



**Kirkwood Intermediate School
Board of Trustees Meeting
Thursday 20 February 2020 5:16pm**

1 Administrative Matters

a Present

Phil Tappenden, Rowan Smith, Rachel Clarke, Amy Kennerley, Blair McWhirter, Michelle Johansen (arrived 5:22pm)

Apologies: Victoria Sergel

Rowan Smith Chaired meeting as Deputy Chair due to Victoria's absence.

b Disclosures in Conflict of Interest

There were none.

c Meeting opened with Karakia Timata at 5:16pm

d Minutes of Previous Meeting

Motion: *That the minutes of the meeting held on Thursday 12 December are accepted*

Moved: Rowan

Seconded: Phil

Carried.

e Action List from Previous Meeting

1. **Joining the Riccarton Community of Learners** – still waiting.
 2. **Re-painting Kirkwood Ave building** - On hold due to refurbishment
 3. **Painting of swimming pool** – Discussion made later as this may be part of the Government Funding Scheme.
 4. **SchoolDocs Policy:**
 - i. **Ratify:**
 - a. **Education Outside the Classroom (Board, Parents/staff)**
 - b. **Sun Protection (Board/staff)**
 - ii. **Review in Term 1:**
 - a. **Staff Leave**
 - b. **Separated Parents, Day to Day Care and Guardianship**
 - c. **Recognition of Cultural Diversity.** Mana Aka has been approached to help create a Pasifika group and see if there can be a connection. Hoping for Term 2.
- Policies up for review this term: Online reviews read out. Discussions to continue to the next meeting.

Motion: *The Board Ratifies the SchoolDoc Policies on Education Outside the Classroom and Sun Protection;*

Moved: Rowan

Seconded: Phil

Carried

5. MoE Refurbishment/redevelopment –

Plans further developed over the holiday period. More details were provided and the Ministry (Julia Dynes) is in support of these.

Points to note:

- Staffroom and office expanding but not a great deal of change;
- Change classroom space including sliding doors to allow for outdoor working spaces to make best use of space;
Potentially covering the front of classrooms with possibility for glass walls, new joining being installed. This allows a nice balance between single cell structures and allowing collaboration between classes.
- Hall: improve entry
- Front entranceway would be more defined and the administration area being pushed out into the foyer area to allow more room.
- Good meeting however it will take a while with hope of starting work over the Christmas holiday period.
- More detailed plans are yet to be completed;

6. Boiler leak – continues.

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

Moved: Rowan

Seconded: Phil

Carried.

f Correspondence Received

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

Tabled at the meeting as follows:

- MoE Tukutuku Korero 17 February 2020, Vol. 99 No. 2
- Canterbury Combined Manual Teachers Network Chairperson letter re Paid Union Meetings (PPTA Manual Teachers Network, Breens Intermediate 28 February 2020.
- NZSTA Term 1 Workshops – email 13 February 2020

Correspondence Out:

Out: Discussed and gone through.

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

Moved: Rowan

Seconded: Rachael

Carried.

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

Presented and gone through.

Points to note:

International students - have more difficulty coming. Once the Coronavirus has cleared up there will hopefully be an interest in the market.

Rolls are slightly boy heavy, may be due to open learning. Phil will look into whether this is a trend at intermediate schools.

Phil met with the Appraiser today, Richard Paton. Phil would like to continue to work with Richard. Goals have been set for Phil to focus on, they are Assessment and Refurbishment. Richard feels this is enough to manage at this time. The Board are happy for Richard to continue.

Peter Aitken has been working on a new appraisal system which looks good.

Teacher Only Days: Future dates, with agreement with the Board, would be Friday 29 May and Friday 7 August. Staff would like to count one of the Interview days (before school started) as one of the Teacher Only Days and then finish school one day earlier which the Board agreed.

Marketing: The Korean Agency will represent our school at two large fairs this year. This would be good advertising. Phil discussed the possibility of attending the Korean Fair later in the year however Phil does not have a plan as yet and would like approval via email. This was discussed with the Board and agreed on email approval when more details are looked into with consideration to the Coronavirus issue.

China Trip 2020: This will not go ahead at this stage due to the uncertainty of the Coronavirus. Phil would also like to reconsider Alison marketing in China this year so this would be on hold at this stage.

Assurance completed. Note: We are no longer in the 10 Year Property Plan as we are in the refurbishment phase.

Ministry Returns are due 2 March along with Attendance Report.

Motion: *The Board approves Phil considering a trip to Korea and will give approval via email once more details are given including a pricing plan.*

Moved: Rowan **Seconded:** Michelle

Carried

Motion: *The Board moved that the Teacher Only Days be set at Friday 29 May and Friday 7 August.*

Moved: Michelle **Seconded:** Rachel

Carried

Motion: *The Board approves that 31 January is counted as a Teacher Only Day and the last day of school to be brought forward to Tuesday 15 December.*

Moved: Michelle **Seconded:** Rachel

Carried

Motion: *The Board accepts the Principal's report*

Moved: Phil **Seconded:** Amy

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.

Tabled at tonight's meeting:

Draft Financial Accounts for Year ending 31 December 2019.

Finance was discussed at tonight's meeting. This year we hope to have less of a staffing bill, we will see how this goes.

The Bursar made a comparison of funds/donations received with this time last year which shows that generally we have received a similar amount of funds. To date 48% have paid for their donation, 24% have paid for Wellington, 77% have paid for their Year 7 camp with a few paying it off. 70% have paid their Technology fees and 67% have paid for Maths Buddy (all similar to 2019).

Phil would like approval to ask parents for a payment of \$300 towards the Wellington Camp by the end of Term 1 and the final \$300 by the end of Term 2. The Board agree for Phil to send a letter home to advise parents.

In September, Phil would like the Board to reassess the Donation Scheme and see how things are going.

Tabled at tonight's meeting is the Draft Financial Report for 31 December 2019 which resulted in a draft deficit of \$72,643.00. There was a lot of spending last year. This year hopefully there is no need for any capital spending at this stage. The PTA do have some funds available which will help.

The Bursar will be completing a more detailed financial report in future.

July/August will hopefully improve with International Student visitors depending on the Coronavirus situation. Unfortunately Christchurch has been hit with a combination of events in the city. This also had an impact on our visitors.

Motion: *The Board ratifies payments of \$87, 893.79*

Moved: Phil **Seconded:** Amy

Carried

Motion: *The Board approves the financial Report dated 31 December 2019.*

Moved: Phil **Seconded:** Amy

Carried

5 General Business

a. Election of Chair, Delegation of Authority and Sub-Committees

The Chair was passed to the School Secretary and nominations were called for Board Chair.

Rowan nominated Victoria, who accepted via email. Seconded: Rowan Carried Amy

Rowan took the Chair and called for nominations for Deputy Chair. Amy nominated Rowan and he accepted. Seconded: Phil Carried

Motion:

That the following positions will remain the same as in 2019 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, Phil Tappenden and Rowan Smith.*
- *Property Sub-committee –Rowan Smith and Phil Tappenden.*
- *Appointments Sub-committee – Phil Tappenden, Rachel Clarke, Michelle Johansen and Amy Kennerley.*
- *Discipline Sub-committee – Amy Kennerley, Michelle Johansen, Rachel Clarke and Rowan Smith.*
- *Curriculum Sub-committee – Phil Tappenden, Victoria Sergel, Rowan Smith, Rachel Clarke, Michelle Johansen and Blair McWhirter.*
- *Health and Safety – Rowan Smith, Michelle Johansen, Phil Tappenden and Blair McWhirter.*
- *Policy - Rachel*

Moved: Rowan Smith

Seconded: Amy Kennerley

Carried

5c Delegation of Authority

Motion: *This Schedule of Delegations of Authority for 2020 was confirmed by the Board.*

Moved: Phil

Seconded: Michelle

Carried

5e Library Report: This was completed by Sally Dobbs. Discussion was made as the valuable space the Library offers. The Board value the character and space of the Library and they support the children who do enjoy this environment.

5h Government Funding: The Board discussed options for spending the \$230,000 which is being paid to the school as a one off payment. Note: This has to be spent or allocated this year.

Suggested ideas to look into as follows:

1. **Swimming Pool:** coating with fibreglass (Phil to get prices). Option of including the school logo at the bottom of the pool and maybe a kahikatea tree.
2. **All weather court for basketball and tennis,** discussions made to where this would go – Phil to look into this.

3. **Adventure Playground:** Rebuild/replace timber on the climbing wall.

4. **School Garden:** Idea to convert the grassed area in front of Rooms 12 and 13 into raised gardens and potentially incorporating native plantings. This would mean the silver birch trees are removed. Phil to obtain a quote.
5. **Amphitheatre:** Options on whether this area is converted to an all weather court.
6. **Shade sails:** May be an option in the pool area or elsewhere

Phil to look into these options.

Self Review and Meeting Closure (with Karakia Mutunga)

The next Board meeting will be held on Thursday 26 March 2020.

The meeting closed at 6:49pm

Signed:  Deputy Chair, Rowan Smith

Date: 