



**Kirkwood Intermediate School
Board of Trustees Meeting
Thursday 17 September 2020 5:15pm**

1 Administrative Matters

a Present

Phil Tappenden, Rowan Smith, Blair McWhirter,
Michelle Johansen, Victoria Sergel (arrived at 5:28pm), Rachel Clarke
(arrived at 5:18m), Amy Kennerley

Apologies: None

b Disclosures in Conflict of Interest

There were none.

c Meeting opened with Karakia Timata at 5:15pm

d Minutes of Previous Meeting

Motion: *That the minutes of the meeting held on Thursday 20 August are accepted*

Moved: Michelle

Seconded: Rowan

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)**

Reviews read and gone through.

Motion: *The Board ratifies the SchoolDocs Policies for Learning Support, Appointments and Child Protection.*

Moved: Rowan

Seconded: Phil

Carried.

Follow up on SchoolDocs.

Some policies refer to an annual review and 3-year review and not just assured. How do we know this has been reviewed re dates? Clarify with SchoolDocs.

Examples to check as follows:

- Police vetting for non-teachers;
- Abuse recognition reporting;
- Teacher registration certification and police vetting;
- Appointments Procedure;

Child protection: One mentioned it is reviewed annually.

The Board to ratify next meeting.

2. MoE Refurbishment/redevelopment

- a. No further news. The playground is almost finished. Swimming pool scheduled for next year. Court in the process.
Julia will meet with Rowan and Phil.

Teacher Aides funding discussed.

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

Moved: Rowan

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 – Webinar Teacher Aide Pay Equity Employment Update: Additional.
- NZSTA Canterbury Free Mini-Conference 2020;
- TAPE Update -16 September 2020;
- NZSTA STA news, Jul/Aug 2020, Issue 30.

In committee: 5.30pm

Out of committee: 5.33pm

Correspondence Out:

Out: Discussed and gone through.

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

Moved: Victoria

Seconded: Amy

Carried.

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

Presented and gone through.

Motion: *The Board accepts the Principal's report for 17 September 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 the meeting:
Financial Report for the Period Ended 31 August 2020 but will

Motion: *The Board ratifies payments of \$96,383.87*
Moved: Phil **Seconded:** Michelle
Carried

5 General Business

- a. Staffing
- b. Charter/Strategic and Annual Plan
- c. Electricity Supplier Change

Currently we use Prime Energy for our electricity supply and as we recently came off a two-year contract with them, we have been looking at options.

The Utility Company (a power broker) has analysed our previous electricity usage, put it out to the 44 power companies and have come back with a proposal that should enable us to save at least \$2,000 per year.

Key contract points discussed and approved.

Motion: *The Board agrees to change to use the Utility company as a broker for our electricity supply and agrees to sign the 2-year contract.*
Moved: Victoria **Seconded:** Phil
Carried

d. Ministry talk on School Zone (5:30pm)

Chris Meakin (Education adviser for the MoE) and Jill Forgie, our Ministry representatives, spoke on School zones.

Zoning discussed and continues with further information yet to be received.

In committee: 7:02pm
Out of committee: 7:10pm

Strategic Plan

Discussed and gone through.

Stand downs: small handful this year, students are unsettled. Discussed and gone through.

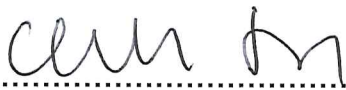
Points to note:

If you are happy with the goals and if they are worth developing further Phil would like to take this back to senior staff. Work with this for the following 3 year. Take this plan away and email Phil with feedback.

Self Review and Meeting Closure (with Karakia Mutunga)

The next Board meeting will be held on Thursday 29 October 2020

The meeting closed at 7.50pm

Signed:  Board Chair, Victoria Sergel

Date: 26/11/20