

# CONFIRMED MINUTES

## BOARD OF TRUSTEES MEETING - 7 AUGUST 2023



At the **Board of Trustees Meeting - 18 September 2023** on **18 Sept 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	KingsWay School Board of Trustees
<b>Date:</b>	Monday, 7 August 2023
<b>Time:</b>	6:30 pm to 9:08 pm (NZST)
<b>Location:</b>	Senior Campus Staff Room , 100 Jelas Road, Red Beach
<b>Board Members:</b>	Paul Claydon (Chair), Amira McMurray, Graeme Budler, Hayley Cross, James Kimber, Jordan Barley , Karla de Wet , Neels van Rensburg , Nicholas Bradley , Philip Mark Bradley, Raelene Beguely, Vanessa Gatman
<b>Attendees:</b>	Cynthia Venter, Yolind Strydom
<b>Apologies:</b>	Lisa Lambert , Chris Martin , Colette Budler

### 1. Opening Meeting

#### 1.1 Devotions

**Raelene opened the meeting in prayer.**

**Vanessa Gatman** (Staff Rep) shared a devotion on **"Growing Servant Leaders for His Kingdom"**

Vanessa shared that as a teacher, mum and member of our KingsWay Community she has had a long-term passion to serve, lead and grow servant leaders in our community. She loves our school mission statement that states *"To be a Christian community of learning that nurtures young people towards their full potential as servant leaders in the kingdom of God"*.

Vanessa shared about her *You Are HBC* teenage girls conference that was held on 3-5th July 2023. This has been a 12-year journey with a commitment to growing over 500 young women in our mentorship programme. This year eighteen Senior School students along with three alumni were part of the mentorship team who worked with over 100 teenage girls over three days. The mentor role includes committing to a mentor training where they are equipped to work with younger women who attend conferences. Trainee mentors (Year 11) work with an older mentor throughout the three days so that they are supported. The mentoring role is a big learning curve and the students involved are commended for their courage, commitment to servant leadership and time investment.

This year a new initiative was put in place. A group of mentors were invited to speak at *You Are* and they were supported in the preparation of their messages with mentoring from Mrs Gatman, who leads the charitable trust. This meant that time was given to equip the speakers to shape their messages in a way that would engage a younger audience. Topics such as navigating body image issues, healthy relationships, overcoming adversity, knowing the Father's love were themes of messages given this year.

## 1.2 Meeting Admin

**KWS Board Meeting - 26 June 2023 26 Jun 2023**, the minutes were confirmed as presented.

**Extra-Ordinary BOT Meeting 13 Jul 2023**, the minutes were confirmed as presented.



**The Board approves the In-Committee Minutes dated 26 June 2023**

**as a true and fair reflection.**

**Decision Date:** 7 Aug 2023

**Mover:** Paul Claydon

**Outcome:** Approved



**The Board appoints Lee-Anne Hefer as the new KWS BOT Returning Officer**

who will conduct the Student Rep election due now.

**Decision Date:** 7 Aug 2023

**Mover:** Paul Claydon

**Outcome:** Approved

## 2. Matters Arising

### 2.1 Action Points from last meeting

## 3. School/Portfolio Reports

### 3.1 Year 11 Update

**Year 11 Qualification Structure circulated and taken as read.**

This document was shared with parents at the Senior School Option Evening in Week 1 of Term 3. The school has not received any negative feedback to date.

The Senior School teachers will start working on the programme in earnest in Term 4 after Senior students leave. In the meantime management are visiting other schools who have opted out of NCEA L1 to gather information and make contacts. The EP has also made contact with the IB Rep in Singapore. We will need to consider the cost implications, as we cannot use the same teachers to teach both NCEA and IB.

The program will be bespoke to KingsWay, not a template of another school.

The EP will present data to the Board, and keep the staff and parents informed of progress. The current Y10s will be consulted.

A discussion around the following points ensued:

- ERO is unconcerned which programme a school uses so long as the students are learning and progressing and their wellbeing is being looked after.
- IB is internationally recognised now.
- There are many schools who have dropped NCEA L1 and many more strongly thinking about it because they are not happy with the new curriculum.
- We would need to implement a new programme in 2025.
- The EP will present a timeline at the next Board meeting.
- The EP intends to visit other **Christian** schools who are doing IB.

- The new preparatory programme we will be implementing in 2024 will well equip students for the IB programme in 2025.
- Service is mandatory as part of IB. SVA is used to measure service. Duke of Edinburgh could also be used to log service.
- We may need an extra Board meeting to meet the timeframe.
- This Thursday and Friday two APs will be visiting other schools who can guide us.

## 4. Finance Report

### 4.1 Finance

**Finance Report ending June 2023 circulated and taken as read.**

Revenue is up due to MOE grants that have come in, an increase in International students and the recovery of outstanding SCD and activities costs.

The MOE have awarded a further \$155k for Furniture and Equipment. The ELT have proposed the following allocation of these funds which have been reviewed by the FAPC. It is tagged money.

The Admin Staff Pay Equity 2022 agreement has boosted both Admin Salary expenses as well as unbudgeted MOE funding. The MOE has begun to claw back their overpayment of this support in 2022, which has prompted our conservative accounting treatment of similar receipts in 2023.

The International Department's student target is one child per class resulting in under 100 students if at capacity. We budget for 25.

Activity costs were discussed.

7:32pm Yolind left the meeting



**The Board approves an additional spend of \$155k on furniture and equipment CAPEX,**

**as detailed in the Finance Report, from the F&E MOE Grant received.**

**Decision Date:** 7 Aug 2023  
**Mover:** James Kimber  
**Seconder:** Neels van Rensburg  
**Outcome:** Approved



**The Board accepted the Finance Report as presented.**

Finance Report ending June 2023.

**Decision Date:** 7 Aug 2023  
**Mover:** Paul Claydon  
**Outcome:** Approved

## 5. Executive Principal's Report

### 5.1 Executive Principal's Report

**The Executive Principal's Update circulated and taken as read.**

Policy One 2024 -

**2030 SGDP Resourcing chart and Policy One Maintenance & Modernisation Priorities document circulated and taken as read.**

The Executive Leadership Team recently considered all the major maintenance and modernisation priorities that they believe need to be addressed to ensure our school is in keeping with the

standards of other state schools. This document outlines their maintenance and modernisation priorities, for 2024, for the Board's consideration.

The FAPC Team need to discuss these priorities with the Proprietor and formulate a plan to present at the next Board meeting.

The Stellar Project Maintenance Plan was explained and discussed. The school is up to date with all the assigned maintenance in the plan. The 10YPP has become obsolete because the suggested maintenance has not been done by the Proprietor. Because of this some issues have become compounded.

The Board discussed the following:

- The MOE only gives about \$80k to the school for maintenance.
- Policy One spending guidelines/rules.
- The need for a framework and format between the Trust and the school.
- The distribution of Policy One money; it is given to the Proprietors and the Proprietor is obligated to have (and develop) a 10YPP. Meant to be consultation between school and the Trust.

The CEO of KWT recognised the needs being presented and expressed a commitment to finding a way to increase the amount spent on repairs and maintenance for the coming year.

Roll Numbers - our growth in one year is the size of a small school

Enrolment priority policy - consider evaluating our priorities to capture the right clientele.

Primary build - KingsWay staff are now aware of the delayed completion date for the new Primary Pavilion. Decisions about the new build are being made as progress is made. Planning continues to be on track for all other staffing, resourcing and enrolment matters.

Recreational space - student congestion and lack of recreational space means we need to pursue the partnership with Council in order to utilise (rent) their fields. The hockey turf is semi-private and we have to pay to use it. Proprietor is Land & Buildings, therefore it should be Proprietor money to pay for the rent of these facilities.

ESOL report - tabled for the Board and the ELT will look at the recommendations. Overall, we do an excellent service. Discussed briefly.



### **Policy One Maintenance & Modernisation Priorities List**

The ELT will take this list to the FAPC and the FAPC to meet with the KWT to formulate a plan of action to address the maintenance and modernisation priorities required.

**Due Date:** 18 Sept 2023

**Owner:** James Kimber

## **5.2 People & Culture**

There are no permanent teaching positions to ratify.

For Board information only are the following fixed term teaching positions:

- Sacha Donovan, Middle School
- Amy McNair, Middle School
- Jenn Liddle, Primary School
- Claire Torckler, Primary School

For Board information only are the following support staff positions:

- Tara Mills, Part Time ESOL Teacher

**8:39 pm - The Board moved in to In-Committee**

The Board Chair extended the meeting by 15 minutes.

**9:01 pm - the Board moved out of In-Committee**

6. Discussion / Other Items

**6.1 Policy Updates**

7. Correspondence

**7.1 Correspondence - Important to read**

**7.2 General Correspondence**

8. Close meeting

**8.1 Close the meeting**

**Next meeting:** Board of Trustees Meeting - 18 September 2023 - 18 Sept 2023, 6:30 pm

- Next Devotions: Neels Jansen van Rensburg

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

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