

CONFIRMED MINUTES

BOARD MEETING - 30 OCTOBER 2023



At the **Board Meeting - 28 November 2023** on **28 Nov 2023** these minutes were **confirmed as presented**.

Name:	KingsWay School Board of Trustees
Date:	Monday, 30 October 2023
Time:	6:30 pm to 9:15 pm (NZDT)
Location:	Senior Campus Staff Room , 100 Jelas Road, Red Beach
Board Members:	Paul Claydon, Amira McMurray, Graeme Budler, Hayley Cross, James Kimber, Jordan Barley , Karla de Wet , Nicholas Bradley , Philip Mark Bradley, Raelene Beguely, Vanessa Gatman
Attendees:	Colette Budler , Cynthia Venter, Yolind Strydom
Apologies:	Lisa Lambert , Neels van Rensburg , Chris Martin
Guests/Notes:	Yvonne Neville, Kristina Taylor, Jennifer Peters & Paul Miller

1. Opening Meeting

1.1 Devotions

Karla shared a devotion on the topic of purpose.

There are a lot of uncertainties surrounding the decisions we make in our lives and there are times when we don't know if we are making the right decisions. We try to live a life with purpose, a life where we choose careers according to our talents and gifts but we still question if we are living our lives according to God's purpose for us. Often when we talk about having purpose as Christians we go straight to the great commission. Matthew 28 verses 18-20: *"All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations baptising them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always to the very end of the age"*

But we also serve other purposes and to combat the uncertainties surrounding our decisions we should trust that God has prepared us for a time such as this.

Karla shared a synopsis of the book of Esther.

We can look to the story of Esther in the Bible and see how God had placed her in the right place in time to help save the Jewish people even though she must have thought when she became Queen that she was there just to through banquets and serve the king. In the same way as board members or leaders in the school or teachers, we make decisions now that we hope are correct and good, but we don't always know if we are right. But we must trust that there is a purpose for why all of us are here today, even though we can't always recognise what our true purpose is. Karla hopes that the trustees are encouraged that although we might not have the answers God provides even in the silence, the same way he provides strength, wisdom, and courage to Esther and Mordecai, He also provides for us.

1.2 Meeting Admin

Strategic Board Meeting - 9 October 2023 9 Oct 2023, the minutes were confirmed as presented.

Board of Trustees Meeting - 18 September 2023 18 Sept 2023, the minutes were confirmed as presented.

Apologies: Neels van Rensburg

Conflict of Interest: Amendment to Raelene's COI. Raelene has completed her contract with PS and is now just a relief teacher.

Minutes: A small amendment to section 2.2 was made on the 9 October minutes before the Board approved them.

Student Rep election results: Matthew McMurray will be the new BOT student rep for 2024



The Board approves the in-Committee Minutes dated 18 September 2023

as a true and fair reflection.

Decision Date: 30 Oct 2023

Mover: Paul Claydon

Outcome: Approved

2. Matters Arising

2.1 Action Points from last meeting

Due Date	Action Title	Owner
30 Oct 2023	Policy One Maintenance & Modernisation Priorities List Status: Completed on 30 Oct 2023	James Kimber

3. School/Portfolio Reports

3.1 Middle School Annual Report

Middle Years Annual Report circulated and taken as read. Vanessa Gatman (Deputy Principal of Middle Years), and the AHOS; Yvonne Neville, Jennifer Peters, Kristina Taylor & Paul Miller were all in attendance.

Vanessa acknowledged her Assistant Heads for their hard work, dedication, support and the heart they have. Vanessa is proud of the progress they'd made as a team.

Opened to the Board for questions:

A question was asked as to how teachers identify whether a student has 'gaps' in their learning particularly from during the COVID years. Kristina explained that they have a variety of assessments and tools they use to make a judgement on a child's academic achievement. Each child has an individualised learning plan. The said standard tests are; PAT tests, eASttle and alongside that they use personalised reports. The EP elaborated on the effects that COVID has had in causing gaps, that is why we are outworking differentiation practice and student agency. It could take a few years to rectify. Vanessa also explained how they are intentionally looking at vertical mapping. Next year we are increasing teaching time on numeracy and literacy.

Feedback was passed on from a student via a parent rep on their experience of Junior Secondary. Both positives and negatives was shared with the Middle Years SMT. Positives were the activities and activity days and the Y10 jumpers. The negatives was not having enough paper-based

material to learn/study from. Class Notebook doesn't save the work and also the struggle with folders/filing.

Staff turnover in JS is a concern and how to keep the culture/vision. Paul assured the trustees that he is intentional in setting and outworking the culture and he sets the bar and expectation. They have a tight knit team who are attracting teachers who are interested in innovating, creating and nurturing a purposeful environment. We have teachers who are passionate about the JS. Graeme clarified that the staff movement is not due to unhappiness, but due to genuine relocations. The parent evaluation came back very positively.

The question of where does the JS fit? Officially in MY but we use senior teachers for their academic knowledge to push them further. Interestingly the shape of the space is suited perfectly for the village feel.

A trustee asked what tools and strategies the Head of JS uses to help maintain culture. Paul explained that we use Strength Finders to identify the strengths of staff individually. We they working on refining those core key success criteria and conveying that. They are here for a common purpose - Jesus is our core business. Our induction of new teachers is excellent at conveying our culture.

Artificial Intelligence and devices was discussed. KWS maintains a blended approach, both written and devices, and are fully aware of the threat and therefore have specifically tailored some of our assessments away from devices. We constantly review our processes.

Learning Support was discussed next. Every school is currently grappling with a wave of students who have a diagnosis. Val Severin is doing an excellent job with her Teacher Aide team, as is Chantal with the ESOL students. Jennifer shared some numbers/percentages. The school receives adequate funding for ESOL, but not enough for Learning Support students. This area is hopelessly underfunded by MOE. Having enough T/As not only benefits the LS child but also benefits the non-LS students. As a board we continue to commit to resourcing LS.

Special character and culture in Y7 with the new influx of students that come in from outside was discussed. Vanessa explained that new students who opt to join KWS, are subsequently opting to accept our culture, they are disciplined gently. Vanessa confirmed that we have a strong culture, we set the pace, high standards and an embedded culture. It is woven through every subject and prayer is pivotal and is very real. We are unapologetically pushing ahead with our special character.

The Board Chair thanked and honoured the MY SMT for their work. Philip Mark prayed a blessing over the MY leaders.

7:35pm - MY SMT left the meeting.

4. Finance Report

4.1 Finance

Forecast for Dec 2023 - variances pointed out.

Draft Budget for 2024

Unspent Capex 2023 - An analysis of the approved Capex for 2023 has revealed cost savings on some capex items resulting in some surplus Capex for 2023. It is proposed that the following items be purchased with the excess Capex:

Further lockers for Uniform shop online orders \$4 000

New ovens for Tuckshop \$2 000

Capex purchases are presently being finalised with finance scrutiny on all outstanding cost variances.

Special Character Donation - In order to mitigate KingsWay's reliance on International income to fund ordinary school activities, the Finance Committee has evaluated an increase in the Special Character Donation from January 2024. The Special Character Donation is currently \$636 per student per year and has not been increased since 2016. In recent years, inflation has quickly

spiked from approx. 2% to 7% without a corresponding increase in revenue. It is proposed that the Special Character Donation be increased to \$780 per student per year, an increase of \$144 per year.

The importance of crafting a well written letter to parents was stressed, it was suggested that Graeme and Philip Mark collaborate on this and bring it back to the Board for review and approval.

A Trustee queried the fact that the school budgeted for communication systems and should this not come out of Policy 1 money?

8:06pm Yolind left the meeting



Unspent Capex 2023: The Board approved that the below items be added to the capex list and

be purchased from savings made in the 2023 capex budget.

- Further lockers for Uniform shop online orders \$4 000
- New ovens for Tuckshop \$2 000

Decision Date: 30 Oct 2023
Mover: James Kimber
Seconded: Jordan Barley
Outcome: Approved



The Board agreed to increase the Special Character Donation to \$780 per student per year,

an increase of \$144 per year with effect from 2024, and with a review of the name. The letter to the community conveying this increase will be carefully formulated in conjunction with the Proprietor and brought back to the Board for signoff on 28 November.

Decision Date: 30 Oct 2023
Mover: James Kimber
Seconded: Graeme Budler
Outcome: Approved

5. Executive Principal's Report

5.1 Executive Principal's Report

Executive Principal's Report circulated and taken as read.

Special Character - The annual report was circulated and taken as read. There are higher numbers of students across SS saying that they have a faith. It's encouraging to see the growth in worship, particular in MY. There has been an increase in church attendance since last year. A trustee queried a threat mentioned regarding MOE initiatives, because so many new initiatives take teachers away from our main game; teaching well. Keeping the culture with so many new teachers is another threat, but they overcome this with the excellent induction programme and mentor new teachers in their faith journey. They also ensure experienced staff spread and share expertise in SC. While on the topic Philip Mark explained that the Trust does not receive funding for the work that Jacqui Lloyd does.

8:17pm Colette left the meeting

Property Maintenance - The Finance & Property Team met with CEO of Land Trust and FAPC are happy so far and will present the final report at the next meeting.

EOTC - Y10 Sports Camp. By adding this camp it adds another layer of special events for Y10, creates culture and promotes student bonding. It is held at Totara Springs and is part of a bigger camp joining with other schools. There will be a selection process to attend camp, meaning it will be an honour and privilege to attend. A condition will be that their school work is up to date. It was

agreed that the selection of students will need to be carefully considered, keeping in mind who attended the similar Y8 Camp. Philip Mark read what governance the Board needs to ensure (see [HERE](#)) and that proper health and safety protocols are followed.

2030 SGDP - The EP is continuing his consultation with our Māori Representation group and making the changes presented by the Board and this group. This will present at the next BOT meeting. Graeme pointed out that the Three-Year SGD Plan needs to be presented to the MOE in March, and he still needs to consult with the teachers, but cannot do so until funding has been confirmed. The suggestion was to wait until early next year, to consult and to finalise it. The one-year 2024 Plan is finalised.

Roll Numbers - are healthy and continuing to grow. Interestingly there are some Catholic Schools who are asking the MOE for a roll decrease due to not being able to fill the seats.

Student Attendance - not great. Letters going to be sent to parents who wish to take their children out of school during term time for family holidays.

9pm The Board Chair moved to extend the meeting by 15minutes.



The Board approves the new Y10 Sports Camp in principle, subject to meeting the H&S requirements and

the A&RC will check that the practices are met against the checklist that Philip Mark presented, and assuring the Board that this has been met.

Moved by the Board Chair. All Trustees in favour.

Decision Date: 30 Oct 2023
Mover: Paul Claydon
Outcome: Approved

5.2 People & Culture

Staff Internal Movements

- Katherine Kruger, Primary HOLA
- Donne van den Berg, Primary HOLA
- Jen Peters, AHOS Primary
- Lindsay McPherson Middle School Teacher 2024
- Melanie van Rooyen, Assistant Head of Middle School

Fixed term teaching positions, FYI only

- Nikky Bain, Year 10-13 Teacher

Permanent, support staff positions, FYI only

- Marlize Minnaar, Uniform Shop Co-Ordinator
- Hannah Jennings, Gateway Workplace Co-Ordinator

Resignations:

- Louise Lee
- Sandy Dunlop
- Bronte Vlaaringerbroek
- Peta-Ann Ross
- Lee-Anne Hefer
- Dan Ward

The Executive Principal assured the Board that the resignations were all mainly relocations and one medical retirement.



The Board approved the following permanent teaching positions:

- Cecile Nortje, Senior School
- Alice Wu, Senior School
- James Bellingham, Senior School
- Choi Jeong Min, Junior Secondary
- Tanya Combrink, HOLA Primary School
- Min Park, Primary School
- Minsoo Lee, Primary School

Decision Date: 30 Oct 2023
Mover: Philip Mark Bradley
Seconder: Jordan Barley
Outcome: Approved

6. Discussion / Other Items

6.1 In-Committee - Staffing Restructure

9:02pm - The Board moved to In-committee

9:15pm - The Board moved out of In-committee

The Board agrees that the Executive Principal continue with the final process of restructuring the Finance Department.

6.2 Policy Updates

The A&RC advised the Board that the KingsWay School SchoolDocs site does **not** have the inclusive policy, as stated in the SchoolDocs correspondence.

7. Correspondence

7.1 Correspondence - Important to read

7.2 General Correspondence

8. Close meeting

8.1 Close the meeting

Next meeting: Board Meeting - 28 November 2023 - 28 Nov 2023, 6:30 pm

- Next Devotions: Jordan Barley

Signature: _____

Date: _____