

CONFIRMED MINUTES

KWS BOARD MEETING - 1 JULY 2024



At the **KWS Board Meeting - 12 August 2024** on **12 Aug 2024** these minutes were confirmed as presented.

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| Name: | KingsWay School Board |
| Date: | Monday, 1 July 2024 |
| Time: | 6:30 pm to 9:00 pm (NZST) |
| Location: | Senior Campus Staff Room , 100 Jelas Road, Red Beach |
| Board Members: | Amira McMurray, Graeme Budler, Hayley Cross, James Kimber, Jordan Barley , Matthew McMurray, Neels van Rensburg , Nicholas Bradley , Paul Claydon, Philip Mark Bradley, Raelene Beguely, Vanessa Gatman |
| Attendees: | Colette Budler , Cynthia Venter |
| Apologies: | Chris Martin , Lisa Lambert |
| Guests/Notes: | Sam Bandara (Assistant Director of Finance), Daniel Bennett (SS HOS) & |

1. Opening Meeting

1.1 Devotions

Jonathan Price opened the meeting in prayer.

Paul Claydon shared a devotion on *Faith in Action*. Paul read from James 2:26 from the NLT, KJV and Message versions of this passage. Paul read out his [article](#) that he wrote for the Term 2 Connect Magazine .

Paul thanked the Board for their faith in action.

1.2 Meeting Admin

KingsWay School Board Meeting - 27 May 2024 27 May 2024, the minutes were confirmed as presented.

Apologies: Nil

Conflicts of Interest: Nick Bradley - appointed Proprietor Rep - (his company) has submitted a proposal to the KWT to put together a 10Y Property Plan. Nick requested that the proposal be kept a private document.



The Board approved the In-Committee minutes dated 27May 2024, as a true and fair reflection.

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

Decision Date: 1 Jul 2024
Mover: Paul Claydon
Outcome: Approved

2. Matters Arising

2.1 Action Points from last meeting

| Due Date | Action Title | Owner |
|-------------|---|---------------------|
| 30 May 2024 | Proprietor and EP to discuss the phrasing of the Special Character Donation increase letter Status: In Progress | Philip Mark Bradley |

3. School/Portfolio Reports

3.1 Annual NCEA Comparative Report

Annual NCEA Comparative Report circulated and taken as read. Daniel Bennett (Head of Senior School) was present to answer questions.

Results for NCEA in 2023 were strong both in terms of comparison to other schools and in terms of learner progress overall. Daniel explained that the Heads of Faculties write a Faculty report for their area and then the SS SMT compile the summary report.

- It was noted that sometimes some cohorts are stronger than other years.
- SNA stands for Students Not Assessed. The Senior School leaders are noticing increasing trends of students being selective and not sitting all their subjects' external assessments, despite teachers best efforts of encouraging them to complete all courses and assessments.
- Last year there were several disruptions to students' learning due to weather events and strike action. These factors combined resulted in students missing approximately two weeks of instructional time. As a syndicate, we adapted our learning programs to mitigate time lost, though the disruptions likely impacted students' assessment readiness, but fortunately no huge impacts on results.

Questions / other discussion:

- The EP shared several approaches to minimising the effects of staff absences on students: overstaffing, keeping our contacts wide, and maintaining a close connection to relievers. He also highlighted to the Board that using our employed staff members was less expensive than hiring a reliver.
- Core Maths - the students who are have been tracked because they are lagging and are being bolstered.
- The graphs in the report were explained.
- The new Year 10 programme cohorts who have progressed to Year 11, along with the changes of their course and removal of Level 1 was discussed. Next year the school is doing a full review on our Y10 programme.
- Internal and External exams were explained, as well as re-assessments.

Paul thanked Daniel.

7:03pm Daniel left the meeting.

3.2 Portfolio Presentations

Enclosed is a section from the KWS Three-Year Strategic Plan, that covers Empowered and Capable Staff.

This is Colette Budler's portfolio and she presented a PowerPoint which emphasised:

- the different PD that takes place around the school
- the strategic PD foci
- that PD is differentiated
- the induction programme for new staff (two year programme)

8:09pm Colette left the meeting

4. Finance Report

4.1 Finance

Finance Report for period ending May 2024 circulated and taken as read. Sam Bandara (Assistant Director of Finance) was in attendance to present and answer questions.

1. Financial Report

Subsequent to the budget being approved in November 2023, the FAPC noticed there were numerous items not included. Therefore, a revised version was subsequently presented in early 2024. It was decided that a review would take place in July, considering the International student roll numbers. These criteria have now been met, and the FAPC proposed the adoption the revised budget. This proposal has been thoroughly reviewed and discussed by the FAPC. Details of the budget revision was explained. This is an exceptional situation as usually budgets are signed off earlier and set.

Interest income was explained. Rental income has increased. The digital signboard is cost neutral.

2. Financial Delegation Policy review

Due to rising costs, the current credit card limits are no longer suitable for efficient school operations. This policy has been circulated to the Audit & Risk Committee and reviewed by the Finance & Property Committee. The credit card limits are not fit for purpose to run the school efficiently. The Board agreed, however some more updates were noticed that need amending. This policy will be considered at the next Board meeting.

3. EdPay Checklist - biannual Board compliance to be met.



The Board accepts and adopts the new revised Budget for 2024.

All in favour. Carried

Decision Date: 1 Jul 2024
Mover: James Kimber
Seconder: Graeme Budler
Outcome: Approved



The Board approves the following staff to have access to EdPay

to fulfil the biannual compliance requirement

- Abbie Cooper (Payroll)
- Sam Bandara (Accountant)
- Christine Jordaan (Accounts officer)
- Aimee Walker (HR Director)

Decision Date: 1 Jul 2024
Mover: Graeme Budler
Seconder: Neels van Rensburg
Outcome: Approved



FAPC to bring revised and updated Financial Delegation for Operating Expenses Policy

to the Board at the next meeting.

Due Date: 12 Aug 2024

Owner: James Kimber

5. Executive Principal's Report

5.1 Executive Principal's Report

Executive Principal's Report circulated and taken as read.

The Workplan has been updated for Term 2. The pause of the Teacher Training program was queried. The EP explained that the programme was recently advertised again. Colette keeps in touch and attends the external Teacher Training liaison meetings.

Special Character: The preliminary report from the External Special Character review team was extremely positive, indicating that we are in a very good position with special character and have much to celebrate. The EP shared a testimony from an International student who came to faith at KWS.

Property: The EP requested speaking rights for the Operations Director, Jonathan Price.

- Maintenance Vehicle Proposal. The 16-year old school van (Toyota HiAce) failed its WOF in March, and the school has been exploring options of replacing this. Jonathan explained the various options and findings and seeks the Boards approval to purchase a second-hand Toyota HiAce (or similar) for up to \$25,000. The Board approved this proposal.
- Property Greenspace Contract Proposal. The contract for our greenspace management is up for renewal in January 2025. We have written to Turftech and informed them that we want to reduce our contract and move our maintenance back in-house. We want to move forward with two fulltime Turftech people working on maintaining the greenspace for both of our campuses. Jonathan sought the Board's approval to renew the reduced contract with Turftech for three years and to use the savings to hire a maintenance worker. This change will be cost neutral. The Board approved the change.

7:56pm Jonathan left the meeting

Junior Playground. The Opening Ceremony for new Junior Studio has been delayed due to the playground not being finished yet. Probably in September and the EP encouraged the Board to attend and celebrate.

Health & Safety. Jonathan is continuing to work on and put contingencies in place until all the issues can be resolved.

Student Attendance - The EP highlighted to the Board that the management continue to work with parents to increase their child's attendance and the Ministry of Education's goal is making it easier to push back on unnecessary absence.

Counselling - next year the government will be increasing funding, which will help our budget because we put a lot of the school's money into this area. The Orah wellbeing tracking tool was explained and how it gives the teacher a real time snapshot of students wellness. The option for staff to access counselling was questioned. HR approaches the EP and he pays out of his budget. Our strength is our relationships we have with our teachers that allows us to support them.

Evaluations - The next regular evaluation will be on Pastoral Care (deaning structure and counselling)

Policy One Spend - the ELT have created the enclosed document to provide clear and overall visibility of all required spending.

2030 Capital Resourcing - the ELT compiled a draft resourcing plan refers for the Boards consideration.

Partnership with the Council - EP has a meeting with a Auckland Council councillor in Term 3. She is senior advisor and seems open to explore opportunities for a pilot programme.

Roll growth - The Board is waiting for the Proprietor to get back to us with resourcing requests. We are in the process of applying for our roll increase to be brought forward. The roll is capped at 2100 but the proprietor and school are requesting it be brought forward to 2025 from 2026. Apologies for the error on the resourcing plan that reads 2300, it should say 2100.



The Board approved for up to \$25k to be allocated for the purchase of a second-hand van

to be used for maintenance.

The funds are to come out of CAPEX.

Decision Date: 1 Jul 2024
Mover: Philip Mark Bradley
Seconder: Neels van Rensburg
Outcome: Approved



The Board approves the renewal of the reduced Turftech contract, for greenspace upkeep

only, for three years.

Decision Date: 1 Jul 2024
Mover: Jordan Barley
Seconder: James Kimber
Outcome: Approved



The Board approves the hire of a KWS maintenance worker

from the cost savings of the reduced Turftech contract, that will now only cover greenspace.

Decision Date: 1 Jul 2024
Mover: Jordan Barley
Seconder: Paul Claydon
Outcome: Approved

5.2 Personnel

Permanent Teaching Positions to be ratified: None

For Board Information Only:

Fixed Term Teacher Positions:

Senior School Teacher T.3-4: Ruth Chong (formerly Gong) (0.6 FTE)

Senior School Teacher T.3-4: Zelda Vermeulen (0.16 FTE)

Middle School Teacher T.3-4: Melissa Smith

Support Staff Positions:

Casual receptionists: Shelley Beaumont and Rachael Terry

Specialist LA: Courtney Tetlow

Internal Staff Movements: none

Resignations: Head of Faculty, Technology: Wayne Strydom

Leave over 5 days: none

(Requests for Leave and employment matters are considered while the public is excluded).

6. Discussion / Other Items

6.1 2030 SGDP Resourcing Update & BPMS 10YPP Proposal

KWT - BPMS Proposal circulated and taken as read.

The Proprietor explained this is a proposal from Building and Property Management Services (BPMS) to develop a 10 Year Property Plan (10YPP), which would be used as a model to replace the existing 2018 Stellar model. The Proprietor proposes the school contribute 40% towards the cost, which is less than what the school paid for the Stellar plan.

The Board discussed this and questioned the need for the school to pay at all, since most of the plan is Policy One spend. Long-standing Board members recalled that the school contributed for the Stellar plan because of the urgency and joint need at the time.

The Board wondered what other state-integrated schools do in terms of who pays.

It was agreed to not rush into this but to do due diligence, follow process and get some comparative data from other schools, as well as obtain at least two other quotes.

9:00pm Paul requested to extend the meeting by another 15 minutes

The matter of conflict of interest was also raised and Philip Mark shared that the Ministry advises that this is not an issue so long as the spend does not exceed \$25k, which in this case it wouldn't.

Nick mentioned these figures are a baseline and he hopes he could reduce the quote. He has already discounted his fees.

Action: Philip Mark agreed to investigate two other opportunities and bring findings to the Board at the next meeting.

9:18pm Paul requested to extend the meeting.

6.2 Policy Updates & Enrolment Policy C/F

6.3 In-Committee (as needed basis)

9:19pm the Board moved to In-Committee

9:26pm the Board moved out of in-committee

7. Correspondence

7.1 General Correspondence

8. Close meeting

8.1 Close the meeting

Next meeting: No date for the next meeting has been set.

- Next meeting on Monday, 12 August 2024 – 6:30pm
- Next Devotions: James Kimber

Signature: _____

Date: _____