

CONFIRMED MINUTES

KWS BOARD MEETING - 12 AUGUST 2024



At the **KingsWay School Board Meeting** on **23 Sept 2024** these minutes were **confirmed as presented**.

Name:	KingsWay School Board
Date:	Monday, 12 August 2024
Time:	6:30 pm to 9:30 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 Janse van Rensburg , Nicholas Bradley , Paul Claydon, Philip Mark Bradley, Raelene Beguely, Vanessa Gatman
Attendees:	Cynthia Venter, Lisa Lambert
Apologies:	Chris Martin , Colette Budler
Guests/Notes:	Aidan Richards, Val Severin

1. Opening Meeting

1.1 Devotions

Neels opened the meeting in prayer.

Matthew McMurray shared a devotion on his recent KWS mission trip to the Philippines. He found the harsh living conditions and poverty that the people endure very confronting. Despite this their group was greeted with the the biggest smiles and an incomprehensible joy that he had never witnessed before. Matthew questioned how do they have such joy? The answer is they have the 'joy of the Lord'. Since being back Psalm 119:37 keeps weighing on his heart, it says 'Turn away my eyes from looking at worthless things and revive me in Your way'. The people have limited worthless things, they count most things as necessities. This is in stark contrast to us with our many absolutely worthless, temporal, destructible things and luxuries that distract and turn our eyes away from God's way and His word. Matthew feels challenged like the rich young ruler was before Christ.

Matthew has a newfound appreciation for the greatness and the magnitude of God and His love. Previously Matthew couldn't comprehend verses like John 3:16. But now seeing evidence of God working in other nations has been enlightening. God truly is omniscient, omnipotent and omnipresent. God's love is able to be poured out to the whole world. We must pour out our love on the people directly in front of us, just like the church in the Philippines did for us.

1.2 Meeting Admin

KWS Board Meeting - 1 July 2024 1 Jul 2024, the minutes were confirmed as presented.



The Board approves the In-Committee Minutes dated 1 July 2024, as a true and fair reflection.

Decision Date: 12 Aug 2024
Mover: Paul Claydon
Outcome: Approved



The Board appoints Amanda Soper as the new Returning Officer who will conduct the Student Rep election for 2025

Decision Date: 12 Aug 2024
Mover: Paul Claydon
Outcome: Approved

Apologies - nil

Conflict of Interest - none

Returning Officer nominee - Amanda Soper

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: Completed on 12 Aug 2024	Philip Mark Bradley
12 Aug 2024	FAPC to bring revised and updated Financial Delegation for Operating Expenses Policy Status: Completed on 12 Aug 2024	James Kimber

3. School/Portfolio Reports

3.1 Portfolio Presentations

International Department – the International Director, Aidan Richards, shared a presentation on our vision, opportunities, challenges, and marketing. View [HERE](#). KingsWay is known to be friendly, warm and caring.

6:45pm Aidan left the meeting.

Learners at Risk – Associate Principal, Lisa Lambert introduced the Director of Learning Support, Val Severin, who shared a presentation. View [HERE](#). Lack of Ministry funding is the biggest challenge and suitable space is the other constraint.

7:17pm Val left the meeting.

4. Finance Report

4.1 Finance

Finance Report for period ending July 2024 circulated and taken as read. James Kimber, chair of the FAPC, spoke to this report.

This report covers the first six months of the year, during which we received approximately 50% of our funding from the MOE. Of note is the fact that we are nearly two-thirds of the way through the

budget spending year and budget spending closes at the end of Term 3 with the exception of planned events in Term 4.

Subject and activity fees are showing a rate of collection of over 85%. With more parents paying their activity fees off monthly this year than in past years this rate is expected to increase as we draw nearer to the end of the year. Special Character Donations are also sitting at just over an 85% collection rate.

Overall the finances are tracking as expected.



The Board adopts the financial report as presented,

as true and accurate.

Decision Date:	12 Aug 2024
Mover:	James Kimber
Seconded:	Neels Janse van Rensburg
Outcome:	Approved

5. Executive Principal's Report

5.1 Executive Principal's Report

Executive Principal's Update circulated and taken as read.

Special Character update - requires the Board to endorse the Special Character Report and then we can publish it.

Property maintenance - keeping the Board up to date with points needing to be addressed:

- Drainage works have been completed at Junior Campus, but the problem has not been solved with water pooling up against the building continuing to be an issue. It is suspected that the extra run off is most likely from the new housing development that has been built above our site.
- The PA Evacuation System has been updated on Junior Campus, but work needs to be prioritised on Senior Campus to ensure adequate signalling during an emergency. In the interim the Operations Director is coming up with a work around plan. The FAPC is addressing this issue with the Proprietor.
- The Event Centre roof has been inspected for weather tightness and there are significant issues with roofing that require addressing; namely corrosion at the fixings.

The Proprietor CEO responded to the maintenance points above:

- Drainage - The Proprietor attempted to remedy but alternative solutions are required and being investigated.
- PA system - The costs for the Senior Campus upgrade have escalated due to the complexity.
- Roofing - The Proprietor is liaising with the engineers who built the Event Centre.

Roll numbers - we continue to grow. We are still interviewing (so as not to create a backlog), but then putting the applicants on a waitlist, as we are waiting on the Proprietor's assurance of buildings and renovations to accommodate our growth.

Pastoral Care - student attendance is a Ministry focus and we continue to track and report on this strategic focus.

Celebrations - Vanessa commended the Arts Faculty on the amazing Cinderella production.



The Board accepts the Special Character Review

as presented.

Decision Date: 12 Aug 2024
Mover: Paul Claydon
Outcome: Approved

5.2 Personnel

For Board Information Only:

Fixed Term Teacher Positions:

- Senior School Teacher T.3-4: Wes Braddock 0.5 FTE

Support Staff Positions:

- Part-time Counsellor, Briarley Coppens

Internal Staff Movements:

The following staff have accepted new roles:

- Minsoo Lee, Primary School HOLA, January 2025

The following staff have resigned their leadership roles as HOLAs but have retained their substantive positions as teachers:

- Angela Hunt
- Meghan Jeppe
- Katherine Kruger

Resignations:

- Assistant Head of Middle School, Yvonne Neville (retirement)
- Senior School Teacher, Sean Cleary (retirement)
- Middle School Teacher, Breanne Beckett (currently on parental leave)

Leave over 5 days*:

- Senior School teacher requested Refreshment Leave for 2025.

*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 following permanent teaching positions: Nicola Bain and Philip Ploeg

- Nicola Bain, Senior School History Teacher, January 2025
- Philip Ploeg, Middle School HOLA, January 2025

Decision Date: 12 Aug 2024
Mover: Philip Mark Bradley
Seconder: Paul Claydon
Outcome: Approved

6. Discussion / Other Items

6.1 NZCPT Gender Position Statement and Guidance

NZCPT Position Statement circulated and taken as read.

The Proprietor requests that the KWS Board adopts the gender position statement and then work out their policy and procedures using this document. The NZCPT are putting a marker in the ground. Philip Mark indicated that the first four pages of the full document pack are the key pages, which the Board are asked to adopt.

The Board discussed the importance of having extra time to read and digest the contents and therefore requested to defer the acceptance of this statement to the next meeting.

Action: Board to read before next meeting.

6.2 2030 SGDP Resourcing Update & BPMS 10YPP Proposal

Roll and Resourcing Plan from Feb meeting circulated again and taken as read.

Graeme explained that 10 years ago the Board and School agreed to grow from New Entrants, apart from the Y9 intake to accommodate our sister schools Jireh and Westminster. The 2030 SGDP was developed to meet the drive for roll growth.

Philip Mark confirmed that KWT's commitment is to see the school grow and to provide spaces.

- Part A is a capital works piece = designs have been submitted and following acceptance, will be sent to through to engineers, for council consent and funding.
- Part B is the 2026 renovations under Policy One. To modernise, re-purpose and make the spaces fit-for-purpose. Because of the estimated cost for this project, Philip Mark needs to request this from KWT in their Q3 meeting on the 26 Sept.
- COLA - Philip Mark explained that the MOE does not recognise a COLA as a learning area but as shade space. The MOE feels that schools need to pay for them, and up-keep them. However, the KWT don't agree and wish to pay for this and provide this facility. Graeme and Philip mark will work together to defend the need for the COLA at the Junior Campus.

The Senior Campus site is extremely constrained. The Executive Principal expressed how difficult it is to lead when in limbo relating to resourcing.

A discussion ensued about the logistics and timing of the renovations for Part B. The lack of a COLA on the JC means we have to restrict student numbers.

Graeme requested for Lisa Lambert (Associate Principal) to have speaking rights. Paul consented. The enrolment of students and options of classes was discussed.

The EP requested whether the Trust could consider having an extra-ordinary meeting to consider the dilemma of not committing to Part B. It was suggested that the Proprietor works with the Board Presiding Member to seek for an extra-ordinary meeting.

8:45pm Lisa left the meeting

10 Year Capital Maintenance Plan

Carried forward from the last Board meeting wherein Philip Mark presented a Capital Maintenance Plan from BPMS. Philip Mark has contacted other schools for their plans. The KWT has agreed to cover the cost and will proceed with a plan for the KWS Senior Campus only, initially. Then this plan will be used as a pilot plan, and then the KWT will look at doing the JC. Note that these plans are only for maintenance over \$5K. The school needs to develop their Cyclical Maintenance Plan (OPEX).

Paul request to extend the meeting.



Philip Mark will cost the Plan B project and arrange a special meeting of the Trust

in order to get confirmation of resourcing

Due Date: 30 Aug 2024

Owner: Philip Mark Bradley

6.3 Policy Updates & Enrolment Policy C/F

As discussed in the July meeting, due to rising costs, the current credit card limits are no longer suitable for efficient school operations.



The Board approves the amended credit card limits and delegations

as outlined in the schedule presented.

Decision Date: 12 Aug 2024

Mover: Neels Janse van Rensburg

Seconder: Paul Claydon

Outcome: Approved



The A&RC are to link the Credit Card delegation schedule to the Bank Card policy in SchoolDocs and

to re-do the rest of the Financial Delegation for Operating Expenses Policy

Due Date: 17 Sept 2024

Owner: Raelene Beguely

6.4 In-Committee (as needed basis)

9:08pm the Board moved to In-committee

9:24pm 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 - 23 Sept 2024, 6:30 pm

- Next meeting on Monday, 23 September 2024 – 6:30pm
- Next Devotions: Hayley Cross

Signature: _____

Date: _____