

CONFIRMED MINUTES

KWS BOARD MEETING - 4 NOVEMBER 2024



At the **KWS Board Meeting - 9 December 2024** on **9 Dec 2024** these minutes were confirmed as presented.

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| Name: | KingsWay School Board |
| Date: | Monday, 4 November 2024 |
| Time: | 6:30 pm to 9:00 pm (NZDT) |
| 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, Raelene Beguely, Vanessa Gatman |
| Attendees: | Colette Budler , Chris Martin , Cynthia Venter |
| Apologies: | Philip Mark Bradley, Lisa Lambert |
| Guests/Notes: | Vanessa Gatman (HOS MY), Paul Miller, Yvonne Neville, Kristina Taylor, Melanie van Rooyen |

1. Opening Meeting

1.1 Devotions

Nick Bradley opened the meeting in prayer.

James Kimber shared a devotion entitled "An Increasing Measure of Christian Character" which unpacked the following scripture:

2 Peter 1:5-10. *For this very reason, make every effort to add to your faith goodness; and to goodness, knowledge;⁶ and to knowledge, self-control; and to self-control, perseverance; and to perseverance, godliness;⁷ and to godliness, mutual affection; and to mutual affection, love.⁸ For if you possess these qualities in increasing measure, they will keep you from being ineffective and unproductive in your knowledge of our Lord Jesus Christ.⁹ But whoever does not have them is near-sighted and blind, forgetting that they have been cleansed from their past sins.¹⁰ Therefore, my brothers and sisters, make every effort to confirm your calling and election. For if you do these things, you will never stumble.*

So, whilst we get glimpses of our Christian Character looking pretty good we are also called to make every effort to keep growing what God has planted in us and among us.

And God's promise is that if we as a Christian community possess these qualities in increasing measure, our knowledge of Jesus will be effective and productive, that we will never stumble, and we will receive a rich welcome into the eternal kingdom of our Lord and Saviour Jesus Christ.

1.2 Meeting Admin

KWS Board Strategic Meeting - 14 October 2024 14 Oct 2024, the minutes were confirmed as presented.



Approve in-Committee Minutes dated 14 October 2024

The Board approved the In-Committee Minutes dated 14 October 2024 as a true and fair reflection.

Decision Date: 4 Nov 2024

Outcome: Approved

Apologies: Philip Mark Bradley

Welcome: Middle Years Senior Management Team

Conflicts of Interest: None

1.3 Interests Register

2. Matters Arising

2.1 Action Points from last meeting

| Due Date | Action Title | Owner(s) |
|--------------|--|-----------------|
| 17 Sept 2024 | The A&RC are to link the Credit Card delegation schedule to the Bank Card policy in SchoolDocs and Status: Completed on 2 Dec 2024 | Raelene Beguely |
| 14 Oct 2024 | Presiding Member to write the following thank you letters: Status: Completed on 2 Dec 2024 | Paul Claydon |
| 14 Oct 2024 | Thank you letter to the Assistant Director of Finance Status: Completed on 16 Oct 2024 | Paul Claydon |
| 4 Nov 2024 | Student Attendance Data analysis Status: Completed on 16 Oct 2024 | Graeme Budler |

3. School Curriculum Reports / Portfolio Reports / Evaluations

3.1 Middle Years Annual Report

Annual Middle School Report circulated and taken as read. Deputy Principal Middle Years, Vanessa Gatman and the Assistant Heads; Paul Miller, Yvonne Neville, Melanie van Rooyen, Kristina Taylor were all in attendance to present and answer questions.

Vanessa acknowledged Paul Miller who is relocating to Timaru and Yvonne Neville for twenty years of service to KWS. She also thanked Colette for her support, as she oversees the MY and thanked Jesus.

The Board commended KWS's fantastic co-requisites pass rate of 80% compared to the national average of 55%.

A Board member asked how AI was being used by teachers. The EP responded that the school is developing robust protocols around the use of AI and structures that govern it. An AI policy with procedures is being put together and will be presented to the board for approval. Moreover, this strategic initiative was brought forward in the 2030 SGDP.

A Board member expressed concern about the use of technology on students. The EP responded that data needs to measure the impact of devices and AI and Primary and Middle Years use a blended approach.

A Board member queried how we were coping with ESOL overload. The EP responded that the Middle School has excellent systems in place. Priority learners are on a register and we meet needs through differentiation and we do a good job with the resourcing we have. They also use foundation group working with basic skills to equip students and encourage ESOL students to speak English during break time.

The EP noted that we have an increasing amount of different nationalities in the class, hence ELL is a focus of Kāhui Ako and many ESOL students are domestic students. The MOE has been good with ESOL funding. Teachers have to learn to navigate students whose first language is not English.

Curriculum Refresh is tracking well and we are activating things quickly, have common agreement and now looking at rollout according to schedule.

The structured maths programme is progressing well and the school is on track to achieve success.

There were a few queries about some of the academic data presented. It was agreed that this data was influenced by adding students from outside KingsWay and that it would be useful to track valued added data.

The Presiding Member thanked the Middle Years SMT .

7:14pm MY SMT left the meeting

3.2 Portfolio Presentations

Associate Principal, Colette Budler, presented a PowerPoint on two core practices from the Kingsway Trust documents.

- Christlike Character Formation
- Delivering a Christ Centered Curriculum

She also shared with the Board how the school is focussing on:

- How to authentically share the Biblical narrative
- Crafting Formational Learning
- Revising the unit planner

4. Finance Report

4.1 Finance

Finance Report and Draft Budget for 2025 circulated and taken as read.

Assistant Director of Finance, Sam Bandara, was in attendance and expanded on the details of the September Results.

4.2 Draft Budget 2025

2025 Draft Budget

The EP assured the Board that he has full confidence in the budget presented and gave a high level synopsis of the build and renovations planned for the Senior Campus and the provision of funding of the fitout.

The Assistant Director of Finance explained how the Capex spending requests will be funded. The EP explained how the Capex list is compiled. The budget holder has to get three quotes and can't go over their assigned limit, but sometimes these expenses fall under the limit. The EP will provide a breakdown, of the \$300k set aside for the Arts Block and Sanford renovation, before the next meeting.

Overstaffing and relivers were discussed.

The Board adopted the September finance report as presented.

7:53pm Sam Bandara left the meeting



Draft 2025 Budget

The Board approves the Draft 2025 Budget subject to:

- a. The itemisation of the \$300,000 capex allowance for the new Arts Block and Modernisation at the Senior Campus and verification in September 2025 of tracking against the agreed surplus.
- b. Any increase of FTE over one is brought back to the Board for approval.

Decision Date: 4 Nov 2024
Mover: Graeme Budler
Seconded: James Kimber
Outcome: Approved



Capex Spending Breakdown

The EP will provide a breakdown, of the \$300k set aside for the Arts Block and Sanford renovation, before the next meeting.

Due Date: 9 Dec 2024
Owner: Graeme Budler

5. Executive Principal's Report

5.1 Executive Principal's Report

Executive Principal's Update circulated and taken as read.

Global Missions Proposal was circulated and taken as read. KingsWay School has the opportunity to expand our mission field into India, due to connections that two Senior School teachers have in Delhi with MDIS. The Board discussed this and is rightfully concerned about safety and would like to see the safety plan before deciding to approve. This matter was carried forward to the next meeting for review once a safety plan is provided by the mission team.

Property Update

- Half of the re-roofing in the Te Kainga has been carried out and the rest will take place in December 2024.
- The drainage problems on the field at the Junior Campus has been remedied.

Student Attendance Report & Feedback

Associate Principal, Chris Martin, acknowledged our Attendance Officer and Assistance Heads of Schools who hold the Student Wellbeing portfolio. The percentage of students attending school regularly is 68%, 2% less than the year target for 2024. This is a **23% improvement** on the same reporting period in 2023. Despite a significant increase in the percentage of students attending school regularly (90% or better), KingsWay is presently failing to achieve the 2024 Ministry attendance target. The Ministry of Education recently released their Stepped Attendance Response system.

The EP thanked Chris Martin for all the work he does in this area.

5.2 Personnel



The Board approves the following permanent teaching positions

- Jessie Chester, Senior School teacher (Technology, DVC) 2025
- Chrissy Vivian has accepted a permanent position as a Junior Secondary Social Studies Teacher from January 2025
- Michael Ewing will be joining us from January 2025 as a Middle School HOLA
- Ben Coenradi will be joining us from January 2025 as a Primary School HOLA
- Tiffany Nilsen will be joining us from January 2025 as a Junior Secondary Social Studies Teacher.
- Matthew Faught has accepted a permanent position as Senior School PE Teacher starting January 2025 (previously offered a FT contract)
- Tayla-Jay Bassett has accepted a permanent position as a teacher (placement to be determined between Years 1-8)

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|-----------------------|---------------|
| Decision Date: | 4 Nov 2024 |
| Mover: | Graeme Budler |
| Seconder: | Jordan Barley |
| Outcome: | Approved |

The following appointments are for Board information only:

Fixed Term Teacher Positions:

Jana Guillermo and Elijah Taula have accepted placements for the Teacher Trainee Programme starting January 2025.

Support Staff Positions:

Dianne Bruce has accepted a permanent part-time role as a School Nurse on the Senior Campus

Internal Staff Movements (new roles):

Julie Moynihan – Assistant Head of Senior School

Resignations:

- Ruth Stevenson has resigned from her role as a Senior School Teacher and will not be returning from parental leave in 2025.
- Paul Miller has resigned from his role as Head of Junior Secondary and will be finishing at the end of the school year. His family relocates to the South Island for 2025.
- Angela Hunt has resigned from her role as a Middle School teacher and will be finishing at the end of the school year to take up a part-time role in a local school.
- Tania Knowles has resigned from her role as a School Nurse and will be finishing on 8 November 2024.
- Maria Gallagher has resigned from her role as a part-time School Nurse and will be finishing at the end of the school year.
- Kerry McNair has resigned from her role as a part-time Primary School Teacher and will be finishing at the end of the school year.
- Annie Brown has resigned from her role as Head of Counselling and will be finishing at the end of the school year to pursue her Masters in Theology.

6. Proprietor Update

6.1 Proprietor Update against Policy One and 2030 SGDP

7. Discussion / Other Items

7.1 Policy Updates & Enrolment Policy C/F

The A&RC met with the EP and discussed the potential of other options for our policies.

The EP has written up a draft for the ELT to input into and will then bring to the A&RC and Board. The EP will get two external parties and a lawyer to review once finalised.

7.2 In-Committee (as needed basis)

8:31pm The Board moved into In-committee

8:47pm 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 Meeting - 9 December 2024 - 9 Dec 2024, 6:30 pm

- Next meeting on Monday, 9 December 2024 – 6:30pm
- Next Devotions: Neels Janse van Rensburg

Signature: _____

Date: _____