



**Kirkwood Intermediate School
Board of Trustees Meeting
Thursday 28 May 2020 5:15pm**

1 Administrative Matters

a Present

Phil Tappenden, Rowan Smith, Rachel Clarke, Blair McWhirter,
Michelle Johansen, Victoria Sergel, Amy Kennerley

b Disclosures in Conflict of Interest

Phil disclosed that there may be a perceived conflict of interest due to ex Kirkwood pupil, whose mother currently works at Kirkwood, being involved in the landscape design project. She is a professional Landscape Architect

c Meeting opened with Karakia Timata at 5:15pm

d Minutes of Previous Meeting

Motion: *That the minutes of the meeting held on Thursday 7 May 2020 are accepted*

Moved: Phil

Seconded: Michelle

Carried.

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. Review in Term 2:
 - a. Documentation and Self Review Policy (Board)
 - b. Employer Responsibility Policy (Board and Staff) – review comments read and gone through. Board agree that any issues are discussed as required.

Note: Date error in report. Action List date should read 28 May 2020

Motion: *The Board ratifies the SchoolDoc Policies on Documentation and Self Review and Employer Responsibility Policy.*

Moved: Victoria

Seconded: Rowan

Carried

5. MoE Refurbishment/redevelopment –

Refurbishment meeting was held with the Ministry and Architect. Consideration is being given to extend the building from Room 3 for the possibility of a new library area. The Architect will come back with a plan and then this will be reassessed. Continue to the next meeting.

Day to day running of property projects associated with extra property money has been given to Deb Rowley and assisted by Geraldine.

Boiler: System is working and almost finished. This will continue into the next holiday period. We continue to pay as the project is worked on. \$80,000 costs to date and this is then reimbursed by the Ministry.

6. Government Funding:

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

Moved: Victoria **Seconded:** Amy

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 Important Update 25 May 2020

Correspondence Out:

Out: Discussed and gone through.

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

Moved: Victoria **Seconded:** Michelle

Carried.

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

Presented and gone through.

Points to note:

Personal: SENCo and Counsellor would like to step down from being SENCo. Another staff member has taken on this position, Janine Climo. Someone else will take her one-day release and with no cost to the school. The reliever will cover the class which Janine normally takes. Alternatively, another relief person may be required but for now this will be kept in house.

IT Personal Development – Teams will work together at different levels as staff prefer this option.

Open Day:

The Open Day/Night has been cancelled. Currently families make appointments and we continue to market. Plenty of interest coming in.

Wellington Camp – staff are happy for this to continue. We are completing a survey of our families which has resulted in a variation of feedback. The survey will continue. Alternative options may be considered like team building, adventure park, social camp at school. Look into options as we know more. Further discussions to be made.

Year 7 Ski Day: Year 7 Team happy for ski day to go ahead.

Motion: *The Board accepts the Principal's report for 28 May 2020.*

Moved: Victoria

Seconded: Amy

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:

Annual Report for 31 December 2019 tabled at the meeting.

Finance Report for 30 April 2020 was tabled at tonight's meeting.

Audit Management Report tabled at tonight's meeting. This was read and gone through.

Motion: *The Board accepts the Annual Report dated for 2019.*

Moved: Victoria

Seconded: Phil

Carried

Motion: *The Board accepts the Auditors letter*

Moved: Victoria

Seconded: Phil

Carried

Motion: *The Board ratifies payments of \$88,187.37*

Moved: Victoria

Seconded: Phil

Carried

5 General Business

a. **Year 7 EOTC** – will be presented at the next meeting

b. **School Fees** – discussed. In 2021 the Board would like to join the government Donation Scheme.

International Student Fees: Discussed and gone through. The Board agreed to fees remaining the same for 2021.

c. **Term Dates** – discussed and accepted. Finalise after checking with Ilam School dates.

- d. **Advertising:** This continues with recent advertisements placed in The Press and community papers.
- e. **Teacher Aides:** Ministry offer announced this week. Minimum teacher aide wage to increasing. Phil would like to assess pay rates across teacher aides and support staff to ensure pay parity.
- f. **Uniform:** Discussed. Agreed to continue with existing school uniform. Three quotes have been obtained with all suppliers changing the culottes to a poly viscose fabric rather than wool. This is due to fabric supply from manufacturers. Rachel to liase with Lea-Ann to assess.
- g. **Curriculum Reports:** Discussed moving the Curriculum Reports (Social Science, Mathematics and Technology) Staff happy to complete this year.
- h.

Motion: The Board accepts the proposed term dates for 2021 and is aware they meet requirements and any changes related to Ilam School as required.

Moved: Victoria

Seconded: Phil

Carried

Motion: The Board moves to that is 2021 we would like to opt into the Government Donation Scheme which provides \$150 per student in lieu of School Donation and Curriculum fees.

Moved: Victoria

Seconded: Michelle

Carried

Motion: The Board moves that the International Student Fees remain the same for 2021

Moved: Victoria

Seconded: Michelle

Carried

Self Review and Meeting Closure (with Karakia Mutunga)

The next Board meeting will be held on Thursday 25 June 2020.

The meeting closed at 6:15pm

Signed:   Board Chair, Victoria Sergel

Date: 25/6/20