



**Kirkwood Intermediate School  
Board of Trustees Meeting  
5:15 pm Thursday 21 February 2019**

**1 Administrative Matters**

**a Present**

Peter Osborne, Phil Tappenden, Julie Anderson, Richard Chambers,  
Victoria Sergel, Amy Kennerley

Apologies: No apologies from Dean Heney or Harry Harris

***Meeting opened at 5:17pm with the Karakia Timata***

**b Disclosures in Conflict of Interest**

There were none.

**c Minutes of Previous Meeting**

***Motion:*** *That the minutes of the meeting held on Thursday 6 December 2019 be accepted.*

***Moved:*** Victoria

***Seconded:*** Phil

***Carried.***

**d Action List from Previous Meeting**

1. **Joining the Riccarton Community of Learners** - monitoring.
2. **Re-painting Kirkwood Ave building** - On hold due to refurbishment
3. **Painting of swimming pool** – Caretaker assessing at end of summer season.
4. **Advertisement for the newsletter re: becoming a Board member:**
  - a. Continue to advertise in the newsletter.
  - b. Approach parents/caregivers and offer an open invitation to attend the next few meetings.
  - c. Survey Board to get a indication of numbers re serving the Board.  
Good to know if anyone puts their name forward – maybe indicate at the March meeting.
  - d. 5 parents representatives are required.
  - e. The new Board may like to consider half term elections.
5. **School Values** – continues.
6. **Charter** for 2019. Continues
7. **SchoolDocs Policy Reviews as follows:**
  - Swimming Pool – to be read and gone through.
  - Alcohol/Drugs and Other Harmful Substance – to be read and gone through
  - Legislation and Administration Policy – to be read and gone through

***Motion:*** *The Board moves that the following SchoolDocs Policies be ratified at tonight's meeting:*

- Behaviour Management
- Complaints
- Improving Education Outcomes of Maori
- Harassment

**Moved:** Victoria

**Seconded:** Richard

**Carried**

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

**Moved:** Victoria

**Seconded:** Richard

**Carried.**

**e Correspondence Received**

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

Tabled at the meeting:

- NZSTA Aspiring Trustees Important Reminder – email 30.01.19
- NZSTA Invitation Term 1 NZSTA Canterbury Regional Executive Newsletter 17.02.19
- NZSTA Newsletter Nov/Dec Issue 288
- NZSTA AGM Saturday 13 July 2019 – email 13.02.19

**Correspondence Out:**

Out: None

**Point to Note:** NZSTA Subscription was not passed at the meeting however, this was circulated to the Board after the meeting and approved for payment.

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

**Moved:** Victoria

**Seconded:** Amy

**Carried.**

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

Presented and gone through.

**Health and Safety:**

**Accidents/Incidents**

No further reports

**Points to note:**

**School roll** – good numbers. Slightly higher number of boys attending. Julie to compare visiting schools numbers.

**Property:** Phil has been in contact with Julie Dynes re property redevelopment and today we had a visit from the MoE to measure up the school and take photos. Phil will get together to discuss sound and heating e.t.c. Further discussions to continue.

**Appraisal:** Scheduled for this coming Wednesday.

**Professional Development:**

Staff have expressed interest in Māori, Digital Technology and Music (Ukulele).

## **Marketing and Trip to China**

China Trip 2019: Pupils currently applying for trip to China, plan is currently being worked on.

## **Korean Marketing Trip March 2019**

Planned for early March with the intent to make contact with those parents who have previously sent their children to Kirkwood. Allows the school to meet with agencies at a time when parents are considering sending their children to Kirkwood and it also allows the Principal to meet with prospective students and their families.

This was discussed by the Board.

**Motion:** *The Board approves the marketing trip to Korea in March 2019.*

**Moved:** Richard                      **Seconded:** Victoria  
**Carried**

**Motion:** *The Board approves the first stages of the China trip 2019*

**Moved:** Richard                      **Seconded:** Peter  
**Carried.**

### **Personnel:**

Resignation of a senior support staff member however, they will still be employed on a contract basis. This job involves Assessment, IT assistance (including operation of laptops and staff support) and minor property duties. Two staff have expressed interest in taking over part of this position. Cyclone computers are about to present a plan to take over IT and Phil will meet to discuss within the next couple of weeks.

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

**Moved:** Richard                      **Seconded:** Peter  
**Carried.**

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

*Reported under the Principal's Report.*

## **6 Financial Report**

Discussed and gone through.

**Motion:** *The Board ratifies payments of \$67,040.25*

**Moved:** Phil                              **Seconded:** Richard  
**Carried**

## **7 General Business**

### **5a Charter, Values and Strategic Plan meeting**

Saturday 30 March 9:30am until 12:30pm followed by light lunch.  
Venue yet to be confirmed.

The Board are required to develop a one page Strategic Plan which can be displayed on the website and made available for parents/caregivers. Would be good to get a sample from other schools and consult the community.

## **5b Election of Chair, Delegation of Authority and Sub-committees**

The Chair was passed to Lea-Ann (School Secretary) and nominations were called for Board Chair.

Richard nominated Victoria Sergel, who accepted. Seconded: Peter Carried.

Victoria took the Chair and called for nominations for Deputy Chair. Peter nominated Richard and he accepted. Seconded: Phil Carried.

### **Motion:**

*That the following positions will remain the same as in 2018 and have been appointed at tonight's meeting with the authority to call up any member of the Board when necessary:*

- *Treasurer – Victoria Sergel*
- *Finance Sub-committee –Victoria Sergel,*
- *Property Sub-committee –Peter Osborne,*
- *Appointments Sub-committee – Phil Tappenden, Victoria Sergel, Richard Chambers, Amy Kennerley.*
- *Discipline Sub-committee – Amy Kennerley, Richard Chambers, Peter Osborne*
- *Curriculum Sub-committee – Richard Chambers*
- *Health and Safety – Peter Osborne*

**Moved:** Victoria

**Seconded:** Amy

**Carried**

## **5c Delegation of Authority**

**Motion:** *This Schedule of Delegations of Authority for 2019 was approved by the Board.*

**Moved:** Victoria

**Seconded:** Richard

**Carried**

## **5f Annual Library Report**

Presented at tonight's meeting. Great report and the Board would like this to be circulated to all staff. Librarian to be thanked for this.

## **5f Our Schooling Futures: Stronger Together – Report by Tomorrow's Schools Independent Taskforce**

Phil attended a meeting to discuss the recommendations of the Tomorrow's Schools Independent Taskforce. Embedded within are notions on connectedness, interdependence, strength drawn from collaboration as well as an implicit future focus.

They highlighted recommendations for cultural and structural transformation in our education system with a focus on central governance by way of creating hubs. A booklet was provided, and this is to be circulated to the Board.

This booklet explains 8 key issues to the education system.

**Points to note:**

- The process of implementation may take between 3 to 5 years.
- Education hubs would be there to support schools
- Finance to be centralised rather than being run individually
- Principals would be appointed to a hub
- Teachers apply for positions to the Board and Principal however employment issues would be completed via the Hub
- Their desire is to have middle schooling from 7 – 10 years.

The Board felt that if the school has a good functioning Board then there should be a choice whether they joined the Hub.

Phil felt there was so much detail missing so there would be a lot more yet to work through.

The Board expressed concern with this process that the school could possibly lose its identity. Would like parents to still have a choice of which school they prefer.

Feedback would be welcomed (phone or postcard option offered) with submissions closing 7 April 2019. The community would be encouraged to give this feedback.

In short, the change would be looking forward for the next 30 years.

The Board would like to put in a submission individually and collectively.

Discussions to continue.

**Board meeting schedule for 2019**

- Thursday 28 March
- Thursday 16 May
- Thursday 6 June

**Strategic Plan meeting**

*Saturday Morning 30 March 9:30am until 12:30pm followed by light lunch. One or two teachers could join them.*

*Venue yet to be confirmed.*

**Board dinner:** Friday 8 March at a venue yet to be confirmed.

**Self Review and Meeting Closure**

**The next Board meeting will be held on Thursday 28 March February.**

**The meeting closed at 6:50pm**

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

**Date:** ..... *28 / 3 / 19* .....