



**Kirkwood Intermediate School
Board of Trustees Meeting
Thursday 26 November 2020 5:15pm**

1 Administrative Matters

a Present

Phil Tappenden, Blair McWhirter, Michelle Johansen, Rachel Clarke, Amy Kennerley, Rowan Smith, Victoria Sergel (arrived at 5:24pm).

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 29 October 2020 are accepted*

Moved: Rowan

Seconded: Michelle

Carried.

e Action List from Previous Meeting

f Correspondence Received

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

Discussed and gone through.

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

- Zoning
- MoE revised plans
- NZSTA : Email re Administration Support Staff & Kaiārahi I Te Reo Pay Equity Claim Important Update
- Letter from Speak Up for Woman re: Relationship and Sexuality Education.
- NZSTA STA news Issue: 303 Oct/Nov 2020

Correspondence Out:

Out: Discussed and gone through.

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

Moved: Rowan

Seconded: Amy

Carried.

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

Presented and gone through.

Points to note:

The Board discussed class sizes and whether to have 5 or 6 classes. The Board decided to go with 5 classes, however, if there is an influx of students enrolling later this year this could be reassessed and Phil will decide.

Appraisal report has just been received and will be presented at tonight's meeting. Further discussions at the next meeting.

UC Letter Re: Media Smart – Study Social messaging and body image. The Board discussed and approved to go ahead with this study.

Motion: *The Board accepts the study evaluating Media Smart.*

Moved: Amy

Seconded: Rowan

Carried

Motion: *The Board accepts the Principal's report for 26 November 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 31 October 2020 read and gone through.

Draft Budget: Presented at tonight's meeting:

Very comprehensive Budget which the Board will read and go through. Any further discussions to be made at the next meeting. Any questions to be emailed to Phil or Victoria.

Motion: *The Board approves the Financial Report ending 31 October 2020*

Moved: Phil

Seconded: Amy

Carried

Motion: *The Board ratifies payments of \$84,384.97*

Moved: Phil

Seconded: Michelle

Carried

5 General Business

a. Curriculum Reports

- i. Technology – discussed and gone through
- ii. Mathematics – discussed and gone through
- iii. Social Science – discussed and gone through
- iv. Counsellor's report – tabled at tonight's meeting - discussed and gone through

b. Student Achievement Targets for 2021 – discussed and gone through. Kept to the same goal/aims. Will reassess next year.

c. EOTC Year 7 Camp Application – discussed and gone through.

d. Year 8 Camp EOTC Report – discussed and gone through. Successful trips.

e. **SchoolDocs Policies:** The following policies we discussed and gone through.

- i. Classroom Release Time/Timetable (Board/Staff)
- ii. Salary Units/Management Allowances (Board/Staff)
 1. School docs reviews read out. Discussion about units.
 2. Blair to ask staff if they wish to improve
- iii. Privacy (Board/Staff)
 1. Contact SchoolDocs – inconsistencies in dates. Email SchoolDocs to ensure this has been updated and dates corrected.

f. **School Zone discussion:** Ministry changes across the network, for example Cobham Intermediate capacity has been reduced. The Ministry have said they must consider zoning those schools which have shown capacity of around 85%. Maps were provided showing the enrolment zones and catchment areas.

The Board discussed would like to suggest where our zone be placed. Phil will take this back to the Ministry. The Board would like to thank the Ministry and clarify that the Board is prepared to discuss this further. The Board would also like clarification around enrolment applications which come in at any time of the year.

g. **Redevelopment:**

This involved a new library. Plans gone through and discussed.

Further discussions with the Architect and Ministry will be held next week for further consultation.

h. **Islamic group** would like to use two of our classrooms next year for their school which includes children of the mosque victims. The classrooms would be used from 9am until 3pm from 4 January until 11 Jan 2021. The Board discussed the risks to school. Phil would discuss with staff to ensure confidential information and rooms are tidy for use. Phil knows these people and feels that it would be a nice community thing to do. Insurance – Phil to confirm with the Ministry.

The Board discussed are happy for this to go ahead.

i. **Counsellors Report** was presented at tonight's meeting. This was read and gone through. The Board thanked the Counsellor for her efforts.

Motion: The Board ratifies the SchoolDocs Policies on Classroom Release, Salary Units/Management Allowances and Privacy, with confirmation to SchoolDocs that the Privacy act is up to date.

Moved: Phil

Seconded: Victoria

Carried

Motion: The Board accepts the 2021 Preliminary Target Report for Reading, Mathematics and Writing.

Moved: Phil

Seconded: Rachel

Carried

Motion: The Board approves the Year 7 Camp in Purau Bay for 2021

Moved: Phil

Seconded: Victoria

Carried

Motion: The Board accepts the Year 8 Camp Wellington Trip Report for 2020 and thank the staff.

Moved: Phil

Seconded: Victoria

Carried

Motion: The Board acknowledges receipt of the Curriculum reports on Technology, Mathematics and Social Science are accepted.

Moved: Amy

Seconded: Michelle

Carried

Motion: The Board acknowledges receipt of the Counsellor's Report and is accepted

Moved: Phil

Seconded: Michelle

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 10 December 2020

The meeting closed at 7:10pm

Signed:   Board Chair, Victoria Sergel

Date: 10/12/20