



**Kirkwood Intermediate School
Board of Trustees Meeting
Thursday 7 September 2023 5:15pm**

1 Administrative Matters

a Present

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

Apologies: None

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 27 July 2023 are accepted.*

Moved: Victoria **Seconded:** Rowan

Carried

e. Action List from Previous Meeting

1. MoE Refurbishment: Continues.

Points to note:

Going well. Classrooms are likely to be ready at the end of this term. Power will be supplied in the holiday period.

Opening of the library: Suggested that the Kapa haka get involved. Kapa haka tutors will get back to us with regards to blessing the library and being involved in the opening.

Also talked about renaming the school to 'Kahikatea Kirkwood Intermediate School'. Perhaps a Tapu lifting or the like.

Other cultural events we can look into with regards to the opening of the new building, for example Korean or Chinese. Phil will look into this.

2. SchoolDocs Policies for review: Read and discussed reviews.

Review comment made with regards to the Māori Education Success Policy as follows:

suggest change first sentence words from "... School is able to achieve..." to..."School has opportunity to achieve..."

Action to be taken: Submit to SchoolDocs for review.

Motion: *The Board moves that the Action List for Thursday 7 September to be accepted.*

Moved: Victoria **Seconded:** Rowan

Carried.

f Correspondence Received

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

Tabled at the meeting:

- Education Gazette Tukutuku Kōrero, 28 August 2023,

Discussed and gone through.

Correspondence Out:

Out: As per list:

Discussed and gone through.

Motion: *The Board moves that the Correspondence be accepted for 7 September 2023.*

Moved: Victoria **Seconded:** Rowan

Carried.

In committee: 5.30pm

Out of committee: 5.44pm

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

Discussed and gone through.

Points to note:

2024 Enrolments:

Approximate numbers for 2024 as follows:

- 149 Year 8's and 155 Year 7's.

Discuss at the next meeting re opening more places.

Staffing will be looked into once enrolment numbers are more confirmed.

Primary Principal's Collective agreement allowance: Phil would like to withdraw the suggestion of travelling to New York for a conference as mentioned in his report. He would prefer to think about better ways of spending these funds.

Motion: *The Board accepts the Principal's report for 7 September 2023.*

Moved: Victoria **Seconded:** Amy

Carried

In committee: 5.26pm

Out of committee: 5:44pm

3 Health and Safety

Any incidents/accidents discussed.

Added to the list: Incident report discussed with regards to a student breaking his collar bone while playing rugby. Ambulance was required and he was sent to the hospital for treatment.

4 Financial Report

Discussed and gone through.

Motion: *The Board ratifies payments of \$138,774.97*

Moved: Victoria **Seconded:** Nick

Carried

Motion: *The Board approves the Finance report for 31 July 2023.*

Moved: Victoria **Seconded:** Nick

Carried

5 General Business

a. SchoolDocs Policies for Review:

The following policies are up for review in Term 3 and to be discussed at next meeting.

Term 3 review topics

Curriculum and Student Achievement

- **Inclusive Education**
 - **Māori Educational Success**
 - **Learning Support** •
 - **Learning Support Coordination**
 - **Identify Learning Support**
 - **Gifted Learners**
-

Feedback on SchoolDocs – read and gone through.

b. Year 8 Camp EOTC Camp Application:

Discussed and gone through.

Changes to be made as follows:

- Include date;
- Page 2: Report to mention whether this is flowing water, sea water or lake. Ratio of teachers to students would need to change accordingly.
- Remove Paul Williamson as Teacher in Charge;
- Remove Peter Aitken's name;
- Review confidence course and ensure correct health and safety procedures are practiced and ensure all equipment used is safe and appropriate.
- Include nearest medical centre including after hours in case of emergency.
- Ensure drivers are qualified.

Points to note:

Those students who cannot be trusted will not be attending camp.

Is there a chance students can go out of bounds? Check camp boundary and ensure students keep within the boundary. Fencing to be checked around the camping area.

Motion: *The Board approve the Year 8 Camp EOTC Application once the above changes have been made.*

Moved: Rowan

Seconded: Amy

Carried

- c. EOTC and safety management:** currently being worked on and will continue into 2024.

d. Principals Appraisal

Discussed and gone through.

Points to note:

Suggestions to centralise information, all staff having a guide for the first term, how we work and provide information with regards to our expectations.

Pleased with the appraisal, good to have ideas to work on.

Draft plan discussed and will be communicated with staff and the community in due course.

Looking at incorporating the Treaty of Waitangi.

Goals and planning to include:

- Overall work will be done to ensure we are following the National Curriculum;
- Staff health, safety and wellbeing.
- How the refurbishment process is going and how to improve our landscapes to ensure we create a healthy environment.
- Involve the Treaty of Waitangi development within our learning priorities. Similar to the Principal's Work Programme this is how Phil will report to the Board.

Action list:

Changes are being made as to how we do the Annual Report. This may be similar to the current Work Programme and may include academic reporting.

Discuss at the next meeting with consultation starting early next term.

- e. Strategic Plan is due in March next year and Annual reporting is due April 2024.
- f. Website: include contact person for each language on the website: ie Chinese (Alison) and a Korean staff contact.
- g. Marketing trip to Korea presented at tonight's meeting.

Read and gone through.

Self review and meeting closure the next Board meeting will be held on Thursday 21 September.

The meeting closed at 6:40pm

Signed:  Presiding Member, Victoria Sergel

Date: 2019/23