

# CONFIRMED MINUTES

## BOT MEETING - 22 MAY 2023



At the **KWS Board Meeting - 26 June 2023** on **26 Jun 2023** these minutes were **confirmed with the following changes**:

*The Board agrees to a PD budget of \$15k, based on accumulated, unclaimed and unspent PD funds from previous years, to be claimed by the Executive Principal before the end of 2023.*

<b>Name:</b>	KingsWay School Board of Trustees
<b>Date:</b>	Monday, 22 May 2023
<b>Time:</b>	6:30 pm to 8:43 pm (NZST)
<b>Location:</b>	Senior Campus Staff Room , 100 Jelas Road, Red Beach
<b>Board Members:</b>	Paul Claydon (Chair), Amira McMurray, Hayley Cross, James Kimber, Jordan Barley , Karla de Wet , Philip Mark Bradley, Raelene Beguely, Vanessa Gatman , Nicholas Bradley
<b>Attendees:</b>	Cynthia Venter, Lisa Lambert , Chris Martin , Yolind Strydom
<b>Apologies:</b>	Graeme Budler, Colette Budler , Jonathan Price, Neels van Rensburg

## 1. Opening Meeting

### 1.1 Devotions

James Kimber shared a devotion around the theme of Integrated schooling and inter-generational discipleship.

James shared some history of the schooling system from 1800's onwards resulting in the Education Act 1877. James explained how and why integrated schooling came about.

Then he reflected on and shared some conversations; particularly how a teacher, new to Christian education, stated how surprised she was to find how genuine, authentic and real the Christian education is.

However, there are parents struggling to navigate raising teenagers, who are having to navigate the pressures of the world. The risk is children get good at putting on a 'mask', acting as if they are innocent or pretending to be Christian.

The Bible says "become like little children". Little children don't know how to pretend or put a 'mask' on, they are honest. Jesus does not like pretending. We have to allow our children to be authentic and real with us.

James read from Deuteronomy 6-9 - Love the Lord your God. Combination of obedience and love.

### 1.2 Meeting Admin

**BOT Meeting - 27 March 2023 27 Mar 2023**, the minutes were confirmed as presented.

Paul welcomed our new Proprietor Rep, Nick Bradley.

Nick opened the meeting in prayer.



### **Board In-Committee Meeting Minutes dated 27 February 2023 were confirmed as presented**

- a true and fair reflection.

**Decision Date:** 22 May 2023  
**Mover:** Jordan Barley  
**Seconder:** Karla de Wet  
**Outcome:** Approved

## **2. Matters Arising**

### **2.1 Action Points from last meeting**

<b>Due Date</b>	<b>Action Title</b>	<b>Owner</b>
28 Nov 2022	Student church attendance investigation following the student special character survey <b>Status:</b> Completed on 28 Mar 2023	Colette Budler

## **3. School/Portfolio Reports**

### **3.1 PAT Comparative Report**

**PAT Comparative Report circulated and taken as read.** Vanessa Gatman, Deputy Middle Years, available to answer any questions.

In all aspects of the Progressive Achievement Tests (PATs), all cohorts of KingsWay students are attaining scores above the National Reference Group (NRG). Both boys' and girls' cohorts are achieving above the NRG overall. Progress has been made at all year levels, however, there are lower rates of progress in some quartiles for listening comprehension. The progress for listening comprehension are notably higher than last year when we saw a regression in some cohorts.

Note that the NRG indicates expected profiles for the year level, not actual scores, therefore the impact of Covid disruptions nationally is not indicated in these figures.

New strategies to improve listening are being implemented and this was discussed. The nature of the listening test was explained, and the difficulty of not being distracted while taking the test. The Board student rep shared about the difficulty of trying to focus during the test.

Finding ways within our school setting to engage students and use technology to our advantage.

It was noted that ESOL students are included in these tests. We have a great ESOL team supporting those students.

The differentiated learning for Maths was discussed allowing students to learn at their own level / ability.

Paul thanked Vanessa.

## **4. Finance Report**

### **4.1 Finance**

**Finance Report for period ending April 2023 circulated and taken as read.** Yolind Strydom, Executive Officer, is in attendance to answer any questions.

#### **1 Financial Statements**

Due to auditor staff constraints across New Zealand, our audit will begin in July 2023. Our deadline for the MOE is normally at the end May, so the auditor will inform the MOE of the later audit date.

Income has improved due to:

- the effort and recovery initiatives to recover unpaid Special Character Donations and Activity Costs.
- the MOE has granted unexpected support for Pay Equity staff payments
- the International Department has grown by more students than anticipated.

The Board accepted the Financial Report.

## 2. Support Staff Staffing Allocation

In past years, student counselling personnel were resourced from both teaching and support staff salaries. Due to a change in staff in 2022, counselling personnel are now exclusively funded from support staff salaries. This was an omission of not including it in the support staff budget after it was taken out of the teacher budget. Therefore this is a short term fix until next budget.

Counselling personnel have been understaffed in 2023 and we now have a critical shortage of qualified counsellors to support our students across the school.

A discussion ensued, the Counselling Report (enclosed in the Executive Principal's Report) was looked at and discussed. The Board unanimously agreed to support this allocation, with a request that any of this can be funded from elsewhere, to do so.

7:31pm Yolind left the meeting



**The Board approves the request to increase counselling staff provision by 0.4 FTE (\$20k),**

for a two day per week position.

<b>Decision Date:</b>	22 May 2023
<b>Mover:</b>	Paul Claydon
<b>Seconded:</b>	James Kimber
<b>Outcome:</b>	Approved

## 5. Executive Principal's Report

### 5.1 Executive Principal's Report

**Acting Executive Principal's Update to the Board circulated and taken as read.**

Workplan updates - good progress has been made - refer to 2023 Workplan enclosed.

Special Character - continuing on with the PD that Colette put in place before her sabbatical. All is going well.

Edpay access Board compliance required every 6 months - see resolution below.

Property - we are grateful that our buildings withstand flooding.

Health & Safety - Lisa explained the recent flooding event and subsequent school closure. We have done a thorough evaluation process resulting in learning and clarity, including our independence with bus services moving forward.

Legislative compliance - calendar change explained.

Attendance rates - Chris will elaborate on this at the next Board Meeting.

ERO update - Tracy will be observing relationships between teachers and students on her next visit in Term 3.

Industrial Action update - Our staff have been unified, and we have navigated the needs of teachers, students and parents. Today the unions agreed to pause industrial action until 11:59pm on 30 May. The Board discussed their support of the teachers. Our student rep, Karla, shared her experience being on the receiving end of the industrial action and its impact on students.

Proprietor & Infrastructure Update:

- Primary Build - we are on Plan B, interviewing and accepting conditional enrolments.
- Policy One spend - explained. The FAPC have asked for a list of priorities.



### **The Board approves the following staff to have access to EdPay**

- Abbie Cooper (Payroll)
- Sam Bandara (Accountant)
- Yolind Strydom (Executive Officer)
- Christine Jordaan (Accounts officer)

**Decision Date:** 22 May 2023  
**Mover:** Philip Mark Bradley  
**Seconder:** Hayley Cross  
**Outcome:** Approved

## **5.2 People & Culture**

There are no permanent teaching positions to ratify this meeting.

The following appointments are for Board information only:

Fixed term teaching positions:

- Annaliese Phipps, Middle School Teacher, Part Time fixed term, started 1 May 2023
- Min Park, Middle School Teacher, Full time, fixed term started 21 March 2023

Permanent, support staff positions:

- Michelle Mans – Cleaning Supervisor, Full Time, started 1 May 2023
- Nicole Flint – Receptionist, Junior Campus, Part Time, started 24 April 2023

Resignations:

- Simone Cole – Librarian/Literacy Support
- Melodie Oosthuizen - Cleaning Controller

We have a number of pregnant teachers who will go on maternity leave as well as others who will return from maternity leave this year.

## **6. Discussion / Other Items**

### **6.1 Sabbatical Applications**

**Three applications for sabbaticals for 2024 circulated and taken as read.**

The process of sabbatical applications was discussed. The cut off for applications is 31 May. All of these applicants have been at the school for a long time, and have contributed and served significantly. The impact of their absence to the school was discussed. The Acting Executive Principal supports all of the applications.

The Board discussed increasing the EPs PD budget for 2023 to account for the unused allowance due to Covid and to be used to support his PD during his sabbatical.



**The Board moved to support the EP in endorsing the applications for**

Ann Bailey, Cherie Perrow and Colin Gray.

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**Seconder:** James Kimber  
**Outcome:** Approved



**The Board agrees to a PD budget of \$15k to be claimed by the Executive Principal**  
before the end of 2023.

**Decision Date:** 22 May 2023  
**Mover:** James Kimber  
**Seconder:** Vanessa Gatman  
**Outcome:** Approved

## 6.2 Policy Updates

## 7. Correspondence

### 7.1 Correspondence for KWS BOT - Important to read

### 7.2 General Correspondence to all Boards

Paul drew the Board's attention to the one item in inwards correspondence, regarding the proposed changes to the Education Act. Paul reminded the board members that they are to refer all communications, queries and questions to Paul to address, as Board Chair.

## 8. Close meeting

### 8.1 Close the meeting

**Next meeting:** KWS Board Meeting - 26 June 2023 - 26 Jun 2023, 6:30 pm

- Next Devotions: Hayley Cross

**Signature:**\_\_\_\_\_

**Date:**\_\_\_\_\_