



**Kirkwood Intermediate School  
Board of Trustees Meeting  
Thursday 29 October 2020 5:15pm**

**1 Administrative Matters**

**a Present**

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

Apologies: Victoria Sergel

**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 17 September are accepted*

**Moved:** Rowan

**Seconded:** Michelle

**Carried.**

**e Action List from Previous Meeting**

Contacted School docs re wording – noted on the bottom page of calendar.

**f Correspondence Received**

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

NZSTA membership discussed and approved.

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

- MOE letter re zoning –
  - NZTA: Reminder – Teacher Aide Pay Equity Update
  - NZSTA Annual Survey – Have your say!
  - NZSTA Have your say!

**Motion:** *The Board moves to continue with the NZSTA membership and approves payment of the invoice.*

**Moved:** Phil

**Seconded:** Rachel

**In committee: 5.19pm**

**Out of committee: 5.31pm**

**Correspondence Out:**

Out: Discussed and gone through.

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

**Moved:** Rowan

**Seconded:** Rachel

**Carried.**

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

Presented and gone through.

### **Points to note:**

We may have two international students attending the school in 2021.

**Property:** Builders, Architect and the Ministry visited the school. Notes have not yet been received by Architect.

### **Staffing:**

Technology position been offered to existing Technology Position

Two permanent and two fixed term positions have been appointed.

**Appraisal** – Discussed: Phil would like to keep the same provider, the Board agreed.

**Motion:** The Board accepts the Principal's report for 29 October 2020.

**Moved:** Amy

**Seconded:** Rowan

**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.

Financial Report for the Period Ended 30 September 2020 read and gone through.

**Motion:** The Board approves the Financial Report ending 30 September 2020

**Moved:** Phil

**Seconded:** Rowan

**Carried**

**Motion:** The Board ratifies payments of \$163,365.11

**Moved:** Phil

**Seconded:** Amy

**Carried**

## **5**

### **a. Zoning**

- i. Letter from the Ministry regarding zoning for Kirkwood - discussed in committee. More information to follow.

### **b. Student Achievement Target Reports**

#### **i. Mathematics**

Discussed and gone through.

ii. **Writing**

Discussed and gone through.

iii. **Reading**

Discussed and gone through.

iv. **Māori and Pasifika Achievement**

Discussed and gone through.

**Technology Report (Booklet):** The Board were impressed with the Digital Technology Booklet which was produced.

c. **Charter/Strategic and Annual Plan**

Read and gone through

Phil will take this back to staff and will continue to work on Annual Plan. .

Change slight wording on Page 16: CW2: Change from 'Students will feel an increased sense of belonging at Kirkwood' to 'Students will feel a strong sense of belonging at Kirkwood.'

d. **SchoolDocs - Policies for review in Term 3:**

i. Learning Support

ii. Appointment Procedure

iii. Child Protection

**Motion:** The Board acknowledges receipt of the Student Target reports and Technology Report and would like to thank the staff for these.

**Moved:** Amy                      **Seconded:** Michelle

**Carried**

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

**Moved:** Rowan

**Seconded:** Amy

**Carried.**

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

**Moved:** Rowan

**Seconded:** Phil

**Carried.**

**Self Review and Meeting Closure (with Karakia Mutunga)**

The next Board meeting will be held on Thursday 26 November 2020

The meeting closed at 6.57pm

Signed:  ..... Board Chair, Rowan Smith

Date:  .....