

CONFIRMED MINUTES

BOT MEETING - 31 OCTOBER 2022



At the **BOT Meeting - 28 November 2022** on **28 Nov 2022** these minutes were **confirmed as presented**.

Name:	KingsWay School Board of Trustees
Date:	Monday, 31 October 2022
Time:	6:30 pm to 9:00 pm (NZDT)
Location:	Senior Campus Staff Room , 100 Jelas Road, Red Beach
Board Members:	Amira McMurray, Graeme Budler, James Kimber, Joelle Lu, Paul Claydon (Chair), Peter Wilding (Chair), Raelene Beguely, Mrs Hayley Cross, Jordan Barley , Vanessa Gatman , Neels van Rensburg
Attendees:	Chris Martin , Colette Budler , Cynthia Venter, Jonathan Price, Yolind Strydom

1. Opening Meeting

1.1 Devotions

Jordan opened the meeting in prayer.

Joelle shared a devotion on change. Change is never easy (ie new job, move house). Change can be painful (ie loss). Life is constant change and nothing lasts forever. Well, there is something that lasts forever: God.

Malachi 3:6a KJV - *For I am the Lord. I change not.*

Reassuring to have God with us. Watching over us – especially during times of immense change in the world.

Hebrew 13:8 KJV - *Jesus Christ the same yesterday, and to day, and forever.*

What does this mean for us? We should remain faithful because He is faithful. We should be encouraged to draw close to God during change. This is becoming a challenge in today's world, but we need to stand strong in our faith. Trust in God and glorify Him. Even if we don't like the change or outcome.

Psalms 102:27 KJV - *But thou art the same, and thy years shall have no end.*

1.2 Meeting Admin

BOT Meeting - 8 September 2022 8 Sep 2022, the minutes were confirmed as presented.

BOT Strategic Meeting - 17 October 2022 17 Oct 2022, the minutes were confirmed as presented.

The Board is all in favour of the new Delegations of Authority schedule with the Board sub committees.

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
26 Sep 2022	Graeme to recommend a date for a strategic planning meeting in Term 4 Status: Completed on 3 Nov 2022	Graeme Budler

3. Curriculum Reports (NAG 1)

3.1 Middle Years Annual NEG Reports

Both Middle School and Junior Secondary Annual NEG Reports circulated and taken as read.

The Deputy Principal, Middle Years, Lisa Lambert introduced the SMT of Middle Years; Kristina Taylor, Yvonne Neville and Megan Welch (acting for Jennifer Peters) and Head of Junior Secondary, Vanessa Gatman.

One of the threats Lisa mentioned was the general decline in families who are committed to attending church regularly. Often only one parent attends church and a lot of the attestations are pre-covid or during covid when church attendance was online. We are back to in-person enrolment interviews. Student church non-attendance is currently at 39%. Our intake is often from other schools. Our teachers spend a good amount of time on Bible understanding and the gospel. We are intentional. Our Y9 intake is where we see different behaviour patterns.

Opened to the Board for questions:

A Board member asked about maths. Teachers have received a lot of PD in maths. The support is similar to reading and writing. If there is a concern it will be identified early. The increase is more in the English Language Learners (ELL) learners. Y9 is below expectation but this is mainly due to missing data, hence it is not as accurate as we would like. The jump in Y9 in curriculum is significant. Graeme reminded the Board that the teachers are facing a two-year gap in learning due to Covid.

SMT have noticed an increase in learning needs (IEPs) during enrolment interviews. None of them are fully funded, but are children of genuine Christian parents. We are being deliberate about tracking data to spread the load and balance the classes and upskill staff to cope.

MOE funding was discussed. The MOE do not like parent's donations being ear-marked and discourage it. But we have sought legal advice and have some T/As who are paid for by the student's parents. ESOL is well funded.

Our focus is on value added progress more than on achievement since Covid. It was recommended that Graeme report on NELPs in his EP Report, Graeme confirmed that this is his intention.

7:14pm MS SMT left the meeting.

Junior Secondary - Vanessa reflected on the year so far. The students have been an honest cohort proving great feedback.

The meaning of differentiation and learning guide explained - supporting our learners at an individual level. One of our goals is engagement and success therefore at their level. The online guide enables students to be self-directed and the parents to see what is expected.

Wellbeing issues transitions are being supported.

The culture in the team was queried. The culture is the foundation that held us in good stead during the pressures of covid. There is a strong sense of unity and support within the Y10 team. The opportunity to work collaboratively is great.

Vanessa explained that Maker a Space is a creative learning space.

The English pod does not have a spare space because the third space is used for ESOL, whereas the other PODS have that space as spare area.

Lisa commended and thanked Vanessa on leading the team so well.

7:28pm Lisa left the meeting

4. Finance Report (NAG 4)

4.1 Finance

The Finance Report for the period ending September 2022 circulated and taken as read.

Yolind explained that the FAPC meeting will only be next week due to the holidays.

The financial results as at end of September 2022 are within expectation. Since September represents 75% of the annual budget, net revenue is on track at 74% of budget. Yolind explained that we report on an annual budget and next year we will do a monthly budget and therefore reporting will be more understandable.

The 2022 financial year is expected to end with a small profit. These will be discussed with the FAPC on 7 November. Yolind explained that because of holidays and time constraints, the FAPC will meet next week and they will discuss the forecast results for December 2022, along with the draft 2023 budget. These will then be presented to the Board for discussion and acceptance in November 2022.

ESOL queried. Again this figure is due to income and expenses not tracking clearly due to having an annual budget, as opposed to a monthly budget. This money is ring fenced.

7:39pm Yolind left the meeting

5. Executive Principal's Report

5.1 Executive Principal's Report

The Executive Principal's Report dated 31 October 2022, circulated and taken as read.

Annual Plan Graeme explained this to the new Trustees. The final report will be presented at the next meeting.

HR Evaluation - as part of our normal evaluation we have had a review. The investigation highlighted that the current person does not have the HR expertise we require for the number of staff we now have. We are in negotiation about reducing hours, and trying to attract a part-time expert HR person. A bit of redundancy will be required to pay out. Graeme will be talking to the FAPC.

Annual Attendance Report circulated and taken as read. We have noticed a slight drop but compared to the national average we are doing well. Graeme explained we are tracking a lot of data monthly and Graeme commits to keeping an eye on this. We aim to keep the bar high and Graeme reassured the Board that ELT are drilling down into this data.

Learning Support Evaluation report enclosed and taken as read.

Valerie Severin attended the meeting to answer any questions. The Board asked Val to elaborate on what systems are in place in the various schools. Val would like to see a more streamline and digital 'one stop shop' across the school. Val will work with Chris to formulate something. Kamar has capacity and has symbols that represent different needs, but Val wants to expand this tool. The Board asked about equitable access, we have limited funding available to us and try our best to be equitable. Parents aren't always understanding. Differentiated interventions was explained - Teacher Aides (T/As) are to help with foundational understanding (or lack thereof). T/As need training and this takes time out of assisting teaching. Legacy plans and practices meaning queried - high needs ORRs funded students, T/As become 'attached' to students and therefore we are going to try rotate the students care. Opportunity - to use T/As in a more diverse/flexible way. We are heading more towards behaviour issues / social / emotional issues. Graeme explained that the MOE only gives us about 20% of what we need. The rest comes from the school's pocket. We are funding Learning Support in excess of what we should be.

Colette thanked Val and Graeme honoured Val for her wealth of expertise.

6:51pm Val left the meeting

Annual Special Character Report circulated and taken as read. Colette spoke to the student survey data that came in after her report. One of the figures is an increase in church non-attendance of Senior students.

Out of the 80% of students who filled in the survey, only 26% have come through our primary years and only 3% from Year 1. During LifeLab we tried to encourage church attendance. At Primary School teachers can engage with parents more, like holding parenting skills workshops. We are finding more and more of our students are engaged in part time work. We are doing a lot of work with our students around special character. The Board would like to flag this as a risk area and find out more about the survey results. The enrolment process needs to be super robust to ensure our Special Character is upheld. The teachers' level of church attendance was discussed. Note that approx. 45 teachers have completed a theological course. We need to commit this area to prayer, keep planting seeds and put energy into the culture shapers and nurture them.

Raelene thanked Colette and gave her appreciation on behalf of the Board.

8:09pm Colette left the meeting.

Pastoral Care Report circulated and taken as read. It is encouraging to note that bullying is very low.

Article - Shortage of Teachers. Graeme has hired two overseas teachers but Immigration NZ is making it very difficult. There is also a shortage in Leadership applications. It is so important to retain the good teachers we do have.

Astro Turf - is being upgraded. Allen block is nearly complete. Maybe at the next meeting we can walk through and have a look.

New Primary Build - the building consent has been submitted. As soon as we hear we can start our enrolments. They have up to 21 days in which to respond.

8:24pm - Moved to In-Committee

8:36pm - Moved out of In-Committee



Student church attendance investigation following the student special character survey

Action: Investigate deeper into the survey outcome of low church attendance of students across the whole school. It was suggested to get a pilot group together and frame up some review questions for the Board to consider. We want to know why there is such a low attendance and also why are the attenders going to church. Colette to bring the proposed questions for the Board at the next meeting.

28.11.2022 - Colette shared her PowerPoint with outline of her survey. The Board suggested that the due to the responsibility of the Prop and Board that they are backing this survey. The EP questioned the value of questioning the

parents, because what would we do with the data. We could feedback to our community the results. The survey would only be completed by end of Term 1.

Due Date: 28 Nov 2022
Owner: Colette Budler

5.2 Personnel

Fixed Term Teaching positions, for Board Information ONLY:

- Lorraine Price, Head of English Faculty, reducing to fixed term, 0.4FTTE in 2023 and 2024 (then retiring)
- Shaniel Slater, MS teacher, fixed term, fulltime in 2023, parental leave cover
- Monique Jansen van Rensburg, fixed term, part time (0.7FTTE), Primary School PE/Health teacher, T1 & 2, 2023

Support Staff, for Board Information ONLY:

- Claire Pearce – moves to Health Centre Manager, permanent, part time
- Lee-Anne Hefer, casual/on-call Receptionist
- Odette Charles, casual/on-call Receptionist
- Marlize Minnaar, casual/on-call Receptionist

L.W.O.P Request to be considered (see enclosed application)



The Board approves the following permanent teaching positions:

- Lisa Lambert, Associate Principal, commencing T1, 2023
- Vanessa Gatman, Deputy Principal Middle Years, commencing T1, 2023
- Paul Miller, Head of Junior Secondary, commencing T1, 2023
- Aidan Richards, Director of International Students, permanent, fulltime commencing T1, 2023
- Maire Smith, Senior School Maths teacher, permanent, fulltime commencing Term 1, 2023
- Maryke Strydom, Taryn Wrath and Fiona Brown are moving from fixed term fulltime to permanent fulltime, commencing T1, 2023
- Lisa Lin, Head of Learning Area PS, permanent, commencing T1, 2023
- Madison Cornwall, Head of Learning MS, permanent, commencing T1, 2023
- Angela Hunt, Head of Learning and MS teacher, commencing T1, 2023
- Anna Hetrick, moving to permanent, fulltime commencing T1, 2023 (previously T2-4)
- Maisie Dunning, permanent, fulltime MS Performing Arts teacher (beginning teacher), commencing T1, 2023
- Diane Scarrow, permanent, part time (0.8FTTE) MS teacher commencing T1, 2023
- Bonnie Shotbolt, Y10 English teacher, commencing T1, 2023

Conflict of Interest: Vanessa Gatman abstained from voting.

Decision Date: 31 Oct 2022
Mover: Paul Claydon
Seconder: Graeme Budler
Outcome: Approved



The Board approves the Leave Without Pay request for Thornton McDade

The leave request was endorsed by his HOS due to his going above and beyond his duties. The Executive Principal supports this request. The Board endorsed the strong mitigating factors and acknowledged the limited student impact due to the timing (dates) of the leave. These factors reached the threshold.

Decision Date: 31 Oct 2022
Mover: Peter Wilding
Seconder: Neels van Rensburg
Outcome: Approved

6. Discussion / Other Items

6.1 Policies: Update to the BOT

Raelene confirmed she has double checked everything from the SchoolDocs updates and confirms our policies are all current and on track.

The Board notes Changes to the Covid-19 procedures health procedures on SchoolDocs have been amended in line with the Covid Framework.

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, 28 November 2022 – 6:30pm
- Next Devotions: Raelene Beguely

Signature: _____

Date: _____