

CONFIRMED MINUTES

KWS BOARD MEETING - 9 DECEMBER 2024



At the **KWS Board Meeting - 17 February 2025** on **17 Feb 2025** these minutes were confirmed as presented.

Name:	KingsWay School Board
Date:	Monday, 9 December 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 , Neels Janse van Rensburg , Nicholas Bradley , Philip Mark Bradley, Raelene Beguely, Vanessa Gatman
Attendees:	Cynthia Venter
Apologies:	Matthew McMurray, Chris Martin , Lisa Lambert , Paul Claydon, Colette Budler
Guests/Notes:	Colin Thomson (Deputy Principal Senior School), Stella Park (new Student Rep for 2025), Jonathan Price (Director of Operations), Aimee Walker (Director of HR) and James Bellingham (SS teacher)

1. Opening Meeting

1.1 Devotions

Neels shared a devotion on *Pushing through the Gray Zone* - Scripture: Exodus 14:10-14

The Israelites found themselves in a harrowing situation, trapped between the pursuing Egyptian army and the impassable Red Sea. Their cries to Moses reflected their deep-seated fear of imminent destruction.

The Israelites, in their plight, could only see the familiar (the pursuing Egyptians) and the seemingly insurmountable obstacle (the Red Sea). Their inability to see the path forward, the divine intervention that would part the waters, led to a desperate clinging to the known, even if that meant certain doom.

Moses, as a leader, responded by highlighting the importance of faith and courage. He knew that God saw the end from the beginning and that a new life was awaiting them on the other side. Just as God instructed Moses to lead the people forward, we must have the courage to enter the unknown. This requires faith – faith in our vision, trust in our ability to adapt, and faith in the support of our community. It requires us to trust that there is a way forward even when the path isn't clear.

1.2 Meeting Admin

KWS Board Meeting - 4 November 2024 4 Nov 2024, the minutes were confirmed as presented.

The Deputy Presiding Member opened the meeting, and shared apologies from:

- Paul Claydon (Presiding Member)
- Matthew McMurray (Student Rep)

The Deputy PM thanked Matthew McMurray for his services as a student rep and welcomed and introduced our new Student Rep for 2025, Stella Park

Conflicts of Interest: None



Board Work Plan for 2025

The Board approved the Board Work Plan for 2025

Decision Date: 9 Dec 2024
Mover: Neels Janse van Rensburg
Seconder: Graeme Budler
Outcome: Approved



Approved the In-Committee minutes dated 4 November 2024

The Board approved the In-Committee Minutes dated 4 November 2024, as an accurate and fair reflection.

Decision Date: 9 Dec 2024
Mover: Neels Janse van Rensburg
Seconder: Jordan Barley
Outcome: Approved

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
9 Dec 2024	Capex Spending Breakdown Status: Completed on 5 Dec 2024	Graeme Budler

3. School Curriculum Reports / Portfolio Reports / Evaluations

3.1 Senior School Annual Report

Senior School Report circulated and taken as read. Colin Thomson, Deputy Principal Senior School was in attendance.

Questions and discussions around the following topics:

- Absenteeism.
- Colin shared on senior school staffing challenges. The pool of teachers to choose from sometimes is shallow. The plan is to run an in-house teacher training programme.
- Y11 qualification feedback from students and teachers was shared, and board members requested that this be shared.
- He also expanded on the Special character survey and church attendance.

3.2 Special Character Report

Special Character Report circulated and taken as read.

Graeme conveyed apologies from Colette Büdler who could not attend tonight's meeting. The report is a superfluous summary, given that a Special Character review was completed in 2024.

3.3 Portfolio Presentations

Aimee Walker (Director of HR) shared her PowerPoint presentation on HR

- HR by numbers - shared stats and data
- Key responsibilities outlined
- Key achievements in 2024

Expectations will be spelled out when developing a code of conduct for contractors.

Opened for questions and discussions.

7:16pm Aimee left the meeting

Jonathan Price (Director of Operations) shared his PowerPoint presentation on Health & Safety, outlining our current state and our plans to improve.

- Safety at school
- Safety on Trips - reporting after a trip, contractors, expectations
- Safety - travelling to and from school
- Safety with contractors

Opened for questions and discussions. The new primary studio has five first aiders.

7:31pm Jonathan left the meeting.

4. Finance Report

4.1 Finance

Financial Report and Audited Financial Statements for 2023 circulated and taken as read. Sam Bandara, Director of Finance, was in attendance.

2023 Audit completed and outcomes presented. It was noted that we have been assigned new auditors.

Capex 2025

- Fixed Assets increased due to the purchase of fitout for the new primary studio.
- Relief costs discussed

The EP thanked Sam Bandara and the FAPC for navigating the changes and challenges experienced this year and ensuring the financials were in good order.

The Board accepts the Finance Report as presented.

7:59pm Sam left the meeting



Audited Financial Statements for 2023

The Board agrees with the Audited Financial Statements for 2023

Decision Date: 9 Dec 2024
Mover: Neels Janse van Rensburg
Seconders: James Kimber
Outcome: Approved



CAPEX spend

The Board approves an additional \$300k Capex spend on Arts Block, as presented in the papers, subject to review of financial performance in the third quarter of 2025 showing that budget is being met.

Decision Date: 9 Dec 2024
Mover: Neels Janse van Rensburg
Seconders: Hayley Cross
Outcome: Approved

5. Executive Principal's Report

5.1 Executive Principal's Report

Executive Principal's Report circulated and taken as read

India Trip Proposal

The Deputy PM gave James Bellingham speaking rights in Colette's absence. James presented the Safety Plan as requested at the last meeting. Neels emphasised that this is an exploratory trip that will allow information gathering to address some concerns about questions presented by board members.

7:55pm James Bellingham left the meeting

Education Outside the Classroom (EOTC) Trips for 2025

The Board is required to approve the EOTC trips annually with the assurance that management has ensured all health and safety requirements are in place.

NZACS Conference

KWS has agreed to host the 2025 NZACS Conference for 500 Christian educators during the two TODs in June. They pay for marquees and pay towards catering. KWS teachers will have the opportunity to present workshops.



The Board approves the EdPay users as follows:

The following staff have access:

Abbie Cooper (Payroll & Finance Administrator)
Sam Bandara (Acting Director of Finance)
Christine Jordaan (Finance Assistant)
Aimee Walker (Director of Human Resources)

Decision Date: 9 Dec 2024
Mover: Neels Janse van Rensburg

Seconded: Jordan Barley
Outcome: Approved



Mission Trip to India

The Board endorses the explorative mission trip to India.

Decision Date: 9 Dec 2024
Mover: Neels Janse van Rensburg
Seconded: Graeme Budler
Outcome: Approved



EOTC Trips for 2025

The Board endorses the trips on the EOTC Trip List for 2025

Decision Date: 9 Dec 2024
Mover: Hayley Cross
Seconded: James Kimber
Outcome: Approved

5.2 Personnel



The Board approves the following permanent teaching positions:

- Katherine Claydon has accepted a permanent position as a Primary School Teacher
- Jacinda Ewing has accepted a permanent position as a Primary/Middle School Teacher
- Robyn Wood has accepted a permanent position as a Junior Secondary Science Teacher and Programme Lead

Decision Date: 9 Dec 2024
Mover: Graeme Budler
Seconded: Raelene Beguely
Outcome: Approved

The following appointments and movements are for Board information only:

Fixed Term Teacher Positions:

- Juergen Lier has accepted a Fixed Term Acting Head of Faculty – Technology to cover recruitment

Support Staff Positions:

- Tania Schollum-Hollier and Nikki Gordon have accepted Specialist ESOL Learning Assistant roles for 2025.
- Leanne Fry and Holly Hawkins have accepted Specialist Learning Assistant roles for 2025.

Internal Staff Movements:

The following staff have accepted new roles:

- Briarley Coppens – Head of Counselling
- Alice Wu – Head of Faculty, Mathematics

Resignations:

- Kerry McNair has revoked her resignation and will remain on staff as a permanent Primary School Teacher
- Ann Bailey has resigned from her role as a Senior School Teacher and is moving to Timaru

- Sophie Catterall has resigned from her role as a Senior School Teacher and will be travelling in 2025
- Katherine Kruger has resigned from her role as a Primary School Teacher and accepted a role at her local Primary School
- Taryn Wrath has resigned from her role as a Primary School Teacher and is moving to Australia
- Emma Wilson has resigned from her role as a Junior Campus Receptionist to work with her husband in their business

6. Proprietor Update

6.1 Proprietor Update against Policy One and 2030 SGDP

Philip mark shared what work is taking place during the holidays and what items are in progress:

- Ground work starts for the Arts block (waiting for resource consent).
- COLA - moving to have it completed before winter 2025.
- Staircase plans for Miller Rise are in progress.
- The remaining maintenance for Youngman roof will continue.
- Deans room renovation.

The Proprietor assured the Board that the 2024 spending is tracking well within the 2030 SGDP plan.

Topics discussed:

- Lack of parking spaces for 2025.
- PA system upgrade.

7. Discussion / Other Items

7.1 Policy Updates

The Generative AI Policy circulated and taken as read.

Concerns were raised that a comprehensive AI policy can only be determined by understanding the procedures that will be implemented.

The Board decided to wait to adopt this policy and would like management to provide a list of controls that will be implemented.

7.2 In-Committee (as needed basis)

8:35pm the Board moved to In-Committee

8:49pm the Board moved out of In-Committee

7.3 Sports Dept Application



The Board approves and endorses the NZCT Funding Grant Application

The Board approves and endorses the Sports Department's application for a NZCT Funding Grant of \$7993.48 to cover much-needed sports equipment.

Decision Date: 9 Dec 2024
Mover: Graeme Budler
Seconder: Jordan Barley
Outcome: Approved

8. Correspondence

8.1 General Correspondence

9. Close meeting

9.1 Close the meeting

Next meeting: KWS Board Meeting - 17 February 2025 - 17 Feb 2025, 6:30 pm

- Next meeting on Monday, 17 January 2025 – 6:30pm
- Next Devotions: Graeme Budler

Signature: _____

Date: _____