



**Kirkwood Intermediate School  
Board of Trustees Meeting  
Thursday 23 February 2023 5:15pm**

**1 Administrative Matters**

**a Present**

Phil Tappenden, Nick Ruscoe, Paul Williamson, Amy Kennerley (arrived at 5:35pm), Cam Wright, Victoria Sergel

Apologies: Rowan Smith

**b Disclosures in Conflict of Interest**

There were none.

**c Opened meeting with a Karakia (closed with Karakia Mutunga)**

**d Minutes of Previous Meeting**

**Motion:** *That the minutes of the meeting held on Thursday 8 December 2022 are accepted.*

**Moved:** Phil

**Seconded:** Nick

**Carried**

**e. Action List from Previous Meeting**

**1. MoE Refurbishment:** Continues.

Richard (project manager) has advised that the soil testing has been done and the work area has been fenced.

The library will be started on Monday.

Consents are about to go in once completed by the architect.

Classrooms will move once the hall has been divided.

**2. ERO – Continues**

**3. SchoolDocs Policies for review:** Read and discuss. No reviews to date.

**4. Survey to the community re uniform:**

Uniform discussed and it was agreed that we would only survey specific items of the school uniform as we are restricted to the 5 year contract which we have with The Warehouse.

Items for review are as follows:

- **Boys' socks:**

- **Tying up of hair:** Is there an option for leaving hair out, with the exception of Technology etc, due to safety? It was suggested we could hold a Mufti Day to raise money for hair ties so they are available in Technology classes for those who need one.

Survey to be sent to the community for consideration by the end of Term 1.

**PE Top** – look into changing the top to a button up polo top using the same fabric. Alternatively, a round high neck top as some students feel uncomfortable wearing the V-neck.

**Motion:** *The Board moves that the Action List for Thursday 23 February to be accepted.*

**Moved:** Victoria      **Seconded:** Paul

**Carried.**

## **f Correspondence Received**

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

**Discussed and gone through.**

**Tabled at the meeting:**

- PPTA Preliminary Strike notification (one-day National Strike) 16 March 2023.
- NZSTA Elections for Regional Executive

**Correspondence Out:**

Out: As per list:

Discussed and gone through.

**Teacher Only Day:** Will be held on Monday 24 April.

**PPTA Strike Action:** Discussed – this affects our Technology area only.

**Motion:** *The Board approves the Teacher Only Day for Monday 24 April*

**Moved:** Victoria      **Seconded:** Phil

**Carried**

**In committee: 5:28pm**

**Out of committee: 5:31pm**

**Motion:** *The Board moves that the Correspondence be accepted for 23 February 2023.*

**Moved:** Victoria      **Seconded:** Cam

**Carried.**

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

Discussed and gone through.

**Points to note:**

**International Students:**

- 12 internationals include:
- 7 full year, 2 Term 1 only and 3 for 2-4 weeks.

**Enrolments:** 120 places available for the first ballot, dates 1 May until 31 August – approved by the Board

**Refurbishment:** When a class moves back into their room Phil may require funds to supply the classroom with new furniture.

**Appraisal:** Addition to the Appraisal tabled at tonight's meeting:  
Phil met with the Appraiser, Richard Paton which was very valuable.  
Professional growth cycle will be worked on which will include other principals. One will be on attendance. Once targets and goals have been developed then this will be shared with the Board.

**Motion:** *The Board accepts the Principal's report for 23 February 2023.*

**Moved:** Victoria                      **Seconded:** Amy

**Carried**

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

*No incidents or accidents to report.*

**4 Financial Report**

**Motion:** *The Board ratifies payments of \$204,395.07*

**Moved:** Amy                      **Seconded:** Victoria

**Carried**

**Motion:** *The Board accepts the Financial Report for 31 December 2022*

**Moved:** Victoria                      **Seconded:** Amy

**Carried**

**5 General Business**

Election of Presiding Member, Delegation of Authority; and Sub-Committees

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

Amy nominated Victoria, who accepted. Seconded: Nick  
Carried

**a. Delegation of Authority**

The Board delegates the Delegation of Authority to the Principal and if the Principal is unavailable then this may be passed down to Deputy Principal, Director of Technology and then Team leaders if necessary.

**Motion:** The Board moves that the Delegation of Authority to be given to Phil Tappenden, Principal.

**Moved:** Victoria

**Seconded:** Amy

**Carried**

Victoria took the Chair, Co-Deputy Presiding Members as per last year Rowan Smith and Amy Kennerley.

**Moved:** Victoria

**Seconded:** Phil

**Carried**

**Motion:** That the following positions for 2023 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.
- Property Sub-committee –Rowan Smith, Nick Ruscoe and Phil Tappenden.
- Appointments Sub-committee – Phil Tappenden, Cam Wright, Amy Kennerley,
- Discipline Sub-committee – Amy Kennerley, Nicholas Ruscoe, Cam Wright
- Curriculum Sub-committee – Phil Tappenden, Victoria Sergel, Nick Ruscoe, Cam Wright, Amy Kennerley, Paul Williamson, Rowan Smith
- Health and Safety – Cam Wright, Rowan Smith, Phil Tappenden
- Policy – Victoria Sergel, Rowan Smith, Nick Ruscoe, Cam Wright, Amy Kennerley, Phil Tappenden and Paul Williamson.

**Moved:** Victoria

**Seconded:** Amy

**Carried**

**Self review and meeting closure**

The next Board meeting will be held on Thursday 30 March 2023

The meeting closed at 6:45pm

Signed: .......... Presiding Member, Victoria Sergel

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