

CONFIRMED MINUTES

KWS BOARD MEETING - 26 FEBRUARY 2024



At the **KWS Board Meeting - 8 April 2024** on **8 Apr 2024** these minutes were **confirmed as presented**.

Name:	KingsWay School Board of Trustees
Date:	Monday, 26 February 2024
Time:	6:30 pm to 9:11 pm (NZDT)
Location:	Senior Campus Staff Room , 100 Jelas Road, Red Beach
Board Members:	Amira McMurray, Graeme Budler, Hayley Cross, James Kimber, Jordan Barley , Nicholas Bradley , Paul Claydon, Philip Mark Bradley, Raelene Beguely, Vanessa Gatman , Matthew McMurray
Attendees:	Chris Martin , Colette Budler , Cynthia Venter, Lisa Lambert
Apologies:	Neels van Rensburg
Guests/Notes:	Yolind Strydom (Financial Director)

1. Opening Meeting

1.1 Devotions

Meeting Opened with Devotions & Prayer

Philip Mark shared a devotion that ties in with him currently developing a strategy for how our special character of Christian faith should be supported within schools by the NZCPT. Read full devotion [HERE](#)

1.2 Meeting Admin

Board Meeting - 28 November 2023 28 Nov 2023, the minutes were confirmed as presented.

Paul welcomed Matthew McMurray, the new KWS Board Student Rep for 2024.

Year Start Admin:

The annual appointments of Presiding Member and Deputy Presiding Member took place.

The Delegations of Authority for the Executive Principal and sub-committees were all appointed.

The Conflict of Interest Declarations register was circulated for updating, the changes will be shared at the next meeting.



The KWS Board appointed their Presiding Member for 2024, as Paul Claydon

Nominated by Raelene. All members were in favour. Paul accepted.

Decision Date: 26 Feb 2024
Mover: Raelene Beguely
Seconder: Philip Mark Bradley
Outcome: Approved



The KWS Board appointed their deputy Presiding Member, as Neels van Rensburg

Nominated by Raelene. All members were in favour. Neels accepted.

Decision Date: 26 Feb 2024
Mover: Raelene Beguely
Seconder: Graeme Budler
Outcome: Approved



The KWS Board delegate the Executive Principal with authority to act as per the current Delegations

of Authority Policy dated 29 June 2020

Moved by the Presiding Member. All Board members were in favour.

Decision Date: 26 Feb 2024
Mover: Paul Claydon
Outcome: Approved



The Kws Board appointed members for the Board Sub-Committees as follows:

Disciplinary Committee:

- Paul Claydon (Presiding Member)
- Raelene Beguely
- Jordan Barley
- Amira McMurray

Finance & Property Committee:

- James Kimber (Presiding Member)
- Paul Claydon
- Hayley Cross

Audit & Review Committee:

- Raelene Beguely (Presiding Member)
- Amira McMurray
- Jordan Barley

Decision Date: 26 Feb 2024
Mover: Paul Claydon
Outcome: Approved



The Board approves the In-Committee Minutes dated 28 November 2023, as a true and fair reflection.

Moved by the Presiding Member. All Board Members were in favour.

Decision Date: 26 Feb 2024
Mover: Paul Claydon
Outcome: Approved

2. Matters Arising

2.1 Action Points from last meeting

3. School/Portfolio Reports

3.1 Confirm 2024 Strategic Plan & approve 2023 Annual School Report

The 2023 Annual School Report and 2024 Workplan were circulated as a link inside the Executive Principal's Report, and taken as read.



The KWS Board approves the 2023 Annual School Report

Moved by the Presiding Member. All Board members were in favour.

Decision Date: 26 Feb 2024
Mover: Paul Claydon
Outcome: Approved



The Board approved the 2024 Three-Year Strategic Plan

Move by the Presiding Manager. All Board members were in favour.

Decision Date: 26 Feb 2024
Mover: Paul Claydon
Outcome: Approved

4. Finance Report

4.1 Finance

Finance Report and the Audited 2022 Financial Statements circulated and taken as read.

2022 Audited Financial Statements

The Financial statements for 2022 were finalised in December 2023. The auditor has issued an unqualified opinion on the 2022 results. The net profit for the year was more than what was budgeted. The pleasing profit variance was generated by conservative 2022 Budgeting and mandatory holiday pay journals, rather than savings by Budget holders. The 2022 Budget was appropriately conservative given the fact that it was established amidst Covid uncertainties and unreliable historical data. Operational funds were spent in accordance with financial policies. The CAPEX purchases for 2022 were explained in more detail by the Financial Director.

Due to delays experienced by the auditor, these financials were finalised after the May MOE deadline. Thus see Note.26 on the Financials refers to the delayed submission in breach of MOE requirements. The auditor has confirmed in writing that the MOE has been notified that KingsWay was not at fault in the delay. The Financial Director was reminded that the Statements should be addressed to the KingsWay School Board, not "The Board of Trustees".

Budget:

Budget 2024 was approved by the BOT in November 2023. Subsequent developments indicate that an amended 2024 Budget will be required. These amendments will be delayed until the MOE publishes KingsWay's final funding and staffing in March. These amendments will be detailed for the FAPC and submitted to the BOT for review in March 2024.

6:54pm - The Financial Director left the meeting.



The KWS Board adopted the 2022 Audited Financial Statements

Noting that the auditor has confirmed in writing that the MOE has been notified that KingsWay was not at fault in the delay.

Decision Date: 26 Feb 2024
Mover: James Kimber
Seconded: Paul Claydon

Outcome: Approved

5. Executive Principal's Report

5.1 Executive Principal's Report

Executive Principal's Update circulated and taken as read

The Executive Principal requested speaking rights for Associate Principals, Colette and Chris, who wish to update the Board on the below report.

Alternative Qualification Investigation Update Report circulated and taken as read. The Senior leadership Team has continued to investigate the viability of pursuing an alternative qualification in Senior School. The focus has considered how Cambridge Assessment International Education (CAIE) could be offered at KingsWay as an alternative to NCEA Level 2 & 3. The investigation assessed a range of factors including financial implications (long and short term), staffing implications (long and short term), student attainment, special character, school culture, and the school's vision for holistic education. The investigation team has concluded that pursuing CAIE is not viable as an alternative qualification to either replace or to function alongside (dual pathway) NCEA Level 2 & 3 at this time.

The Executive Principal explained that the school wishes to pursue an enhanced programme that will equip our students for the world. It has not been removed from the Annual Plan because we still need to offer something different and challenging. Online courses discussed, but sadly they are not from a Biblical framework.

The Board discussed the timeline of communicating to staff and parents.

Paul thanked Chris and Colette.

Special Character - Cambodia trip. Colette shared more detail and expressed the need for overstaffing to cover illness.

8:25pm - Colette left the meeting.

Health & Safety - the lack of heat pumps was highlighted, referring to a letter from a teacher. The EP mentioned that there is a continual theft of our fire alarm loudspeakers which can impact on evacuations.

KingsWay School Operational Playbook 2024-2026 - The Executive Principal has prepared a three-year strategic playbook 2024-2026. This document highlights the operational, strategic priorities and proposed resourcing for different areas of the school. It also provides greater transparency for all leaders and governors about what is already happening and will be updated annually.

Policy One Spend - This is an outstanding item from the previous board meeting which will be deferred until the next meeting as the bank still has not approved the figure.



The Board approved the following two compliance reports

1. KingsWay Three-Year Strategic Plan 2024
2. KingsWay Annual School Report 2023

Decision Date: 26 Feb 2024
Mover: James Kimber
Seconder: Neels van Rensburg
Outcome: Approved

5.2 Personnel

Permanent Teaching Positions (ratified below)

Jonathan Price, Director of Operations

Staff appointments and movements for Board information only:

Fixed Term Teacher Positions:

Hee Hyun Han, FT Middle School Teacher (full-time)
Helene Robinson, 0.5 FTE fixed term Primary School Teacher
Claire Torckler, 0.1 FTE fixed term Primary School Teacher
Rachel Greening, additional 0.2 FTE fixed term Primary School Teacher
Avril Greybe, 0.2 FTE fixed term Music Teacher
Stephen Trent, 0.16 FTE fixed term Music Teacher
Scott Patience, 0.16 FTE fixed term Music Teacher
Marika Chia, 0.16 FTE fixed term Music Teacher
Jo Clayton, additional 0.1 FTE fixed term Music Teacher

Permanent Support Staff Positions:

Kathryn Heslop, HR Co-Ordinator
Adrienne Wang, Finance Administrator
Mariette Boshoff, Operations Administrator
Nolleen Miller, part time Junior Campus Nurse (starts March 2024)

Internal Staff Movements:

Aimée Walker, Director of HR Operations (formerly HR Co-Ordinator)

Leave over 5 days (requiring Board consideration*):

There are three teachers who have been granted parental leave and/or parental leave extensions.
Teacher requesting one year's deferred leave.
Teacher LWOP request for up to 8 days

*Requests for Leave and employment matters are to be considered while the public is excluded. The reason for passing this resolution and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 is that the matter deals with personnel and financially sensitive issues.



The Board approved the permanent appointment of Jonathan Price as Director of Operations

Moved by the Presiding Member. All Board members were in favour.

Decision Date: 26 Feb 2024
Mover: Paul Claydon
Outcome: Approved

6. Discussion / Other Items

6.1 2030 SGDP Resourcing

ELT Resourcing Management Plan doc circulated and taken as read

The Executive Principal (EP) requested speaking rights for Associate Principal, Lisa Lambert.

The Board highlighted the first meeting in 2024 as a marker to allow the Proprietor the opportunity to investigate the viability of funding a Performing Arts Centre. The ELT and Presiding Member met recently with the Proprietor to discuss solutions and ramifications related to the lack of funding to complete a Performing Arts Centre, lack of covered outdoor space and Part B at the Primary. The ELT have produced this document outlining the challenge and potential solutions to the Board.

The EP put this on the Agenda to advise the Board of what he deems to be the greatest threat and risk to the school, including reputational risk. The EP elaborated what was outlined in his report.

8:23pm - Lisa & Chris left the meeting.



The Roll & Resourcing Management Plan report is to be sent to the Trust with a covering letter,

from the Presiding Member, requesting an urgent response.

Decision Date: 26 Feb 2024
Mover: Paul Claydon
Outcome: Approved



The Presiding Member is to write a letter to the Trust and enclose the EP's Roll & Resourcing Management Plan report.

Due Date: 1 Mar 2024
Owner: Paul Claydon

6.2 Policy Updates - Enrolment Policy C/F

The A&RC understood that, after the last meeting in November, the Board was going to go away and think about the enrolment criteria and come back as a Board to finalise them.

Raelene went through the points, indicating the A&RC preferences, the Board was in agreement. The Proprietor requested that the A&RC put their recommendations in writing and send it to the school board. The Presiding Member requested that it first be circulated to the Board for confirmation.



The A&RC is to provide their enrolment preference criteria in writing to the school board,

for discussion prior to confirmation of a policy at the next board meeting.

Due Date: 1 Mar 2024
Owner: Raelene Beguely

6.3 In-Committee (as needed basis)

The Board moved in to committee for public-excluded business at 8:34 pm.

A discussed leave request was granted by the Board.

The Board moved out of committee for public-excluded business at 8:49 pm.



The Presiding Member moved to extend the meeting by another 15 minutes

All Board members agreed.

Decision Date: 26 Feb 2024
Mover: Paul Claydon
Outcome: Approved

7. Correspondence

7.1 General Correspondence



The Presiding Member is to reply to the teacher's letter regarding the installation of heat pumps

Due Date: 8 Mar 2024
Owner: Paul Claydon

8. Close meeting

8.1 Close the meeting

Next meeting: KWS Board Meeting - 8 April 2024 - 8 Apr 2024, 6:30 pm

- Next meeting on Monday, 8 April 2024 – 6:30pm
- Next Devotions: Nick Bradley

Signature: _____

Date: _____