

CONFIRMED MINUTES

KWS BOARD MEETING - 8 APRIL 2024



At the **KingsWay School Board Meeting - 27 May 2024** on **27 May 2024** these minutes were confirmed as presented.

Name:	KingsWay School Board of Trustees
Date:	Monday, 8 April 2024
Time:	6:30 pm to 9:25 pm (NZST)
Location:	Senior Campus Staffroom, 100 Jelas Road, Red Beach, 0932
Board Members:	Amira McMurray, Graeme Budler, James Kimber, Jordan Barley , Matthew McMurray, Nicholas Bradley , Paul Claydon, Philip Mark Bradley, Raelene Beguely, Vanessa Gatman
Attendees:	Chris Martin , Cynthia Venter, Lisa Lambert
Apologies:	Hayley Cross, Neels van Rensburg , Colette Budler
Guests/Notes:	Yolind Strydom (Finance Director), Nikki Clark and Simeon Hawkins (Kahui Ako ASL)

1. Opening Meeting

1.1 Devotions

Cristal opened the meeting in prayer.

Nick Bradley shared a devotion called *God's Offer of Grace*. The devotion was about his unsaved grandmother, her cancer, and her funeral at a marae.

Nick read out a letter he wrote to his grandmother, in order to convince her to accept Jesus Christ before she passed away.

God's grace is for everyone. Grace is a person; Jesus Christ. As Christians we should cultivate His presence, be listening for His voice. Don't let His death for you be in vain.

1.2 Meeting Admin

KWS Board Meeting - 26 February 2024 26 Feb 2024, the minutes were confirmed as presented.

Apologies: Hayley and Neels

Conflicts of interest: Nil



The Board approved the In-Committee Minutes dated 26 February 2024, as a true and fair reflection.

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

Decision Date: 8 Apr 2024
Mover: Paul Claydon
Outcome: Approved

2. Matters Arising

2.1 Action Points from last meeting

Due Date	Action Title	Owner
1 Mar 2024	The Presiding Member is to write a letter to the Trust and enclose the EP's Status: Completed on 6 Mar 2024	Paul Claydon
1 Mar 2024	The A&RC is to provide their enrolment preference criteria in writing to the school board, Status: Completed on 2 Apr 2024	Raelene Beguely
8 Mar 2024	The Presiding Member is to reply to the teacher's letter regarding the installation of heat pumps Status: Completed on 6 Mar 2024	Paul Claydon

3. School/Portfolio Reports

3.1 Annual Kahui Ako Report

Kahui Ako Annual Report and Key Competency Project Plan circulated and taken as read. Nikki Clark and Simeon Hawkins (Across School Leaders) were in attendance to present and answer any questions.

Our Kāhui Ako has had changes in staffing; Simeon Hawkins was appointed to Across School Leader (ASL), while Sam Stammers, and De Gibson have joined as new Within School Leaders (WSL). They all bring with them a wealth of experience in effective pedagogy, leadership, and enhancing student wellbeing, particularly among English Language Learners (ELL).

- The wellbeing focus that Kāhui Ako delivers was explained. The main focus for 2024 is to equip students with their wellbeing and train teachers on their understanding and how to provide better wellbeing in their classrooms. Teachers have given positive feedback that they are feeling empowered.
- The difference between counselling and student wellbeing was discussed, including the staff PD given by Annie Brown to the teachers.
- Simeon shared about the new feature in MS Teams that allows students convey an emotional reaction to how they are feeling. This allows the teacher to gauge the state of the class or individual students.
- Key Competencies (KC). Graeme heads up KC and explained he has started the process of investigating how these can be incorporated as part of the teaching programme.
- Simeon clarified the point on Junior Secondary under threats.
- Teacher release time was discussed and how it looks different for Primary School compared to Senior School.
- Government funding discussed and whether this was a risk to Kahui Ako.

Vanessa thanked Nikki and Simeon and commended them on their work, that is making an impact.

7:01pm Nikki and Simeon left the meeting

4. Finance Report

4.1 Finance

Finance Report circulated and taken as read. Yolind Strydom was in attendance to present and answer any questions.

Yolind started by bringing to the Board's attention that there is an error in Salary Journal and then also in the commentary in the report. This results in an incorrect P&L which needs to be adjusted to \$567,000 profit.

- The Proprietor pointed out that the Notional Property expense is listed as income but not in the expenses – Yolind is to look into why and make corrections.
- Due to the delayed budget, staff have not been able to spend and therefore there is a lag in spending.
- Pay equity agreements - the MOE has been front loading and then calculating, which leads to them asking for payback of any over funding. We will have a more accurate measure by July.
- A Board member pointed out that the notes cannot be accessed to read. The FAPC are able to view the notes and cover off any concerns in their meetings.

The Board noted the Financial Report ending Feb 2024 and requested the above adjustments to be made.

7:10pm - Yolind left the meeting

5. Executive Principal's Report

5.1 Executive Principal's Report

Executive Principal's Report circulated and taken as read.

Counselling Report - Chris Martin spoke to this. KWS has acquired free support from two counselling students (Laidlaw & Bethlehem), one is a male which is great to have. KWS is in the process of rolling out a new programme called ORAH. It allows a student to press a button to ask to see a counsellor.

EOTC - Chris Martin spoke to the two Sports Department's trip proposals requiring Board approval.

- AIMS Basketball trip for Y7 & Y8 students - parent supervised.
- Summer Tournament Volleyball Week trip for senior boys (Y11-13)

Special Character - Graeme advised the Board that KWS will undergo a Special Character review next year which will include interviewing the Board Members.

Junior Playground - The PTA has raised significant funds towards a Junior Primary playground. However, the cost of installing a playground has grown exponentially over the past few years. Quotes for a new playground are now more than \$200K. The management have worked within the setup budget allocation for the new block. The EP proposed using the Furniture & Equipment Grant, plus an additional \$60k out of Capex.

Health & Safety - an upgrade is required for our old PA system. This will be raised to the Proprietor shortly.

Primary Build - see 6.2 Portfolio Presentations below



The Board approved the Summer Tournament Volleyball trip with the same parameters as the Winter

Tournament trip we currently do. A staff member attends and the accommodation is all together.

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

Decision Date: 8 Apr 2024
Mover: Paul Claydon
Outcome: Approved



The Board approves the AIMS Basketball trip, subject to our usual due diligence, police vetting, and provided parents give their permission for another parent to look after their child.

Decision Date: 8 Apr 2024
Mover: Graeme Budler
Seconder: Raelene Beguely
Outcome: Approved



The Board agrees to contribute the Furniture and Equipment Grant together with \$60k out of Capex

for the the new Junior Campus playground and the resurfacing of the Senior Campus Bolam Court.

Decision Date: 8 Apr 2024
Mover: Graeme Budler
Seconder: Paul Claydon
Outcome: Approved

5.2 Personnel

Permanent Teaching Positions to be ratified:

Christine Wells HOF - English

All other appointments for Board info only:

Fixed Term Teacher Positions:

- Tori Roberts, Middle School Teacher, T 2 & 3 2024
- Lucinda Bossert, NE Teacher, T 3 & 4 2024
- Beth Hoffman, SS Teacher, 0.1 FTE, T1 only
- Sacha Donovan, SS Teacher, 0.1 FTE ,T1 only

Internal Staff Movements:

- Tori Roberts has qualified as a teacher and is moving from ESOL to Middle School on a FT contract

Resignations:

- Ruth Anderson has resigned her HOF role in the English department but will remain with as a Senior School Teacher when she returns from parental leave.
- Tori Roberts, ESOL Specialist Learning Assistant

Sick Leave:

There has been an unusual and significant amount of sick leave in term one that has put pressure on those who co-ordinate relief cover. We continue to actively recruit new relief teachers for both campuses. Occasionally teachers agree to an over-allocated timetable to cover long-term sickness and are repaid in time retrospectively.

Leave over 5 days:

A teacher is requesting one year's deferred leave.

(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 approves the permanent appointment of Christine Wells as

Head of Faculty English (Senior School)

Decision Date: 8 Apr 2024
Mover: Graeme Budler
Seconder: Philip Mark Bradley
Outcome: Approved

6. Discussion / Other Items

6.1 2030 SGDP Resourcing

Letter from KWT circulated and taken as read.

Paul shared the positive meeting had between the Trust, ELT and Paul. They have taken note of our requests. Priorities would be the PS COLA, then an Art block, Part B at the PS.

Graeme would like to capture timelines from the meeting and document these as part of the 2030 Resourcing Plan.

6.2 Portfolio Presentations

New Junior Build Update Report circulated and taken as read. Lisa Lambert and Cristal McKoy were in attendance to present.

Lisa and Cristal thanked the Board for the money given for the new build at the Primary School.

Lisa and Cristal presented and spoke to their PowerPoint showing the new build spaces, layout, and furnishing.

Lisa shared their SWOT - lot of strengths and opportunities. A weakness is the travel plan. Need for a path within the school to join the studios. Need for covered space.

Cristal shared potential playground design options. Lisa is currently getting quotes.

Travel options and the plan to disperse the traffic were explained.

The process has been good, and the build is a real credit to the team. Graeme thanked Lisa and Cristal for their work involved.

8:08pm Lisa and Cristal left the meeting.

6.3 Policy Updates & Enrolment Policy C/F

The Draft Enrolment Policy Priority Order circulated and taken as read.

The Board debated and discussed the content and order of the priorities and agreed to the following amendments:

Point 1 to 4 - remain the same.

Point 5 - Children of employees of the Kingsway Trust, Kingsway Preschools, and the Proprietor

Point 6 - Children of families working for approved Christian mission organisations abroad, returning to New Zealand and Church pastors.

Point 7 - Preferential applicants currently attending other schools in the New Zealand Association of Christian Schools.

Point 8 - Other preferential applicants.

The next step is to now put it out for community consultation and then approve at the next meeting.

The Presiding Member moved to extend meeting by 15 minutes, the Board agreed.



A&RC to update Enrolment Criteria Policy according to the Board recommendations

minuted on 8 April 2024 and ensure that the draft policy is put on the website for community consultation before the next meeting.

Due Date: 27 May 2024

Owner: Raelene Beguely

6.4 In-Committee (as needed basis)

9:12pm - The Board moved to In-Committee

9:22pm - The Board moved out of In-Committee

7. Correspondence

7.1 General Correspondence

8. Close meeting

8.1 Close the meeting

Next meeting: KingsWay School Board Meeting - 27 May 2024 - 27 May 2024, 6:30 pm

- Next meeting on Monday, 27 May 2024 – 6:30pm
- Next Devotions: Raelene Beguley

Signature: _____

Date: _____