



**Kirkwood Intermediate School
Board of Trustees Meeting
Thursday 20 August 2020 5:16pm**

1 Administrative Matters

a Present

Phil Tappenden, Rowan Smith, Blair McWhirter,
Michelle Johansen, Victoria Sergel, Amy Kennerley (arrived at 5:36pm)

Apologies: Rachel Clarke,

b Disclosures in Conflict of Interest

There were none.

c Meeting opened with Karakia Timata at 5:16pm

d Minutes of Previous Meeting

Motion: *That the minutes of the meeting held on Thursday 25 June are accepted*

Moved: Victoria

Seconded: Phil

Carried.

e Action List from Previous Meeting

1. SchoolDocs Policy:

i. Review in Term 3:

- a. Learning Support (Board, Staff and Parents)**
- b. Appointments Procedure (Board)**
- c. Child Protection (Board and Staff)**

All good with policies – no reviews. The Board to ratify next meeting.

2. MoE Refurbishment/redevelopment

There are two kinds of funding. One is the refurbishment and the other is the 2020 one off funding Ministry grant.

School Support have reassessed garden area work which was being done. Due to this costing remarkably more than first expected the funding is now being put towards a new basketball court area which would cost approximately \$70,000.

Motion: *The Board approves the change in property gardens to the basketball court.*

Moved: Victoria

Seconded: Rowan

Carried

Our original refurbishment allowance was approximately 1.7 million, however, Julia Dynes (MoE representative) received an estimate cost from the plans of 5.8 million.

Julia presented this to the Ministry and managed to increase the amount to \$3.8 million plus \$900,000 in contingencies which is on top of this. We are unlikely to get more funding.

The revised plan means that the classrooms may not be able to build verandas, however, classrooms would be updated and there maybe the possibility to building a new library.

Julia is currently pricing and will come back with a suggested plan.

Chris Meakam is our new Ministry Senior Advisor. The Ministry propose we have a school zone. The Board discussed and has politely declined this option as the majority of our children come from out of the area.

Swimming Pool: Lining is made in Germany which has a 12 week delay. Aiming for end of next season (March/April).

Government Funding: Four property projects have been accepted. A project manager will be overseeing the projects.

3. Wellington Year 8 Camp – EOTC.

a. **Note:** Amendment presented at tonight's meeting regarding Covid-19. Discussed and gone through. If levels change, we would have to deal with Police/Civil Defence. It may be case of catching the next available ferry. Options discussed at the meeting.

Spelling errors to be corrected: 'Dialing' to 'Daily' and 'camp' to 'accommodation'

Motion: *The Board approves the Year 8 Wellington Camp*

Moved: Victoria

Seconded: Amy

Carried

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

Moved: Victoria

Seconded: Rowan

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 Covid-19 Update (email dated 12 August 2020);
- NZSTA Student Trustee Elections (email dated 12 August 2020);
- Tukutuku Kōrero, 17 August, Volume 99, No: 13.

Correspondence Out:

Out: Discussed and gone through.

Grant form: Application for AED Diffribulator – resolution:

Motion: The Board moves to pass a resolution that a request be made to the Hornby Workingmen's Club for funding for the amount of \$2,227.55, to be used for the purpose of purchasing an automated external defibrillator.

Moved: Victoria

Seconded: Michelle

Carried

Motion: The Board moves that the correspondence be accepted.

Moved: Victoria

Seconded: Rowan

Carried.

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

Presented and gone through.

In committee: 5.30pm

Out of committee: 5.33pm

Points to note:

Work Programme: Read and gone through.

Motion: The Board accepts the Principal's report for 20 August 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.

It was resolved at the meeting on 20 August 2020 that the Board has moved to change the depreciation calculation to the following:

- Buildings – 40 Years straight line
- Electronic Equipment – 3-5 years straight line
- Furniture & Fittings – 10- 15 years straight line
- Landscaping – 10 Years straight line
- Motor vehicles – 10 years straight line
-
- This is in accordance to MoE recommendations.

Motion: The Board moves that the above depreciation calculation change is approved.

Moved: Victoria

Seconded: Michelle

Carried

It was resolved at the meeting to approve an increase in the school credit card limit with ASB from \$20,000 to \$25,000 and to have a new card issued to Phil Tappenden with a limit of \$5K. We will then cancel our credit card with BNZ. The key reason for this change is that we are unable to get bank feeds from them into xero.

Motion: *The Board moves to approve a resolution to increase the school credit card limit with ASB from \$20K to 25K and that a new card be issued to Phil Tappenden with a limit of \$5K. As a result the BNZ credit card account would then be closed.*

Moved: Victoria

Seconded: Michelle

Carried

Motion: *The Board ratifies payments of \$209,899.76*

Moved: Victoria

Seconded: Rowan

Carried

5 General Business

Target Report: Read and gone through. Good improvement considering the situation this year.

Teaching support for Mathematics? It was discussed that PD for the teachers would be helpful in this area.

Some mathematics have dropped one sub level – need to look at more support in this area. Make it realistic/manual – something to look into with these target students.

Student voice: Feedback – Generally the students are quite positive about the school. A lot seemed to think there was not a lot of Māori around the school.

Enough feedback to gain enough information to help improve.

Homework: Currently expect our students to do half an hour a night for 4 nights a week. Discussions made around giving our students opportunities to improve and become more involved. I.e: Kapa Haka, Choir. Having a sense of belonging is so important. Also having pride in the school.

The Board thanks the staff for these reports.

Cyclone: Renewing contract – same cost and conditions

Motion: *The Board moves to approve the one year contract with Cyclone as the IT providers for the school.*

Moved: Phil

Seconded: Victoria

Carried


Victoria asked if the wider community could be asked to donate to the school. Maybe this is something that the PTA could look in to. This would be outside the community.

PTA: Currently organising a Quiz evening and School Disco.

Self Review and Meeting Closure (with Karakia Mutunga)

The next Board meeting will be held on Thursday 17 September 2020

The meeting closed at 6.50pm

Signed:  **Board Chair, Victoria Sergel**

Date: 17/9/20