



**Kirkwood Intermediate School  
Board of Trustees Meeting  
5:15pm Thursday 30 March 2017**

**1 Administrative Matters**

**a Present**

Phil Tappenden, Harry Harris, Peter Osborne, Julie Anderson, Dean Heney, Richard Chambers (arrived at 5:20pm), Victoria Sergel (arrived at 6:00pm)

Apologies: Kate Webb,

*Dean standing in as Chair – meeting opened at 5:15pm*

*Victoria arrived at 6:00pm and Chaired the meeting from 6:30*

**Motion:** *That the apologies be accepted*

**Moved:** *Harry*

**Seconded:** *Peter*

**Carried.**

**b Disclosures in Conflict of Interest**

There were none.

**c Minutes of Previous Meeting**

**Motion:** *That the minutes of the meeting held on Thursday 2 March be accepted.*

**Moved:** *Harry*

**Seconded:** *Peter*

**Carried.**

**d Action List from Previous Meeting**

- |  |                          |
|--|--------------------------|
| <b>1. Staffroom kitchen &amp; hall upgrade</b> | Waiting on MoE decisions |
| <b>2. Flag Pole area/staffroom landscaping</b> | Waiting on MoE decisions |
| <b>3. Joining the RCCL Cluster</b>             | Continues                |
| <b>4. Security Cameras</b>                     |                          |

Suggestion to not only look at security camera systems but an actual security package, in particular the technology rooms and areas with more equipment – Would also like advice from the MoE to see what they would recommend.

**5. Wellington Year 8 Camp review**

Clear indication from parents was that they wanted to go to Wellington. There were only around 20 pupils were interested in attending the Otago Rail Trail.

**6. On-line payments/permission slips** Continues

**7. Kirkwood fencing and drainage by Kirkwood Ave**

**8. Re-painting Kirkwood Ave building**

**9. Staffroom furniture**

This was currently on hold waiting for the staff kitchen renewal however, it was decided it would benefit the staff to have the furniture improved so new staffroom furniture may be purchased.

## 10. Painting of swimming pool

Continues

It was also decided that the Property Committee are to meet to further discuss the property issues.

**Motion:** *The Board approves up to \$5,000 to be spent on staffroom furniture*

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

**Carried.**

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

**Moved:** Dean **Seconded:** Peter

**Carried.**

### e Correspondence Received

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

Tabled at the meeting:

MoE NZ Education Gazette – Volume 96 No: 5  
NZSTA 2017 Resource Annual Booklet

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

**Moved:** Phil **Seconded:** Julie

**Carried.**

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

Presented and gone through.

**The Board went into committee at 5:38**

**The Board came out of committee at 5:40pm**

**Personnel:**

**Motion:** *The Board ratifies the appointment of Hannah McCall as a Scale A Classroom teacher for Room 11 (parental leave position)*

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

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

**Moved:** Richard **Seconded:** Dean

**Carried.**

### 6 Health and Safety Legislation (on agenda)

*Reported under the Principal's Report.*

### 7 Financial Report

**Tabled at the meeting: 2017 Draft Budget**

Points to note:

- There is a budgeted \$97,000 deficit this year;
- Last year saved money in Learning expenses however there was a deficit on trips;

- Biggest difference is on Page 5. (Personnel area)
- The international fees are conservative at \$60,000.
- Phil feels we are in a good position and there are enough reserves to cover.
- Questions raised over why technology costs came to \$85,000 when it was budgeted for \$79,000. Julie explained that this was variable due to a bulge in the numbers attending technology classes.
- Suggestion made to review regularly.

**Motion:** *The Board ratifies the Budget for 2017*

**Moved:** *Dean*

**Seconded:** *Richard*

**Carried**

**Motion:** *That the Board ratify payments of \$47,545.50*

**Moved:** *Richard*

**Seconded:** *Dean*

**Carried**

## 8 General Business

Harry would like to continue to be a Board member.

**Motion:** *The Board continues Harry's his secondment for the term of the Board (until the next election) unless otherwise advised.*

**Moved:** *Victoria*

**Carried**

### Policies for Review

The following policies up for review

Recognition of Cultural Diversity;

Staff Leave;

Separated Parents, Day to Day Care, and Guardianship.

All policies read and gone through and accepted however, with regards to Cultural Diversity there is to be an understanding that if request is given with regards to requiring a higher level of tikanga and/or te reo, staff & family then a request for extra funding may be necessary (depending on request). Further discussions will be made with regards to the Cultural Diversity Policy once feedback has been collated from the recent Whānau Hui which was held this week.

**Motion:** *The Board moves that the School Doc Policies on: Recognition of Cultural Diversity; Staff Leave; Separated Parents, Day to Day Care, and Guardianship be accepted:*

**Moved:** *Richard*

**Seconded:** *Dean*

**Carried**

## **School Docs**

Discussions were made with regards to the implementation of School Docs.

The Board will review all School Doc Policies and compare with previous policies.

Each Board member will be responsible for the following:

***Dean & Harry***

*NAG 5 Health & Safety*

*NAG 3 Employer Responsibility*

***Victoria***

*NAG 2 Documentation & Self Review*

***Richard***

*NAG 1 Curriculum*

***Peter***

*NAG 6 Cultural Diversity/Administration*

## **Cultural Diversity (continuation)**

Discussions were made with regards to the cultural diversity of the school and whether the school is doing enough.

Last Monday the school held a Whānau Hui which was very successful. This gave the school community the opportunity to provide feedback. This feedback is currently being collated and will be discussed at the next meeting.

It would be good to make use of the children and their families to discuss how we can improve Māori Culture of our school. Phil mentioned that this area is known as 'A place to stop on your journey' which does seem to sum up Kirkwood Intermediate.

The Cultural Diversity Policy has been reviewed and advertised in the newsletter to allow parents to give their feedback.

The Board would also like to support other cultures within the school.

## **School Gardens & Grounds**

The Board suggested that we create a native garden, complete with kahikatea trees to enhance the school grounds. Phil suggested that this could be a memorial garden for a previous Board Chair, Sandy Robertson. This is to be further discussed at a later date.

Phil also suggested the gum trees beside the playing equipment be taken down due to concern over them falling or branches breaking off.

## **Target Reports**

The Target Reports on Mathematics, Reading and Writing were presented.

Points to note:

- The Board are happy with the reports and would like to thank you to those who collated the information.
- It would be good to compare the next reports to see the movement of the different groups in the school.
- The Board would like feedback, if possible, on students who have not moved and why has this happened. What resources do the teachers think they need to help increase the level of our children. The Board would like to see what interventions need to be put in place to help these students improve.

## **Previous Board Chairperson**

Paul Lancaster's service was acknowledged.

## **Self Review and Meeting Closure**

The next Board meeting will be Thursday 25 May 2017.  
The meeting closed at 7:04pm

**Signed:** ..... **Board Chair, Victoria Sergel**

**Date:** .....