

CONFIRMED MINUTES

BOT MEETING - 1 AUGUST 2022



At the **BOT Meeting - 8 September 2022** on **8 Sep 2022** these minutes were **confirmed as presented**.

Name:	KingsWay School Board of Trustees
Date:	Monday, 1 August 2022
Time:	6:30 pm to 9:00 pm
Location:	Senior Campus Staff Room , 100 Jelas Road, Red Beach
Board Members:	Bevan Beattie, Cushla Shepherd, Graeme Budler, James Kimber, Paul Claydon, Peter Wilding, Pierre Barnard, Raelene Beguely, Jordan Barley
Attendees:	Colette Budler , Chris Martin , Jonathan Price, Cynthia Venter, Yolind Strydom, Allan Bates
Apologies:	Joelle Lu, Amira McMurray

1. Opening Meeting

1.1 Devotions

Cushla Shepherd shared a devotion dedicated to the theme of shepherds; the Board's role as governors, Graeme's role as her leadership mentor, and about how 'being shepherds' not only brings unity and wisdom to others, we enact God's will, like a shepherd, who delivers his people (his sheep) from suffering or troubles.

Cushla shared her previous board experience at a state school. When she joined this Board how she knew she was amongst commitment, integrity, trust, ethics, high moral code, professional conduct, and honour.

Not long after joining our Board she began her leadership role at a state school. Cushla explained the vast contrast of our school and Board verses the school she works at and their Board and leadership. This Board of Trustees became a haven of safety, principle and happiness to her and kept her grounded, equipped and courageous enough to endure through a tumultuous time. At our Board meetings she would experience complete professionalism, calm and be at peace and experience governance in its normal form, being in the presence of a Principal who has the utmost integrity.

Like Proverbs 11:14 says "where there is an abundance of counsellors there is safety."

Cushla honoured and thanked Graeme for his mentorship during her tenure on the Board, and adapted Psalm 23:1-6 to emphasise her deepest gratitude to Graeme.

Cushla thanked each and every trustee for being such an angel to her, especially through a time that she needed a constant foundation of faith, purpose and continuity.

Cushla opened the meeting in prayer.

1.2 Meeting Admin

BOT Meeting - 27 June 2022 27 Jun 2022, the minutes were confirmed as presented.

Apologies: Amira McMurray and Joelle Lu

Conflict of Interests: None

2. Matters Arising

2.1 Action Points from last meeting

Due Date	Action Title	Owner
30 May 2022	Board training pack Status: Completed on 4 Jul 2022	Peter Wilding
31 Jul 2022	Letter of Support to Bethlehem BOT Status: Completed on 5 Jul 2022	Peter Wilding
31 Jul 2022	BOT Elections Status: Completed on 5 Jul 2022	Cynthia Venter
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 None

4. Finance Report (NAG 4)

4.1 Finance

Financial Report circulated and taken as read.

The financial results as at end of June 2022 are within expectation. Given the fact that we are halfway through the year, the June's actual income is adequate at 49% of budget. Expenses are acceptably tracking lower at 38% of the annual budget, resulting in favourable net income for June 2022. A budget review has been performed to identify possible pitfalls. Since the Budget was prepared during significant Covid uncertainties there are a few Budget items where forecast 2022 actuals will create a budget shortfall. Corrective actions are being implemented to ensure good financial stewardship. The 2022 financial year is expected to end with a small profit.

Uniform stock levels. In past years, KingsWay uniform stock order quantities have been tightly managed both inhouse and with our supplier to ensure that excess stock is not carried on KingsWay's balance sheet. This Just-In-Time stock policy was enabled by quick supply chain's prevalent at the time. We propose a review of current stock order levels. This review will consider sales history, current stock on hand, and actual student age groups. The stock cover policy of other Auckland schools will be compared to KingsWay's stock cover limits. The purpose of the review will be to consider which stock lines need to be increased to ensure that KingsWay students are able to access uniform stock timeously. KingsWay will work with the FAPC to ensure that new stock levels do not overcompensate for current shortages. The extended stock cover policy should only be effective for 2 years, when stock availability should be reconsidered, and the policy updated.

The Board accepts the Finance Report as presented.



The Board gives permission to review & increase the uniform stock levels in consultation with FAPC

The extended stock cover policy should only be effective for 2 years, when stock availability should be reconsidered, and the policy updated.

Decision Date: 1 Aug 2022
Mover: Cushla Shepherd
Seconders: Paul Claydon
Outcome: Approved

5. Executive Principal's Report

5.1 Executive Principal's Report

Executive Principal's Report circulated and taken as read.

Physical Restraint - As per the School's policy, the Board is required to authorise in writing the use of physical restraint for non-teaching staff. We are requesting that the Board authorise Learning Support Teacher-Aides, ESOL staff and Health Centre nurses to use physical restraint.

Teacher-aides will be trained according to MOE guidelines to ensure staff and student safety. The Board requested that the Director of Learning Support and Associate Principal of Hauora / Wellbeing manage this closely.

Masks - The ELT have chosen to continue with the personal responsibility approach where staff and students are encouraged to wear masks, but these are not mandated. We have also encouraged staff to keep their windows open to allow clean classroom air to circulate. Schools that have mandated mask wearing are not experiencing great gains in preventing school closures or staff absences. The ELT has weighed the benefits of mask-wearing with the downsides, including reduced teacher and student wellbeing.

Other matters:

The Duty Board Chair congratulated both Lisa Lambert for achieving a Master's in Educational Leadership and the Executive Principal for his appointment to the executive team of the Association of Integrated Schools and Association of Proprietors of Integrated Schools.

International students were discussed and the fact that we have fared well considering the borders being closed. We currently have 28 students and it has proven that 25 is a good number.

The Associate Principal was in attendance and able to discuss his resignation with the Board of Trustees.



The Board authorises key named support staff to use physical restraint as per policy and training

Named staff as follows:

Learning Support Teacher Aides: Michelle Hockley, Nikki Alley, Robert Thompson, Hannah Jennings, Patricia van Jaarsveld, Agnes Tong, Theresa du Preez, Bernadette Theron, Courtney Frankland, Charlene van Vuuren, Chantall Pieterse, Susette Roberts.

ESOL Teacher Aides: Eunice Greenwood, Julia Kim, Michelle Pearce, Stephanie Baird, Shayna Evans, Emma Prestidge.

Health Centre Nurses: Anita Wicks, Natasha Knell, Chanel Medwin, Maria Gallagher.

Office staff: Simone Coles, Claire Pearce, Sarah Lynne, Monica Coetzee and Paula Southworth.

Decision Date: 1 Aug 2022
Mover: Graeme Budler
Seconders: Paul Claydon

Outcome: Approved

5.2 Personnel

Fixed term teaching positions, for Board information only

- Liz Raikes – Middle School teacher, fixed term, part time (0.6), in Terms 3 and 4, 2022
- Aimee Fitzgerald, fixed term, part time (0.5), Terms 3 & 4
- Fiona Brown – Primary School Y1 teacher, fixed term, fulltime, Terms 3 and 4, 2022
- Taryn Wrath – Primary School, Y6 teacher, fixed term, fulltime, Terms 3 & 4, 2022
- Marietjie (Sarah) Lind – Primary School, New Entrant teacher, fixed term, fulltime Terms 3 & 4, 2022

Fixed term support staff position, for Board information only

- Cathie Whitehead – returns as a casual/on-call relief School Nurse.

Leave Without Pay Request

Leave application and supporting letter from teacher refers. Graeme supports this leave request, it is genuine and exceptional circumstances. The board had no objections.



The Board approved the following permanent teaching positions:

- **Valerie Severin** - Director of Learning Support (SENCO), full school, permanent, fulltime
- **Liezl Wienand** - Junior Secondary teacher, permanent fulltime (Critical Worker Visa)

Decision Date: 1 Aug 2022
Mover: Raelene Beguely
Seconder: Cushla Shepherd
Outcome: Approved



The Board approves the 10-day LWOP application

on compassionate grounds

Decision Date: 1 Aug 2022
Mover: Raelene Beguely
Seconder: James Kimber
Outcome: Approved

6. Discussion / Other Items

6.1 New Primary Studio Build

Briefing Paper from KWT and Briefing Paper from ELT & SMT circulated and taken as read.

The Board Chair explained that a decision needs to be made because our builders have said if they don't hear from us this week KingsWay won't be able to get building consent in time and unable to meet the 2024 opening deadline.

Due to the increased cost of the build, and the KWT not being able to cover the full revised cost, the Board need to decide on one of the three options proposed.

The Executive Principal expressed that all the ELT strongly support and endorse the build. Graeme commends the KWT for listening to the teachers needs. If we delay this build then it has a knock on effect on our Performing Arts Centre. Those numbers and projections are very accurate,

and if the build doesn't happen then we will have a problem in 2026. The ELT require clarity, commitment and an undertaking from the KWT to deliver the other two 'needs' of

1. more spaces on the Senior Campus (a multi-purpose building)
2. a COLA at the Junior Campus.

These need to be functional fit for purpose spaces, to enable the school to operate and function effectively, and deliver a full curriculum.

The EP explained that the Senior Campus teachers need surety that there is hope for more spaces in the near future. We are asking our Arts Department to hold the faith, while they are currently compromised in their teaching facilities. We want to avoid teacher fatigue and look after their wellbeing.

The Board discussed this issue in length and offered their opinions and views and discussed student numbers, classes and 'bubbles'. The impact of not having more space on the Senior Campus was discussed. The Executive Principal was concerned there would not be capacity to accommodate the student roll bubble as it moves up and suggested we would be compromising our curriculum. He suggested the school will have to either reduce student choices or not take student numbers. Either way, it will impact student's pathways. Dance and performing arts has exploded in popularity as a subject, and we need fit-for-purpose spaces for delivery. KWT was exploring remodeling space at the far end of the current Event Centre to add additional classroom space if this was needed to accommodate more students.

The Chair of KWT said the Trust would like to do more than what they can practically do. The KWT was supportive of the SGDP however stated that the Performing Arts Centre (Multi Purpose space) would require extra funding to fit in the timeframe proposed. The KWT required the schools 100% buy-in and support of the new studio build, before going to the Bank. Once this is built, the school will determine what is next and the Trust committed to consult with the school and what project will be next.

The Board Chair with the Principal and KWT will shortly re-visit parent and community support funding as additional funding received could be a game changer. The option of raising Attendance Dues was discussed but this is not a favourable option as providing affordable Christian Education is the Trusts vision. The discussion concluded that the Board supports the building of stage one of the Primary project (main block and earth works across the site and the second stage would be considered at a later time after consultation with the school on it's priorities at that time.



The Board supports the build of the main classroom block,

Motion: that the board supports the build of the main classroom block, to the requirements proposed by the staff working group, with the multi-purpose centre being completed as stage 2 at a later time

Decision Date:	1 Aug 2022
Mover:	Peter Wilding
Seconder:	Raelene Beguely
Outcome:	Approved

6.2 Policy - Wearing of Masks at KWS

Briefing Paper circulated and taken as read.

The A&RC looked into the MOE recommendation for students and staff to wear masks again and provided the Briefing Paper. The ELT and the Board are in agreement to keep to the status quo and supports the School in their stance.

6.3 Policies: Updates to policies

The A&RC are still working on the policy updates and hope to have it sorted by end of Term 3.

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.

- Next meeting on Monday, 22 February 2021 – 6:30pm
- Next Devotions: Peter Wilding

Signature: _____

Date: _____