happy to talk to this report and take questions.

This is a summary report. The derived grades inflate results a bit. Some Y13 students have not sat formal external exams. There are some ideas being explored to try mitigate any risks to the students' results this year.

Graeme warned the Board that the likelihood is that most schools results, including ours, will dip once students are sitting external exams, as opposed to derived exams. The school is looking at offering an exam setting before Mocks so students get used to this experience.

Board questions:

Q: How are teachers catching up on gaps in core subjects and specialist subjects. A: The gaps are addressed within the context of the standard, internals where teachers pick up these and address them in the context of the internal assessment. We are also focusing on differentiation in the Senior School to allow teachers to address different levels of student capability.

A compliment was given on new timetable which allows for catch-ups.

4. Finance Report (NAG 4)

4.1 Finance

Finance Report for month ending May 2022, circulated and taken as read.

May results:

The financial results as at end of May 2022 are within expectation.

Income statement - most of the revenue items are tracking well. Areas not doing well are; Property rental, operating income and the International Department so we are watching these figures and are preparing a forecast.

Expenses - Teacher relief is overspent: The MOE have confirmed they will be extending this funding, so this should resolve by the end of the year once the funds come in.

In June the entire budget will be reviewed with a forecast to the end of the year.

Balance Sheet:

Capex hasn't all been spent and therefore more spending will occur in the next couple of months.

Jocelyn Gilling Bequest:

The ELT, with FAPC support and propose that the remaining funds are utilised together with the upcoming refurbishment of the Allen Block. In accordance with the bequest guidelines, these funds will only be used for educational resources such as laser cutters and digital printers.

These resources will be housed in a dedicated room where both middle school and senior school will have access to the resources.

Paul spoke on behalf of the FAPC and believes that the request is in line with the bequest and supports the request.

The Executive Principal is seeking permission from the Board to communicate with the budget holders before taking action. The Board Chair confirmed he has an original email that confirms the spending can be on teacher resources. The Board Chair asked it be noted that the Board has asked Graeme on several occasions to chase up the spending over the last 6 years.

Audit Board Report:

The Auditor General and our auditors have notified KingsWay that our audit will not be completed timeously due to Covid staff shortages. The Auditor General has confirmed in writing that there will not be consequences because of this Covid delay.

10Y Property Plan:

A school walk through has been arranged with the school's proprietor to assess the status of maintenance at the school. Feedback of this assessment will be provided to the board once this review is complete.

The Board accepted the Financial Report as read.

7:02pm - Yolind left the meeting.



The Board approves the Jocelyn Gillings funds be utilised for resources for the Allen Block

refurbishment. In accordance with the bequest guidelines. These funds will only be used for educational resources.

Decision Date: 27 Jun 2022
Mover: Paul Claydon
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.

Student Discipline: We have had several stand downs which are normal for this time of year especially since our students are good at telling the Deans of any misbehaviour. These incidents happened in groups, so all up there were only three incidents. Vaping is becoming an epidemic in schools across New Zealand, as it is highly addictive. A greater focus needs to be done to make it less appealing.

A trustee queried whether we could put the offending students on a rehabilitation program. The EP explained that this does happen for reoccurring offenders as their case invariably comes to the Board and the disciplinary committee decides on the consequence, which in the past has been such a program.

Student Wellbeing: A school wide student wellbeing survey was completed and the results are being considered. Staff continue to receive PD as part of the Kahui Ako teacher only day.

Environmental Intelligence: The media have reported negatively on Bethlehem College. It was a traumatic experience for their Board and Principal. The feedback from the Principal to other schools is for Board Members to be cautious of what they put on their social media. Some external people have targeted board members individually. Note that our policy is only for the Board Chair and the Principal to comment to the media, so be careful. Graeme has been reappointed to the Executive of Association of Integrated Schools who are considering this issue.

Business Trip Approval: Request for optional Year 12/13 Business Trip to Wellington in September Holidays. The purpose of the trip is to visit organisations like the Reserve Bank & Parliament as well as some private sector businesses. This trip last took place in 2020 and is two nights / three-day trip costing approx. \$615. The Principal endorses the trip.

Upgrade of Facilities: Direct Energy Solutions will install LED lighting throughout the school during the July holiday break. We are also sourcing quotes for the scheduled revamp of Science and Technology spaces in Allen Block. This may be done in the October break. The Astro will be replaced in these next holidays.



The Board approves the request for an optional Year 12/13 Business Trip to Wellington in September.

Moved by the Board Chair. All trustees were in favour, therefore the motion was carried.

Decision Date: 27 Jun 2022
Mover: Peter Wilding
Outcome: Approved



A trustee moved that the KWS Board send a letter of support to the Bethlehem College Board

With regard to the recent media attack.

Decision Date: 27 Jun 2022
Mover: Raelene Beguely
Seconder: Pierre Barnard
Outcome: Approved



Letter of Support to Bethlehem BOT

Moved by Raelene, seconded by Pierre to send a letter of support to the BOT at Bethlehem.

Due Date: 31 Jul 2022
Owner: Peter Wilding

5.2 Personnel

There are no new permanent teacher positions to ratify.

The following are for the Boards info only:

Teacher, fixed term appointments:

- Shani Luiters, moves to Senior School English from MS
- Liz Raikes, MS, parental leave cover
- Zelda de la Guerre, MS, parental leave cover
- Lachelle Stacey – fixed term reduction in hours until the end of 2022 (new baby). Returns to fulltime 2023
- Shaniel Slater – fixed term full time from 24/8/2022 until the end of Term 4, 2022. Parental leave cover for Jen Peters
- Ronelle Maritz, fixed term, fulltime until end of Term 2. Cover for Louise Lee while she is on extended medical leave
- Megan Welch has been appointed as Acting Assistant Head of Middle School while Jen Peters is on Parental Leave from 29/8/22 to 15/12/22.

Support staff:

- Annie Brown, appointed as Head of Counselling, permanent fulltime

- Gillian Huszak, Relief Teacher Co-ordinator. Permanent, part time, new role.
- Deborah Bensley, Administrator to 3 APs, permanent, part time. Taking over from Melanie Rademeyer who has resigned.
- Karen Barr, JC Administrator, permanent, fulltime. Taking over from Annalize Venter who resigned
- Yangyang (Angela) Brittan, relief, casual on-call school nurse

6. Discussion / Other Items

6.1 BOT Elections

The Trustees need to please update their bios and consider what their intentions are for next year.



BOT Elections

Please advise Cynthia of your intentions for next BOT election and send her your updated Bios.

Due Date: 31 Jul 2022
Owner: Cynthia Venter

6.2 Board Honorirum

The question was raised whether the extra-ordinary board meetings should accrue the payment. The board discussed that the short extra-ordinary meetings of only 15 minutes or so, should not be paid. These said meetings do not occur very often.



The board agreed to not be paid for meetings that are less than the standard board meeting length

The Board Chair moved this motion, all trustees were in favour, therefore the motion was carried unanimously. Meetings equivalent to typical length of board meetings such as strategic planning evenings etc will attract the payment.

Decision Date: 27 Jun 2022
Mover: Peter Wilding
Outcome: Approved

6.3 Policies: Updates

The A&RC Chair explained that they have the current reviews on School Docs are in motion at the moment, and so policies for Term 1 and 2 reviews will be ready for the next meeting.

Conflicts of Interest - if the trustees have any conflicts of interest to be noted please send these to the Board Secretary.

7. Correspondence

7.1 Correspondence for KWS BOT - Important to read

The Board accepts the correspondence as circulated.



Accept correspondence

Correspondence noted by BOT and received.

Decision Date: 27 Jun 2022
Mover: Peter Wilding
Outcome: Approved

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.

- Paul closed the meeting in prayer.
- Next meeting on Monday, 1 August 2022 – 6:30pm
- Next Devotions: Cushla Shepherd

Signature: _____

Date: _____