



**Kirkwood Intermediate School  
Board of Trustees Meeting  
Thursday 22 February 2024 5:15pm**

**1 Administrative Matters**

**a Present**

Phil Tappenden, Nick Ruscoe, Cam Wright, Micaela Brensell, Rowan Smith, Amy Kennerley,

Apologies: *Victoria Sergel*

**b Disclosures in Conflict of Interest**

Discussed in committee.

***In committee: 5:20pm***

***Out of committee: 5:21pm***

**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 30 November 2023 are accepted with the correction on Page 6: Motion: – remove ‘at a cost of’.*

***Moved:*** *Rowan*                      ***Seconded:*** *Cam*

***Carried***

**e. Action List from Previous Meeting**

**Read and gone through.**

**Points to note:**

**1. MoE Refurbishment:**

Hoping to move into new classrooms around the second week of March. Pipe work being worked on due to poor state of drains and sewers etc. The sewer pipes collapsed at the end of Term 4, part of which was under the new concrete area. Over the holiday period they were replaced, and the job was completed on the first day of term 1 2024. This was funded by the Ministry. It was noted that the sewer work was missed off the scope of works.

Due to the overrun of the cost of the refurbishment a site meeting was held and was discussed they may not be able to refurbish the administration area, however, we have since agreed to reassess the refurbishment, make modifications and continue with the administration area.

By Easter all classrooms should be complete. Hall and administration area will be refurbished together and will be moved into Rooms 1 and 2. School intends on buying a container for storage and will resell this when it is no longer required.

**2. SchoolDocs - continues**

**3. ERO** – continues this year. Meeting next week.

**4. Developing Cultural narrative** – further discussions continue

**5. EOTC Risk Management:** - Discussed and agreed to continue with the reviewed matrix. To be taken off the Action List for next meeting.

**Motion:** *The Board moves that the Action List for Thursday 22 February 2024 to be accepted.*

**Moved:** Rowan

**Seconded:** Nick

**Carried.**

**f Correspondence Received**

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

**Note:** Complaint not yet responded to (take off Correspondence Out list for tonight's meeting)

**Correspondence Out:**

Out: As per list:

Note: 5 December complaint: This was discussed and a response will be sent as soon as possible.

***In committee 5:26pm***

***Out of committee 5:32pm***

**Motion:** *The Board moves that the Correspondence be accepted for 22 February 2024.*

**Moved:** Rowan      **Seconded:** Nick

**Carried.**

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

Discussed and gone through.

**Points to note:**

The Board discussed and accepted the Strategic Plan and Annual Workplan

**Motion:** *The Board ratifies the Strategic Plan and Annual Workplan for 2024.*

**Moved:** Rowan

**Seconded:** Amy

**Carried**

**Deputy Principal appointment** – discussed options for an interview panel considering this being a senior management position.

Discussions were made and it was decided the Principal and three Board members would be part of the interview team.

**In committee: 6.58pm**

**Out of committee 7:00pm**

### **Principal's Support Funds:**

The Board approves the Principal's support funds to be utilised to attend the Edutech Conference in Singapore in November.

**Motion:** *The Board approves for the Principal's Support funds to be used for the Edutech conference in Singapore in November.*

**Moved:** Cam      **Seconded:** Amy

**Carried**

#### **a. RISK Management:**

##### **EOTC Year 7 Camp:**

##### **Points to note:**

One bus did not turn up to bring our students back from camp. The Acting Deputy Principal was on this trip and arranged for some students to travel back in private motor vehicles. All parents were contacted to advise them of this change.

Additional note: for future EOTC applications is that no one is to leave unless everyone is able to leave as well.

Overall the Year 7 camp is very successful and good feedback was received by parents.

**Motion:** *The Board accepts the Principal's report for the meeting 22 February 2024.*

**Moved:** Rowan      **Seconded:** Nick

**Carried**

### **3 Health and Safety**

Any incidents/accidents discussed.

### **4 Financial Report**

Discussed and gone through.

#### **Tabled at tonight's meeting:**

Draft End of Financial year accounts for 31 December 2023 were presented at tonight's meeting.

**Change of Electricity supplier** – discussed and gone through.  
New contract presented at tonight's meeting.  
Board discussed and approved to sign up for 4 years.  
Our current provider is Mercury and this would change the Time of Use metre to Electric Kiwi.

**Motion:** *The Board approves the Time of Use metre to change from Mercury to Electric Kiwi.*

**Moved:** Rowan      **Seconded:** Amy

**Carried**

**Motion:** *The Board ratifies payments of \$389,746.10*

**Moved:** Rowan      **Seconded:** Amy

**Carried**

**Motion:** *The Board moves that the financial report for 31 December 2023 and the draft End of Year Financial Accounts for 31 December 2023 be accepted*

**Moved:** Nick      **Seconded:** Amy

**Carried**

## 5      **General Business**

### a. **Annual Work Plan Programme** - continues

### b. **Appraisal**

Points to note:

Redefine the structure of the management team.

Introduction of Pause, Breath and Smile – see what effect this has on the culture of the school.

### c. **Enrolment dates for 2025:**

The Board discussed and agreed for enrolment applications for 2025 to close 31 August 2024.

120 Year 7 and 20 Year 8 places likely to be available.

The Board agreed with offering 10 Year 7 places to be open for Term 2 2024.

**Motion:** *The Board moves that there are 10 Year 7 places for out of zone students available in Year 7 for Term 2 only.*

**Moved:** Rowan      **Seconded:** Amy

**Carried**

**d. 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.

Rowan nominated Victoria to be Presiding Member (upon acceptance after meeting due to not being present at tonight's meeting).

Seconded: Nick

Carried

**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:** Rowan

**Seconded:** Amy

**Carried**

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

**Moved:** Nick

**Seconded:** Cam

**Carried**

**Motion:** *That the following positions for 2024 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, Micaela Brensell, 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 Micaela Brensell.

**Moved:** Rowan

**Seconded:** Amy

**Carried**

**e. Library Report**

The Board would like to thank the Librarian for providing the report.

**Motion:** *The Board accepts the Librarian's Report for 2023.*

**Moved:** Amy

**Seconded:** Nick

**Carried**

**f. International Marketing:**

Request for our International Director to visit Thailand this year with Christchurch Educated.

The Principal requested to attend a trip to Korea to attend the Korean Fair in Seoul.

The Board discussed and agreed to support the trip to Thailand and Korea.

Local marketing: currently underway. Further marketing being looked into with a continuation of local paper advertisements/newsletters and Facebook. Principal's Secretary to look into other platforms and other options for marketing.

**Motion.** *The Board ratifies the international travel for the International Director's trip to Thailand and the Principal's trip to Korea to attend the Coex Spring Student Fair in April/May 2024.*

**Moved:** Rowan

**Seconded:** Amy


**Carried**

**g. Board meeting dates confirmed:**

21 March	31 October
30 May (Amy away)	21 November
20 June	12 December
1 August	
19 September	

**Self review and meeting closure the next Board meeting will be held on Thursday 21 March 2024**

**The meeting closed at 7.08pm**

Signed:  ..... **Acting Presiding Member, Rowan Smith**

Date: 1/8/24 .....