

CONFIRMED MINUTES

BOT MEETING - 8 SEPTEMBER 2022



At the **BOT Meeting - 31 October 2022** on **31 Oct 2022** these minutes were **confirmed as presented**.

Name:	KingsWay School Board of Trustees
Date:	Thursday, 8 September 2022
Time:	6:30 pm to 8:30 pm (NZST)
Location:	Senior Campus Staff Room , 100 Jelas Road, Red Beach
Board Members:	Amira McMurray, Graeme Budler, James Kimber, Paul Claydon (Chair), Peter Wilding (Chair), Raelene Beguely, Jordan Barley
Attendees:	Bevan Beattie, Cushla Shepherd, Pierre Barnard, Chris Martin , Colette Budler , Cynthia Venter, Jonathan Price, Yolind Strydom
Apologies:	Joelle Lu
Guests/Notes:	Cristal McKoy, Pam Birley, De Gibson & Yoshen Fernando

1. Opening Meeting

1.1 Dinner & Devotions

Graeme shared a devotion in line with Foundation Day and commemorated the Trustees. This has been the best Board he has known. He thanked the Board for their tenure, commitment and hard work.

Graeme read from Hebrews 11 verse 1 to 39; about Faith.

Graeme explained that for Foundation Day he honoured Vaughan Darby and Sue Collett even though they are not founders, Graeme sees them as founders and sees the trustees as founders, because they have carried the baton and played a part of the legacy. He thanked the trustees for giving to the Lord.

Graeme played a song - "Thank you for giving to the Lord"

Colette shared a testimony from an ex-student.

Peter shared a piece of John Burgess' devotion from this morning;

- to build a cathedral and
- to stay true North.

Graeme opened in prayer.

1.2 Meeting Admin

BOT Meeting - 1 August 2022 1 Aug 2022, the minutes were confirmed as presented.

Apologies - Joelle Lu

Peter led the Board in reading through the BOT Waiata and read out our mission statement.

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: Completed on 9 Sep 2022	Raelene Beguely

3. Curriculum Reports (NAG 1)

3.1 Annual Primary School NEG Report

The Annual Primary School NEG Report circulated and taken as read. The Primary School Senior Management Team (SMT) were in attendance to present their report.

Cristal thanked the Board for the opportunity to present the report and the ELT for their support.

Since the last Board Report in August 2021, KingsWay Primary School has been through a significant level of change within leadership and administration. Despite the challenges that have arisen from these changes, our Primary teaching staff have shown resilience, developed their pedagogy of differentiation to meet the needs of all their ākonga, implemented new innovations (Seesaw, Live Planning) and built their adaptive competency. The Primary School is in good health.

Peter thanked the PS SMT for their input into the new build.

Graeme highlighted that next year is going to hold even more challenges with the build of the new studio and requested Board approval for an extra SMT person even though it falls within his delegation. He just wants to make the Board aware so there are no surprises. The reason for another AHOS is as not to burn out the current SMT, with the workload created by additional enrolment interviews and setting the vision for this area.

The Board Chair suggested a business case, however the Executive Principal explained it would be within his delegation for 5 overstaffed. This is the time to advertise. Graeme sees this as a priority, and will make sure to cut costs in other areas. The Executive Officer confirmed that there is capacity within staffing and we are well under the allocation. The Board agreed to the Executive Principal's proposal.

Questions / Discussion:

Teacher Aides shortage - we find we are having to respond to a higher demand for T/As.

ESOL - Eunice is running a strong programme, and Kahui Ako is hugely helping to spread the load.

Poor writing skills - there is reason to believe that the increase of digital / online time during lockdowns has caused writing skills to suffer. In the classrooms teachers use a blended approach. Should we ever experience lockdowns again PS would target writing as one of the sessions with students.

Amira prayed for the PS SMT and teachers.

7:25pm - Cristal, Pam and De left the meeting.

4. Finance Report (NAG 4)

4.1 Finance

Finance Report for month ending July circulated and taken as read. The Executive Officer was in attendance to present and answer questions.

July Results - The financial results as at end of July 2022 are positive. Given the latest MOE receipts, and healthy Special Character Donation receipts, income is favourably tracking at 69% of budget. Expenses are well managed and tracking lower at 47% of annual budget producing a positive net income for July 2022. The MOE have implemented a streamlined relief claims process which is anticipated to restore relief expenditure within expectations. The 2022 financial year is expected to end with a small profit.

Balance Sheet - The Balance sheet represents a healthy position, with strong inflows lifting the bank balance.

10Y Property Plan - In July 2022, the NZCPT and KingsWay management performed a thorough campus review to identify areas of concern. These actions together with the actual school maintenance were compared with the maintenance schedule as outlined in the Stellar 10Y Property Plan. This analysis was presented to the FAPC detailing the maintenance requirements for 2022 and related actions. It is anticipated that the maintenance schedule will be delivered within budget in 2022.

Questions / Discussion - SCD last year ended at 75%. At this time of the year in 2021 it was 69%, in 2020 it was 65% and 2019 it was 66%.

The Board accepts 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.

Reporting & Self-Review - Roger Moses completed a mini review to assist the refresh of the 2030 SGDP and as part of the Executive Principal's professional growth cycle. Roger's report was circulated to the Board. The EP has considered and added the findings to the draft 2030 SGDP refresh. The 2030 SGDP should be ready in Term 4, we may need an extra BOT meeting to consider this report, part of the consultation process. EP will liaise with the Board Chair when the refreshed plan is ready for review by the Board.

Roll Numbers - the growth is encouraging

ERO Visit - we have received notice and the EP will find out more info at a zoom meeting on Monday. ERO visits are now a more collaborative process. Discussion ensued about the removal of deciles and the implementation of a grading scale which determines your funding number. The EP does not envisage the school being in a deficit or worse off.



Graeme to recommend a date for a strategic planning meeting in Term 4

so that the Board can consider the new 2030 SGDP

Due Date: 26 Sep 2022

Owner: Graeme Budler

5.2 Personnel

Permanent teaching positions to be ratified:

- George Debenham – Middle School Teacher

- Meghan Jeppe – HOLA Primary School, subject to a work visa being granted by Immigration NZ
- Ruth Stevenson, Head of English/Languages Faculty, 3MU

Fixed term teaching positions, FYI only

- Fiona Brown – 1.0FTTE PS teacher from 25/7/22 until 15/12/22,
- Liz Raikes – 0.6FTTE MS teacher from 25/7/22 until 15/12/22
- Aimee Fitzgerald – 0.5FTTE MS teacher from 25/7/22 until 15/12/22
- Taryn Wrath – 1.0FTTE PS teacher from 25/7/22 until 15/12/22
- Marietjie Lind – PS teacher, fixed term from 25/7/22 to 15/12/22, New Entrant class, T3 & 4, 2022
- Megan Welch – Acting Assistant Head of Middle School, fixed term from 29/8/22 until 15/12/22 (during Jen Peter's parental leave)
- Sarah Hood – 0.25FTTE from 25/7/22 to 2/11/22. Sarah had resigned but agreed to teach SS Maths until an appointment is made
- Sung Chun – At her request reduction in hours to 0.2 from 8/8/22 to 15/12/22. Change to fixed term contract.
- Fiona Lysaght – PS teacher, 0.8FTTE from 8/8 to 15/12/22, part covering Sung Chun's reduction in hours
- Nina Rautenbach – NE Primary School teacher, T4 2022 only

Fixed term support staff appointments, FYI only:

- Cathie Whitehead – Casual/On-call school nurse, both campuses

Resignations:

- Jonathan Price, Associate Principal
- Rachel Wilding, International Director
- Sung Chun (end of fixed term contract)
- Selina Yee, Senior School Maths teacher
- Melissa Smith, Middle School teacher.



The Board approved the following permanent teaching appointments

- George Debenham – Middle School Teacher
- Meghan Jeppe – HOLA Primary School, subject to a work visa being granted by Immigration NZ
- Ruth Stevenson, Head of English/Languages Faculty, 3MU

Decision Date: 8 Sep 2022
Mover: Peter Wilding
Outcome: Approved

6. Discussion / Other Items

6.1 Wireless Network Upgrade Proposal

The proposal for a Wireless Network Upgrade circulated and taken as read. Yoshen Fernando was in attendance to talk to his report.

The Board Chair explained that working onsite he encounters wifi issues, certain areas of the school report they struggle with connectivity or lag.

Yoshen explained the staff are having wifi issues because the Access Points (APs) are old. The school has a total of 98 APs and these were manufactured as follows:

- 6 in 2009
- 57 in 2015
- 21 in 2015 (Junior Campus)
- 14 in 2020

The recommendation is to upgrade to new Ruckus modems. The MOE and N4L is currently upgrading all schools to Ruckus AP's and Network switches. Waiting on N4L to get back to us when they would upgrade KingsWay School WSNUP, by the looks of it will be by the end of 2024.

This is not a budgeted item, however, the Executive Officer confirmed we are sitting well above our working capital and therefore have reserves on Balance Sheet to use, without impacting future CAPEX or OPEX. IT Director advised he was planning to change over in Christmas holidays but was asked to expedite this to Term 3 holidays if possible.

The board approves the replacement of all modems with the ruckus upgrade as recommended by our IT Director.

7:44 Yoshen and Yolind left the meeting.



The board approves the wireless network upgrade ...

of all modems to ruckus as recommended by our IT Director.

Decision Date:	8 Sep 2022
Mover:	Cushla Shepherd
Seconder:	Amira McMurray
Outcome:	Approved

6.2 Policies: Updates

Raelene has the ball rolling on the Term 3 policy upgrades. If she is not re-elected she will do a handover to the new person.

7. Correspondence

7.1 Correspondence for KWS BOT - Important to read

7:58pm - The Board moves to In-Committee

8:25pm - The Board moves out of In-Committee

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, 26 September 2022 – 6:30pm
- Next Devotions: Paul Clayton

Signature:_____

Date:_____