



**Kirkwood Intermediate School
Board of Trustees Meeting
Thursday 30 November 2023 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

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 26 October 2023 are accepted.*

Moved: Cam **Seconded:** Nick
Carried

e. Action List from Previous Meeting

Read and gone through.

Points to note:

1. **MoE Refurbishment:** Continues
2. **SchoolDocs Policies for review:** Continue to read and discuss.

Motion: *The Board ratifies the Māori Education Success Policy.*

Moved: Rowan **Seconded:** Nick
Carried.

3. **ERO – continues**
4. **Developing Cultural narrative – further discussions continue**
5. **EOTC Risk Management: - continues to be reviewed.**

Motion: *The Board moves that the Action List for Thursday 30 November 2023 to be accepted.*

Moved: Rowan **Seconded:** Nick
Carried.

f Correspondence Received

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

Discussed and gone through.

Tabled at the meeting:

- Email from staff member re employment intention.
- Email from Parent (discussed in committee).

Points to note:

NZSTA Membership: Discussed to continue with this membership.

Motion: *The Board approved the continuation of membership with NZSTA.*

Moved: Rowan **Seconded:** Amy

Carried

Correspondence Out:

Out: As per list:

Discussed and gone through.

In committee 5:26pm

Out of committee 5:32pm

Motion: *The Board moves that the Correspondence be accepted for 30 November 2023.*

Moved: Rowan **Seconded:** Nick

Carried.

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

Discussed and gone through.

Points to note:

Staffing Plan: Discussed and gone through staffing plan for 2024.

Motion: *The Board accepts up to 1 FTTE 2024 school year.*

Moved: Nick **Seconded:** Cam

Carried

CAIMS Membership: Discussed and will consider for 2024.

International Student: The principal discussed a recent enrolment of an international student. It was decided to allow her to study without paying international student fees on compassionate grounds. The father is a NZ Citizen, his daughter is from Germany. This was discussed and the Board agreed with the decision. Her enrolment will be reassessed in 2024 as they are currently applying for NZ Citizenship.

Principal's Appraisal: Previously emailed to the Board.
Read and gone through.

Motion: The Board accepts the Principal's Appraisal and accepts Richard Paton to be the principal's critical friend/appraiser for 2024.

Moved: Rowan **Seconded:** Nick

Carried

Principal's Support Funds:

Phil requested the 2023 funds of \$6,000 to be rolled over into 2024 and these funds would be used to fund teacher release which will allow Phil to work from home (approximately 20 days during 2024 school year).

2024 support funding would be allowed to attend a conference with a focus on leadership.

Principal Declaration read and approved.

The Board discussed and agreed to support Phil with this proposal.

Motion: The Board approves for the Principal's Support funds 2023 to be rolled over to 2024 and can be used as requested.

Moved: Cam **Seconded:** Amy

Carried

Motion: The Board acknowledges the Principal's Support funding suggestion to continue into 2024 as discussed.

Moved: Rowan **Seconded:** Amy

Carried

Motion: The Board accepts the Principal's report for 30 November 2023.

Moved: Amy **Seconded:** Rowan

Carried

3 Health and Safety

Any incidents/accidents discussed.

4 Financial Report

Discussed and gone through.

Motion: The Board ratifies payments of \$161,001.69

Moved: Rowan **Seconded:** Amy

Carried

Motion: The Board moves that the financial report for 31 October 2023 be accepted

Moved: Nick **Seconded:** Amy

Carried

Draft Budget: Discussed and gone through.

Motion: The Board ratifies the draft budget for 2024 with a review in April 2024.

Moved: Cam **Seconded:** Amy

Carried

5 General Business

a. Year 8 EOTC camp

- i. Suggestion to attend Wellington camp in 2024.
Managed to get cost down to approximately \$707.
Discussed cost and was decided to consult our Year 8 families and suggest giving 3 options for camp in 2024. Discussions to continue.

Motion: *The Board moves that the Year 8 families are consulted and given a choice for the Year 8 camp.*

Moved: Rowan **Seconded:** Cam

Carried

b. Year 7 EOTC Camp and RAMS approval

Application tabled at tonight's meeting.

Risk Matrix is the second part. This is in draft form. The Board has been asked to review and make any comments via email. These will be considered and an updated EOTC camp form will be distributed for approval electronically.

Note: Camp safety map will also be attached for final approval.

The Board would like to thank Katie and Kim for their efforts on revising the EOTC Management Form.

- c. **Tree felling** – 3 quotes received for the removal of two gum trees with the lowest quote being \$14,546.17 – for removal of two gum trees.
Not particularly urgent however as discussed it was decided to go ahead.

Motion: *The Board accept the quote to remove the two gum trees.*

Moved: Phil **Seconded:** Nick

Carried

d. Strategic Plan/Work Plan

Discussed and gone through.

Strategic Goals have been shared with staff and community – no feedback received from the community. Continue to work on.

e. Curriculum Reports:

f. Technology Curriculum Report

Board feedback:

There is a lot of positive feedback reflections in most aspects of this report.

The pretest is acknowledged as favourable to readers and writers. This could be more diagrammatic or picture rich for learners with less academic reading and writing skills. This will gain information from the more visual and hands on ability based students and enable them the opportunity to thrive at a starting point of their journey.

g. Mathematics Curriculum Report

Pleased with target and curriculum reports.
Suggested looking into how to engage learners, maybe an incentive to practice basic facts and perhaps recognise students who are working on and trying hard to complete.

h. Social Science Curriculum Report

Read and gone through.

i. Student Achievement Target Reports

- i. Māori and Pasifika
- ii. Reading
- iii. Writing -Rowan: discussed and gone through, noticing variation in rates (levels). This may be above in Year 7 however low in Year 8 –
- iv. Mathematics

The Board appreciates the work being done by staff to complete.

Points to note:

Reports rotation is valuable.

Staff find these reports useful and is a way of keeping an eye on patterns and continue to develop programmes to assist with improvements.

Planning for next year –continues.

Note for 2024: Board discussed the summary is helpful. Recommendations taken from previous reports are helpful and good to take on to the report following.

Mathematics Target Report and Mathematics Curriculum Report.

Feedback about wanting more board games is strong. Dice games are great tools for individuals to learn from peers and the different strategies for basic facts.

Communication to whanau about games that work well, can encourage home support.

A challenging year with leadership and space available.

Statistics are well presented and have some positive growth.

6 School Counsellor's Report

Feedback from Cameron: This is a thorough and informative report. Great care and implementing of initiatives.

Discussed and gone through. Comments from the Board was that the reports and well-presented statistics with positive reflections. It is a thorough and informative report with great care taken of implementing of initiatives.

Peer Support students may be introduced. Will investigate this in 2024.

Suggested to follow up on statistics for those with learning difficulties and track these students.

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

Moved: Amy **Seconded:** Nick

Carried

7 EOTC Year 8 Camp (previously emailed to the Board)

Discussed and gone through.

Motion: *The camp EOTC report be accepted*

Moved: Amy **Seconded:** Cam

Carried

8 Staff Lunch: Discussed and agreed full payment (\$52 per person) would be made this year as a one.

Motion: *The Board moves all of the Curriculum, Target, Reports for November 2023.*

Moved: Rowan **Seconded:** Amy

Carried

Self review and meeting closure the next Board meeting will be held on Thursday 22 February 2024.

The meeting closed at 6:30pm

Signed:  Acting Presiding Member, Rowan Smith

Date: 