

CONFIRMED MINUTES

KINGSWAY SCHOOL BOARD MEETING



At the **KWS Board Strategic Meeting - 14 October 2024** on **14 Oct 2024** these minutes were confirmed as presented.

Name:	KingsWay School Board
Date:	Monday, 23 September 2024
Time:	6:30 pm to 8:30 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:	Chris Martin , Cynthia Venter, Lisa Lambert
Apologies:	Colette Budler
Guests/Notes:	Sam Bandara (Assistant Director of Finance), Cristal McCoy (Head of Primary School), Pam Birley and Lisa Lin (Assistant Heads of Primary School)

1. Opening Meeting

1.1 Devotions

The Executive Principal opened the Board meeting in prayer.

Hayley Cross led a devotion on the importance of having the right view of God.

Having finished the study of John's gospel in June and starting the study of Revelation in August – the first thing that really struck Hayley was the two very different Revelations of Himself that Jesus shows us.

In John we see – Jesus 100% man, 100% God, the second person of the Trinity, Saviour, Redeemer, Messiah, the Good Shepherd, the Bread of Life, Light of the World, Servant leader. We see a man, beaten, humiliated, scorned. Human, yet sinless.

In Revelation – Jesus bursts on the scene in all of His Glory – Victorious, sitting on His Throne, the Faithful Witness, the Firstborn from the dead, the Ruler of the Kings of the earth, the Alpha and the Omega.

The names that Jesus identifies Himself with helps us to develop the right view of who He is – it cements our faith and helps us to hold on through the difficult times.

We can turn the names around and use them as promises – He is my saviour, my redeemer but also my ruler, my king! Doing this helps Hayley to worship Him more humbly.

1.2 Meeting Admin

KWS Board Extra-Ordinary Meeting 9 Sept 2024, the minutes were confirmed as presented.

KWS Board Extra-ordinary Meeting 12 Sept 2024, the minutes were confirmed as presented.

KWS Board - Extra Ordinary Meeting - 19 August 2024 19 Aug 2024, the minutes were confirmed as presented.

KWS Board Meeting - 12 August 2024 12 Aug 2024, the minutes were confirmed as presented.

Apologies: Nil

Conflicts: Nil

The Board Presiding Member announced the results of the Student Rep voting, resulting in Stella Park being voted in as the new Student Rep for 2025.



Approve In-Committee Minutes

The Board approved the following In-Committee Minutes as a true and fair reflection:

- In-committee Minutes dated 19 August 2024
- In-committee Minutes dated 9 September 2024
- In-committee Minutes dated 12 September 2024

Decision Date: 23 Sept 2024
Mover: Paul Claydon
Outcome: Approved

1.3 Interests Register

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
30 Aug 2024	Philip Mark will cost the Plan B project and arrange a special meeting of the Trust Status: Completed on 18 Sept 2024	Philip Mark Bradley
17 Sept 2024	The A&RC are to link the Credit Card delegation schedule to the Bank Card policy in SchoolDocs and Status: In Progress	Raelene Beguely

3. School Curriculum Reports / Portfolio Reports / Evaluations

3.1 Primary School Annual Report

Primary School Report circulated and taken as read. Cristal McCoy (Head of Primary School), Pam Birley and Lisa Lin (Assistant Heads of Primary School) were in attendance to present and answer questions.

Cristal acknowledged God's faithfulness over the last year in His provision of amazing talented teachers and for the growth in the SMT with Lisa Lin and Jen Peters. Having the three AHOS, with their various an many skills set, has been a blessing and a huge support to Cristal.

Cristal expressed her thanks and gratitude to the Board for their contribution to the fitout of new studio.

Matters raised, questions answered and discussion:

- The new Maths and Literacy initiatives - because PS implemented structured literacy and pedagogy two years ago it has set them up for success to implement the new curriculum.
- The students requiring additional support is with regard to their learning and not meeting academic targets.
- Devices and BYOD discussed - Cristal is intentional in protecting the balanced programme of 30 / 70 (digital usage / working in books).
- The extra space gained in the senior studio, since the new junior studio has opened, has had positive impact. There are options to add outdoor spaces for when we grow to six Y6 classes.
- The importance of protecting the special character of the school discussed and ensuring the enrolment policy is outworked.
- The Board would like to see parent voice captured.

The Proprietor Rep thanked the PS SMT for the fantastic Christ centred Opening Ceremony. The Staff Rep honoured the PS SMT for their detailed and outstanding school report that brings Glory to God. The Board Presiding Member also thanked and commended Cristal and her team.

6:55pm Cristal McCoy, Pam Birley and Lisa Lin left the meeting.

3.2 Portfolio Presentations

Chris Martin (Associate Principal) presented a PowerPoint on Student Wellbeing.

Chris recapped what this portfolio focus covers and then unpacked each key point below in detail:

1. Resourcing student wellbeing is proactive, timely and aligned with the School Wellbeing framework
2. The school wellbeing framework is meaningfully incorporated to both assess and inform resourcing.
3. School counselling services meet recommended staff/student ratios.
4. The Counselling Department takes on a level of responsibility to not only offer traditional one-on-one counselling support, but also to connect students with appropriate KWS resources and/or community members (when it is ethical to do so).

Chris explained and demonstrated the new Orah software that has been rolled out in Y10 and how it works. This helps build a picture together with our counselling report and Student Wellbeing survey data. Next year we will include Y11. Chris showed the resource base that the students can access.

3.3 Evaluations - Pastoral Care & Discipline (Regular)

Pastoral Care and Student Wellbeing Evaluation Report circulated and taken as read.

Chris Martin explained that this was a regularly scheduled evaluation.

Questions and discussion:

- The meaning of "overreach into personal domain" explained as relating to behaviour outside of school that impacts what happens inside school.
- Deans - managed internally by Chris and their meeting patterns explained.
- Three of our counsellors are NZAC accredited and one is NZCCA accredited. They are bound by their professional standards. The Lead Counsellor ensures that their practices align.
- Church counsellors and the viability discussed.

The Board Presiding Member thanked Chris Martin.

7:19pm Chris Martin left the meeting.

4. Finance Report

4.1 Finance

The Finance Report for period ending August 2024 circulated and taken as read.

Sam Bandara (Assistant Director of Finance) provided assurance to the Board that the school's finances are tracking well, and elaborated on the following:

- Special Character donations
- Activity Fees
- Capex spending
- Capital number per student is within the Board approved threshold
- The money donated by the PTA for playground and Bolam Court and how it is entered on the financials was explained.

7:26pm Sam Bandara left the meeting.

5. Executive Principal's Report

5.1 Executive Principal's Report

The Executive Principal's Report circulated and taken as read.

The Executive Principal (EP) went through his report with the Board and elaborated on the following points:

- Personnel - the school is tracking well to ensure all roles are covered / in place for 2025
- Property & H&S - the Proprietor is still working with the EP to resolve some of these matters.
- Primary build - The EP wants to thank the Proprietor for their generosity and faith to take the step to make this happen. He also wants to acknowledge and thank Lisa Lambert, Yoshen Fernando, Jonathan Price and Cristal McCoy for their tireless effort for spending hundreds of additional hours, which was up and beyond their job scope and expectation. Their dedication to outworking this project is to be commended.

- Roll Cap request - the EP shared the good news that our request to increase the roll to 2100 was granted by the Ministry of Education on Friday, 19 September.
- Environmental Intelligence - the EP explained that NELPS are being updated and the focus back on learning and how this will impact the Three-year Strategic Plan.



Presiding Member to write the following thank you letters:

1. Letter of appreciation to Lisa Lambert, Yoshen Fernando, Jonathan Price and Cristal McCoy for their tireless effort for spending hundreds of additional hours, which was up and beyond their job scope and expectation. Their dedication to outworking this project is to be commended.
2. Acknowledge and thank the Proprietor and Trust for Modernisation Expenditure Commitment letter dated 3.09.2024

Due Date: 14 Oct 2024
Owner: Paul Claydon



Student Attendance Data analysis

EP to investigate why Level 3 and 4 YTD attendance rate has dropped below 70%

Due Date: 4 Nov 2024
Owner: Graeme Budler



Thank you letter to the Assistant Director of Finance

The Presiding Member will write a letter to the Assistant Director of Finance thanking her for standing in the finance gap this past few months.

Due Date: 14 Oct 2024
Owner: Paul Claydon

5.2 Personnel

For Board Information Only (not requiring the Board to ratify)

Fixed Term Teacher Positions:

- Matthew Faught, Senior School Teacher (PE) 2025 to cover Refreshment Leave
- Support Staff Positions, FYI only:
- Mike Evans, Property Maintenance Technician (2 September 2024)
- Internal Staff Movements:
- The following staff have accepted new roles:
- Madison Fernando, Assistant Head of Middle School, 2025
- Yali Zhang, Senior School Teacher (Math) 2025
- Colin Thomson, Deputy Principal of Senior School, 2025
- Nina Rautenbach will move from a permanent two-term per year contract to a full-year contract

2025-2026 Fixed Term Leadership Positions:

- Hannah Woolley, Senior School Girls' Dean
- Heslia Swanepoel, Junior Secondary Girls' Dean
- Pierre Barnard, Middle School Boys' Dean

Resignations:

- Daniel Bennett, Head of Senior School, effective 1 November 2024, accepted role at Horizon.
- Simeon Hawkins, Head of Faculty, Biblical Studies, accepted role at Horizon School.
- Heather Becker, Senior School Teacher and TIC ESOL, effective end of school year, retirement.
- Ulysse Lecler, Senior School Teacher, effective end of school year, returning to France.
- Mariette Boshoff, Operations Administrator, effective end of school year, family relocating to Wanaka.

Leave Request (requires Board consideration)

A member of the teaching staff is requesting 8 days of unpaid discretionary leave in April 2025. Supporting documentation was circulated and taken as read.

(Requests for leave and employment matters are considered while the public are excluded)



The Board approves the following permanent teaching positions

Permanent Teaching Positions

- Susan Han, Primary Teacher 2025
- Lucinda Bossert, Primary Teacher 2025
- Aimee Bates, Primary Teacher 2025
- Ruth Chong, Middle School Teacher 2025
- Melissa Smith, Middle School Teacher 2025
- Reuben O'Sullivan, Senior School Teacher (Technology, HMT) 2025
- Sandy Dunlop, Senior School Teacher (Science) 2025
- Maria Glennalin Medina, Senior School Teacher (Science) 2025

Decision Date: 23 Sept 2024
Mover: Philip Mark Bradley
Seconder: Raelene Beguely
Outcome: Approved

6. Proprietor Update

6.1 Proprietor Update against Policy One and 2030 SGDP

KWT Modernisation Expenditure Commitment for KWS Letter tabled.

Some things discussed:

- Plans for the modernisation of Senior Campus
- Drainage at Junior Campus
- COLA for JC
- Student roll and capacity (the roll will stay the same from 2025, as documented in 2030 SGDP).
- Funding (MOE will be funding counselling from 2025, this will release some money).

The Presiding Member thanked the Proprietor.

6.2 NZCPT Gender Position Statement and Guidance

Carried forward from last Board meeting.

The Presiding Member endorses and recommends adopting the Gender Position Statement.



Position Statement on Gender

The KWS Board adopt the NZCPT's Position Statement on Gender
All Board members were in favour. Carried.

Decision Date: 23 Sept 2024
Mover: Paul Claydon
Outcome: Approved

7. Discussion / Other Items

7.1 Policy Updates & Enrolment Policy C/F

A&RC will bring merged policies for next meeting

Expired policies have been highlighted. The A&RC will revise and bring to Board.

7.2 In-Committee (as needed basis)

8:07pm the Board moved into In-committee

8:30pm the Board moved out of In-committee

8. Correspondence

8.1 General Correspondence

9. Close meeting

9.1 Close the meeting

Next meeting: KWS Board Strategic Meeting - 14 October 2024 - 14 Oct 2024, 6:30 pm

- Next meeting on Monday, 14 October 2024 – 6:30pm
- Next Devotions: Jordan Barley

Signature: _____

Date: _____