

**Kirkwood Intermediate School  
Board of Trustees Meeting  
5:15pm Thursday 25 May 2017**

**1 Administrative Matters**

**a Present**

Phil Tappenden, Harry Harris, Peter Osborne, Julie Anderson, Dean Heney,

Apologies: Kate Webb, Victoria Sergel, Kathryn Dalziel, Richard Chambers

***Dean Heney standing in as Chair. Meeting opened at 5:05pm***

**b Disclosures in Conflict of Interest**

There were none.

**c Minutes of Previous Meeting**

***Motion:*** That the minutes of the meeting held on Thursday 30 March be accepted.

***Moved:*** Phil

***Seconded:*** Julie

***Carried.***

**d Action List from Previous Meeting**

1. Staffroom kitchen & hall upgrade                      Currently completing.
2. Flag Pole area/staffroom landscaping                  Currently on hold due to cost
3. Joining the Riccarton Community of Learners  
Continues
4. Security Cameras  
Meeting required with the Property Committee - Continues
5. On-line payments/permission slips                      Continues
6. Kirkwood fencing and drainage by Kirkwood Ave – Should be completed over  
the next couple of months
7. Re-painting Kirkwood Ave building                      **On hold**
8. Painting of swimming pool                                  **On hold**
9. Cultural Diversity – Whanau Hui & feedback given  
a. Discussed in General Business.
10. Gardens/grounds  
Unsure what to do about the gum tree. They have been checked by an  
arborist recently and they are good strong trees.  
Continue for further discussion at the next meeting.
11. School Docs review (comparison of policies) – **Continue at the next meeting**
12. Year 7 EOTC Report – Unavailable at tonight's meeting. Will be presented at the  
next meeting.

***Motion:*** That the Action List be accepted.

***Moved:*** Harry

***Seconded:*** Phil

***Carried.***

**e Correspondence Received**

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

Tabled at the meeting: NZSTA Email re: Education Act Update

**The Board went into committee at 5:12pm**

**The Board came out of committee at 5:13pm**

**Correspondence Out:**

Financial Statements for Year ended 31 December 2016 – noted and advised to BoT and sent to MoE.

**Motion:** *That the correspondence be accepted.*

**Moved:** Dean

**Seconded:** Phil

**Carried.**

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

Presented and gone through.

**Trip to China**

Discussion was made with regards to the funding received from our sister school. We would like to take 5 students to China with our International Coordinator and Deputy Principal at the end of the first week of Term 3. We won \$5,000 towards this trip which would heavily subsidise the trip for our students. At the same time our International Coordinator would visit agents in China to make the most of this trip.

We are the only South Island school to receive this funding which reflects the hard work done by our International Coordinator.

The Board discussed and approved this trip to go ahead.

**Korean School Contract**

The Korean School need to formalise their contract for the next 3 years which takes it up until 2020. The contract has been prepared by the Ministry of Education has the same term and conditions apart from an extra charge fo \$70 per week for cleaning has been added.

**Health and Safety – points to note:**

Need to look into the school policy for when illegal items have been found on school grounds (drugs, dangerous goods etc) as this may affect the person/s who discovered the item/s ie: 'legal chain of custody' issues. Procedures need to be in place to protect staff/students and the public. (noted on action list)

**Singapore and China Trips**

Both reports on the trip to Singapore and China were read and gone through.

**Motion:** *The reports on the trips to Singapore and China be accepted*

**Moved:** Phil

**Seconded:** Dean

**Carried.**

**Motion:** The Board approves 5 students may be taken on a trip to China with the International Coordinator and Deputy Principal.

**Moved:** Harry                      **Seconded:** Dean  
**Carried.**

**Motion:** The Board ratifies the Korean School's licence to use the school building on Saturdays until 2020.

**Moved:** Phil                      **Seconded:** Harry  
**Carried.**

**Motion:** The Principal's Report and Health & Safety Report be accepted

**Moved:** Harry                      **Seconded:** Dean  
**Carried.**

**6        Health and Safety Legislation (on agenda)**  
            *Reported under the Principal's Report.*

**7        Financial Report**

Tabled at the meeting: Financial Statements for the Year ended 31 December 2016. These Financial Statements have been forwarded to the Ministry.

Points to note:

There was a deficit last year of \$1,513.00 which was better than expected.

Due to the date of report not all International payments show. Currently we have approximately \$54,000 of international income.

**Motion:** The Board moves that the Auditors Report be accepted

**Moved:** Dean                      **Seconded:** Harry  
**Carried**

**Motion:** That the Board ratify payments of \$92,051.66

**Moved:** Harry                      **Seconded:** Dean  
**Carried**

**8        General Business**

As previously discussed, Kathryn Dalziel would like to join the Board.

**Motion:** The Board approved Kathryn Dalziel to be co-opted on to the Board

**Moved:** Dean                      **Seconded:** Harry  
**Carried**

## Curriculum Reports

The Curriculum Reports on:

- **Social Science**  
Shows the snap shot at the beginning of the year. Read and gone through. Hard to assess however some skills transfer through most units.
- **Technology**  
Assessment task was designing a school challenge course. Hard to put the steps in order of how they were going to work on this. Key modelling process.  
Pg 84 shows the difference between the Year 7's and Year 8's which is interesting.
- **Visual Arts**  
Processes of Art have been well taught. First part was with regards to the colour wheel, complementary colours etc and the second part was art history (art terms).
- **Mathematics**  
Shows the starting point of the reports so later in the year we can see how much improvement there has been.
- **Māori and Pasifika Achievement**  
We have started well in Māori and Pasifika, keeping a close track on how these students are achieving and what programmes we can use to enhance student achievement. At the end of the year, we will see how we are doing.
- **Reading and Writing**  
Doing well with reading however, writing is struggling. Boys tend to struggle more than girls do.

The Board would like to thank the staff for their reports and Chris and team for the work on the cultural aspects.

***Motion:** The Board moves that curriculum reports on Social Science, Technology, Visual Arts, Mathematics, Maori and Pasifika Achievement and Reading and Writing be accepted:*

***Moved:** Harry*

***Seconded:** Dean*

***Carried***

*The Board went into committee to discuss the Principal's Appraisal, which was read and gone through.*

***The Board went into committee at 5:55pm***

***The Board came out of committee at 5:56pm***

## Policies for Review

The following policies up for review

**Documentation and Self-Review Policy**

**Employer Responsibility Policy**

***Motion:** The Board moves that the School Doc Policies on: Documentation and Self-Review Policy and Employer Responsibility Policy be accepted:*

***Moved:** Harry*

***Seconded:** Dean*

***Carried***

**Role of a Representative Report**

Julie attended a seminar with regards to the role of the Staff Representative on the BoT. Jullie would like to consider the following:

1. Some schools let staff know what is on the Agenda – so if they have any views they can discuss them at the BoT meeting.
2. Feedback from the BoT to the school community with regards to the meeting (from the BoT Chair) perhaps once a term. This may be from the Board Chair or another member of the Board.

**Whanau Meeting feedback: - handed out at meeting. Stronger focus of Maori on the website, in newsletter?**

We are putting a TV screen in the foyer which will have a marketing blurbs/power points and marketing videos etc will be displayed.

There will also be a cabinet displayed in the foyer.

Points to note from the Whanau Hui was tabled at the meeting tonight.

***See notes on report handed out at tonight’s meeting.***

Saturday 24 June all of the Board are invited to **Tuahiwi Marae**, with the staff, for further cultural experience.

Looking at whether we display some **Māori carvings** in the foyer.

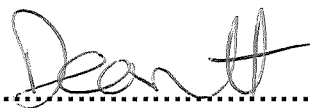
**Uniforms** were an issue with the Kapa haka group at the whānau hui due to growing numbers however, since then more have been made.

**Term dates for 2018** have been confirmed – see Board papers.

**Self Review and Meeting Closure**

The next Board meeting will be Thursday 22 June 2017.

The meeting closed at 6:09pm

Signed: .....  ..... **Board Deputy Chair, Dean Heney**

Date: .....  .....