



**Kirkwood Intermediate School
Board of Trustees Meeting
Thursday 7 May 2020 4:00pm**

1 Administrative Matters

a Present

Phil Tappenden, Rowan Smith, Rachel Clarke, Blair McWhirter,
Michelle Johansen, Victoria Sergel, Amy Kennerley (virtual attendance).

Note: This meeting date was moved from Thursday 26 March 2020 due to COVID-19 Lockdown.

b Disclosures in Conflict of Interest

There were none.

c Meeting opened with Karakia Timata at 4:10pm

d Minutes of Previous Meeting

Motion: That the minutes of the meeting held on Thursday 20 February 2020 are accepted

Moved: Victoria
Carried.

Seconded: Michelle

e Action List from Previous Meeting

1. Joining the Riccarton Community of Learners – Monitoring.
2. Re-painting Kirkwood Ave building - On hold due to refurbishment
3. Painting of swimming pool – Discussion made later as this may be part of the Government Funding Scheme.
4. SchoolDocs Policy:
 - i. Ratify:
 - a. Staff Leave;
 - b. Separated Parents, Day-to-Day Care, and Guardianship;
 - c. Recognition of Cultural Diversity.
 - ii. Review in Term 2:
 - a. Documentation and Self Review Policy (Board)
 - b. Employer Responsibility Policy (Board and Staff)

Motion: The Board ratifies the SchoolDoc Policies on Staff Leave; Separated Parents, Day-to-Day Care, and Guardianship and Recognition of Cultural Diversity

Moved: Phil
Carried

Seconded: Victoria

5. MoE Refurbishment/redevelopment –

Discussions were made with regard to the development. Reconsideration to the Administration area. Further discussions with the Ministry and plans yet to finalise.

- 6. Boiler leak** – fixed temporarily. Next holidays they will repair completely. Heating is going. Ministry is being invoiced as we go. Approximate cost \$50,000

Motion: *The Board moves that the Action List be accepted.*

Moved: Victoria **Seconded:** Phil

Carried.

f Correspondence Received

In: As per list. This was gone through by item.

Tabled at the meeting and emailed to the Board as follows:

- NZSTA 18 March 2020 Membership Matters
- NZSTA 18 March 2020 COVID-19 advice to Board
- NZSTA 26 March 2020 Update on NZSTA Services COVID- 9 Pandemic
- NZSTA 7 April 2020 Membership Matters
- NZSTA 21 April 2020 Membership Matters
- NZSTA 28 April 2020 Membership Matters

Correspondence Out:

Out: Discussed and gone through.

Motion: *The Board moves that the correspondence be accepted.*

Moved: Victoria **Seconded:** Phil

Carried.

2 Principal's Report (including Health and Safety Legislation)

Presented and gone through.

Points to note: As discussed in General Business

Motion: *The Board accepts the Principal's report for 26 March and 7 May 2020.*

Moved: Victoria **Seconded:** Michelle

Carried

Health and Safety:

Accidents/Incidents no further incidents to report

3 Health and Safety Legislation (on agenda)

Nothing to report

4 Financial Report

Discussed and gone through.

Tabled at tonight's meeting and previously emailed to Board:

Financial Accounts for 31 March 2020.

Budget 2020: Read and gone through.

Motion: *The Board approves the Budget as at 26 March 2020.*

Moved: Victoria

Seconded: Phil

Carried

Motion: *The Board ratifies payments of \$59,641.67 from March meeting*

Moved: Victoria

Seconded: Rachel

Carried

Motion: *The Board ratifies payments of \$48,085.65 (May meeting).*

Moved: Victoria

Seconded: Rachel

Carried

Motion: *The Board approves the Financial Report dated 29 February 2020.*

Moved: Victoria

Seconded: Michelle

Carried

Motion: *The Board approves the Financial Report dated 31 March 2020.*

Moved: Victoria

Seconded: Rachel

Carried

5 General Business

- a. **Student Achievement Target Reports** for Mathematics, Writing and Reading.
Read and gone through.
- b. **COVID-19 planning, preparation and response to Level 3:**
 - i. Phil asked staff who would like to work on site. Many volunteers received which resulted in up to 6 staff on site.
 - ii. Chrome Books were sent out and hard packs for learning have been made up for families to collect.
 - iii. Staff working on site are staggered with 2 bubbles currently working. Bubbles may expand if necessary. Good support from staff and positive comments from parents.
 - iv. Consider all staff and whether there are any issues with regard to coming back to school. If they are unable to come to school then maybe they can work from home. If they are exposed to COVID-19 by someone they know they are to be home with consideration is given as to whether it is leave/sickness or discretionary.
 - v. Technology classes from visiting schools may have issues with transportation. This may result in issues with regard to these school payments. We will see how this goes.
 - vi. No assemblies for the time being.
 - vii. Open Day being cancelled and arranged differently.

- viii. Preparation: Health and Safety plans discussed, Board expressed approval of arrangements,
- c. **Year 8 Wellington Camp** – discussed.
- d. **Budget:** Discussed and gone through. Reduce spending due to deficit this year which is due to lack of International Students funds.
- e. **Curriculum Reports:** Discussed moving the Curriculum Reports (Social Science, Mathematics and Technology) until next year as staff have not had time to complete. Those paid a management unit for these would carry this over until 2021. Phil will speak to staff to discuss those involved. Visual Arts Report - Phil has moved this to be reviewed with the Arts Curriculum. The Board approved of these changes.
- f. **Principal's Appraisal** – read and gone through (Board approved).
- g. **Marketing** – limited marketing at this stage.
- h. Refunding **international students fees** due to being unable to attend.
- i. **Work Programme** – approved by the Board however is still being worked on so remains fluid.
- j. **PTA Chocolate sales** – hopefully we will cover costs, will just see how it goes.
- k. **School Interviews** – propose a mid-year report beginning of Term 3 followed by Parent-Teacher-Child interviews – depending on the Government decisions next week. Alternatively complete online. Review this as we know more information.
- l. **Thank you to all staff:** The Board thanked staff for their support and appreciated the extra work caused under challenging times. The Board were also complementary of the communication sent to families at this time.
- m. **Open Day-** To be cancelled and rescheduled with meetings in groups of approximately 30. Maybe a couple of evening sessions as well. Marketing in papers and Website.
- n. **Donations** – In 2021 Phil would like to consider the joining the Government Donation Scheme. For the Prospectus, to ensure this can be printed, add a note that the Board is considering joining this scheme.
- o. **Property: Government Funding** (\$224,532, GST included)
Suggested ideas to look into as follows:
 - 1. **Swimming Pool:** Membrane (just under \$100,000) that would fix the pool for 10 years. No painting required over this period.
 - 2. **Adventure Playground:** Rebuild/replace timber on the climbing wall – approximate cost of \$10,000.
 - 3. **Landscaping** – left with approximately \$70,000 which we would like to landscape the school after the redevelopment of the school.
 - 4. **School Garden (outside Rooms 12 and 13)** – Design work done for this area. Raised gardens, sitting area, chess board area, table tennis area, four square, BBQ area with seating/bush. (approx. \$40,000)

Motion: The Board approves above listed projects. Phil to contact the Ministry and begin the process.

Moved: Victoria

Seconded: Rachel

Carried

Motion: The Board moves that the Principal's Appraisal is accepted.

Moved: Victoria

Seconded: Michelle

Carried

Self Review and Meeting Closure (with Karakia Mutunga)

The next Board meeting will be held on Thursday 28 May 2020.

The meeting closed at 5:20pm

Signed: *Chu for* **Board Chair, Victoria Sergel**

Date: *28/5/20*