

CONFIRMED MINUTES

BOT MEETING - 28 NOVEMBER 2022



At the **BOT Meeting - 27 February 2023** on **27 Feb 2023** these minutes were **confirmed as presented**.

Name:	KingsWay School Board of Trustees
Date:	Monday, 28 November 2022
Time:	6:30 pm to 8:50 pm (NZDT)
Location:	Senior Campus Staff Room , 100 Jelas Road, Red Beach
Board Members:	Amira McMurray, Paul Claydon (Chair), Graeme Budler, James Kimber, Mr Peter Wilding, Raelene Beguely, Jordan Barley , Mrs Hayley Cross, Vanessa Gatman , Neels van Rensburg
Attendees:	Joelle Lu, Chris Martin , Colette Budler , Cynthia Venter, Jonathan Price, Yolind Strydom
Guests/Notes:	Karla de Wet (new Student Rep)

1. Opening Meeting

1.1 Devotions

Joelle opened the meeting in prayer.

The Board Chair thanked Joelle for her term as student rep and welcomed Karla, the new student rep for 2023.

Raelene shared a devotion. Hebrews 6:19-20 - 'we have this hope as an ANCHOR for our soul'. Our faith and hope in Jesus Christ and in God's word and promises is what can keep us steady in trying times, like an anchor keeps a ship stable in stormy waters. Hope is an expectation or a desire for something great. Another definition is trust. We trust in His character, in His unchanging nature (Heb 13:8 - Jesus is the same yesterday, today and forever). Jesus never changes. This is such a simple, powerful and profound truth. Anchor - definition: a, strong, heavy object attached to a chain to hold boat steady and not be moved by currents / storms. Interestingly, in early Bible times, rocks, or stones in sacks, were used as anchors (God is referred to in scripture as a rock). Our hope in Christ needs to be strong and weighty. Encourage us to anchor ourselves in Christ. No matter what comes our way, we can endure with steadfastness. Side note - In the early church days, they used the symbol of an anchor like a code sign for Christians - shows its significance. Value steadfastness of those having faith in Christ over a number of years. Verse 20 - Jesus enters the inner sanctuary. Jesus is our forerunner. He has gone ahead and made a way for us to access God's presence. Steadfastness in Christ will lead to God's presence in our lives.

1.2 Meeting Admin

BOT Meeting - 31 October 2022 31 Oct 2022, the minutes were confirmed as presented.



The Board approved the BOT Workplan for 2023

Refer to the 2023 BOT Workplan circulated

Decision Date: 28 Nov 2022
Mover: Paul Claydon
Outcome: Approved

2. Matters Arising

2.1 Action Points from last meeting

Due Date	Action Title	Owner
26 Sep 2022	Graeme to recommend a date for a strategic planning meeting in Term 4 Status: Completed on 3 Nov 2022	Graeme Budler
28 Nov 2022	Student church attendance investigation following the student special character survey Status: In Progress	Colette Budler

3. Curriculum Reports (NAG 1)

3.1 Senior School Annual NEG Report

Senior School Annual NEG Report circulated and taken as read.

Daniel Bennett, Head of Senior School, was in attendance to speak to his report. One potential issue was the Y13 cohort hadn't done any formal NCEA exams until now.

The Board asked about Wider Learning - this subject was essentially created to provide a wider range of topics, experiences and broader life-skill opportunities. He admits it was a lot to manage, admin wise. The student reps shared their perspective on the topics they chose. Jonathan Price has done a preliminary evaluation but this subject needs another year before a proper evaluation. We will continue with the topics that were successful.

The Board celebrated the good results of our Maori students, better than the national average. However MOE also wants to know if they have achieved as Maori.

The Board thanked and complimented Daniel on his achievements despite the difficulties of the last three years.

7:08pm Daniel left the meeting.

4. Finance Report (NAG 4)

4.1 Finance

Finance Report circulated and taken as read.

Note: Correction on page 4 to point 3 should read 7.5% (not 75%).

The auditors have proposed 2 changes to the Dec 2021 Financials and consist of the following:

- Increase the Balance Sheet Paint provision by \$30 475. This will reduce net profit by \$30 475 resulting in a net loss of (\$3 765) for Dec 2021 as opposed to the previously reported profit of \$26 710. The Paint provision is a mandatory provision required by MOE and forms part of the MOE's stated focus areas for 2021 audits.
- Recognise various photocopier leases as a Leased Asset and Lease Liability in accordance with Accounting Standards (IFRS16). The impact is to increase Balance sheet assets and liabilities by \$49 239. There is no Income Statement impact in 2021.

October 2022 Results

Whilst October results are tracking well ahead of budget, an extensive forecasting exercise has been conducted with all school faculties to determine upcoming expenditure on end of year activities. International student revenue in October 2022 has delivered a positive surprise with 5 new students in Term 4. Based on the Q4 forecast, the Dec 2022 results are expected to land on a modest profit below \$10 000. A new forecast will be performed at the end of November 2022 to ensure that MOE funds are appropriately expensed during 2022.

Budget 2023

In 2023, KingsWay is expecting a 7,5% increase in total student numbers, thus this Budget has been prepared on this increased student roll. The MOE has forecast that KingsWay student numbers will be static in 2023 which the MOE will revise on receipt of 2023's student roll reporting. KingsWay is awaiting confirmation from MOE regarding split site funding in 2023. Based on our enquiries with MOE, the above budget includes a static split site receipt in 2023 of \$49 700 (2022 split site was \$49 700).

During Covid years, the unfortunate cancellation of activities resulted in a decline in parental funding. This will be addressed in 2023 through improved parent communication. The time and resources absorbed by Covid has also delayed much needed Staff PD. Although corrective plans have been established to correct the PD deficit, PD remains underfunded in this budget. Another neglected item on this Budget is staff retention funding.

Forecast working capital levels are much more than adequate to meet the school's upcoming financial commitments and exceed the board threshold working capital of \$500 per student. In coming months, this overly generous working capital ratio will be re-evaluated to determine the most prudent course of action. The working capital per student amount discussed further. We are content with our amounts.

An error was found on page 5 in the 2023 Budget column for JC Gilling Scholarship - the EO will correct this.



The Board accepts the audit adjustments to December 2021 Annual Financial Statements as

outlined above.

Decision Date:	28 Nov 2022
Mover:	James Kimber
Second:	Neels van Rensburg
Outcome:	Approved



The Board accepts the 2023 Budget

with the amendment to the JC Gilling amount on page 5 as stated above.

Decision Date:	28 Nov 2022
Mover:	Neels van Rensburg
Second:	Graeme Budler
Outcome:	Approved

5. Executive Principal's Report

5.1 Executive Principal's Report

Executive Principal's Report circulated and taken as read.

RSE Evaluation - Associate Principal, Chris Martin, spoke to his report. The purpose of this evaluation is to better understand the depth and breadth of curriculum coverage of the MOE Relationships and Sexuality Education (RSE) guidelines considering KingsWay's special

character. The KingsWay Trust provide overarching special character parameters that frame a conservative, evangelical, biblical perspective of RSE. The school needs parent support.

A Board member pointed out that a lot of parents abdicate their responsibility of being first educators. The last parent survey done showed that they were keen for education to happen earlier than what we were doing at the time of the survey.

There are limited sources of trustworthy material that the school accesses in support of the teaching of RSE. The Board Chair offered for his wife to work with the school as she has experience in delivering sexuality education to teens.

The Board was reminded that it has a lawful responsibility to consult with our community.

7:26pm Chris and Colette left the meeting

Student Discipline - We have a high standard and zero tolerate, resulting in the recent cases depicted in the EP Report. The Y10 students will be receiving an informative 'talk' at Camp about the dangers of the legal ramifications of the misuse of social media.

ERO - the first review is on Board compliance. Graeme would like the A&RC to come in and look at his checklist to ensure they are happy.

Kahui Ako - Graeme is applying for Lead Principal again, as it is up for renewal.

Graeme thanked and commended Peter for his many years of service to the Board and school. Peter has left the school in a better state than when he found it.

Graeme briefly shared about his recent visit to our sister school, Pacific Hills in Sydney.



The Board endorses Graeme's application for Lead Principal of the Kahui Ako.

All Trustees are in favour. Carried

Decision Date: 28 Nov 2022

Mover: Paul Claydon

Second: Jordan Barley

Outcome: Approved

5.2 Personnel



The Board approves the following permanent teaching positions

- **Nicola Hansford**, JS teacher Y10 English, 1.0FTTE, conditional on receiving a work visa (from SA)
- **Jaimee Bond**, PS PE/Sport teacher, 1.0FTTE, commencing T3, 2023
- **Laura Weston**, PS teacher, 0.8FTTE
- **Andrew Rush**, PS teacher, 1.0FTTE
- **Marietjie Lind**, PS teacher, moved to permanent, fulltime T2 to 4, 2023 and every year thereafter (Proprietor approved)
- **Nina Rautenbach**, PS teacher, moved to permanent, fulltime T3 & 4, 2023 and every year thereafter (Proprietor approved)
- **Rachel Greening**, PS teacher, 0.2 permanent, part time
- **Thornton McDade**, moving from JS teacher to SS Business/Economics teacher
- **Belinda Mittermeier**, SS Music teacher, 0.6FTTE
- **Madison Cornwall**, MS teacher, Head of Learning, permanent

Moved by the Board Chair, the Trustees were all in favour. Carried.

Decision Date: 28 Nov 2022

Mover: Paul Claydon

Outcome: Approved

Fixed term teaching positions, for Board information only

- **Katherine Kruger**, PS teacher, HOLA, fixed term 2023
- **Donne van den Berg**, PS teacher, HOLA, fixed term 2023
- **Aimee Fitzgerald**, moving from permanent, fulltime to 0.5FTTE, T1 & 2, 2023. Y8 Job share with Liz Raikes
- **Liz Raikes**, as above, Y8 job share with Aimee Fitzgerald
- **Anika Potgieter**, Y7-13 Sport/PE/Outdoor Ed, over for sabbatical leave for 2023
- **Fiona Lysaght**, PS teacher, 0.2FTTE, T1 & 2, 2023
- **Rachel Greening**, PS teacher, 0.2 T1 & 2, 2023
- **Lorraine Henry**, 0.2FTTE for all of 2023 (covering Cristal McKoy)
- **Matt Harris**, Acting Assistant Head of SS (parental leave cover during 2023)
- **Colin Thomson**, Acting Associate Principal (T2, 2023 only) Principal's Nominee for T1 & 2, 2023

Permanent, support staff positions, for Board information only

- **Carrie Jones**, School Nurse, permanent, part time
- **Lee-Anne Hefer**, SC Receptionist, permanent, part time
- **Melodie Oosthuizen**, Cleaning Controller, permanent, fulltime
- **Abigail Cooper**, Receptionist, Primary School, permanent, part-time

Leave Application

LWOP request circulated and taken as read. The Executive Principal supports this request.

HR Director

7:50pm Moved to In-Committee (Karla de Wet left the meeting)

8:22pm Moved out of In-Committee (Karla de Wet rejoined the meeting)



The Board approves the Leave Without Pay request for Yvonne Neville

The trustees were unanimous in their decision.

Decision Date: 28 Nov 2022
Mover: Vanessa Gatman
Seconder: Raelene Beguely
Outcome: Approved



The Board agrees to support the introduction of a 30-hour part-time HR Director at KingsWay in 2023,

On the basis that the existing incumbent reduces to 20-hours, with a review in consultation with the HR Manager and HR Director in a years' time.

Decision Date: 28 Nov 2022
Mover: Graeme Budler
Seconder: James Kimber
Outcome: Approved

6. Discussion / Other Items

6.1 Policy Updates

7. Correspondence

7.1 Correspondence for KWS BOT - Important to read

Enrolment termination letter circulated.

8:40pm Moved to In-Committee (Karla de Wet left the meeting)

8:42pm Moved out of In-Committee (Karla de Wet rejoined the meeting)



The Board directs the Principal to withdraw the said student at the end of the year

Matter discussed in In-Committee and the Board is all in favour of terminating the student from our roll.

Decision Date: 28 Nov 2022
Mover: Paul Claydon
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.

- Next meeting on Monday, 27 February 2023 – 6:30pm
- Next Devotions: Graeme Budler

Signature:_____

Date:_____