



**Kirkwood Intermediate School
Board of Trustees Meeting
Thursday 21 March 2024 5:15pm**

1 Administrative Matters

a Present

Phil Tappenden, Nick Ruscoe, Cam Wright, Micaela Brensell,
Amy Kennerley.

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 22 February 2024 are accepted.*

Moved: *Victoria* **Seconded:** *Nick*

Carried

e. Action List from Previous Meeting

Read and gone through.

Points to note:

1. MoE Refurbishment:

The rest of the classrooms will be moved into their new classrooms just after Easter. Rooms 1, 2, 2a and the old library will be completed within 2-4 months. The hall and administration area will be completed next and all going well this area will be completed by December.

2. SchoolDocs – continues – No comments to view.

Ratified at tonight's meeting.

Motion: *The Board Ratifies the following SchoolDocs Policies:*

- *Te Tiriti o Waitangi*
- *Board Responsibility*
- *Parent Involvement*
- *Communication with Parents*
- *Community Conduct Expectations*

- *School Character/Special Character*
- *Documentation and Self-Review Policy*
- *School Planning and Reporting*
- *Reporting to Parents on Student Progress and Achievement*

Moved: Nick

Seconded: Amy

Carried

3. ERO – continues.

Most recent Board Assurance Statement from ERO was presented at tonight's meeting and will be emailed to the Board to view.

The Board will need to complete this review in August. No action required at this stage.

ERO will also work through the school improvement framework.

They have moved towards more regulation and accountability.

4. Developing Cultural narrative – further discussions continue

Points to note:

Phil met with Ngāi Tuahuriri to discuss our cultural narrative for our school and is developing a relationship with our iwi.

Our iwi has authority to assist with naming of our school.

Suggested names are still in consultation.

Have offered to talk to the Board once the document is ready to go.

Renaming of the school will be involved and they will organise the blessing of the school in due course.

5. EOTC Risk Management: - continues to be reviewed.

Motion: *The Board moves that the Action List for Thursday 21 March 2024 to be accepted.*

Moved: *Nick*

Seconded: *Amy*

Carried.

f Correspondence Received

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

Tabled at the meeting:

- Resignation of a staff member
- Education Gazette 18 March 2024. Vol: 103, No: 3

Correspondence Out:

Out: As per list: - no response to the email to parent.

In committee 5:33pm

Out of committee 5:39pm

Motion: *The Board moves that the Correspondence be accepted for 21 March 2024.*

Moved: *Cam*

Seconded: *Rowan*

Carried.

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

Discussed and gone through.

Points to note:

Peter Aitken leaving: An invitation has been sent to the Board to attend Peter's leaving do on Friday 5 April 4pm until 5:30pm, along with those Peter would like present.

Tamara Toalamai, our teacher leaving, has requested for a morning tea the last week of the term.

In committee 5.47pm

Out of committee 5:52pm

Motion: The Board accepts the Principal's report for the meeting 21 March 2024.

Moved: Victoria

Seconded: Nick

Carried

3 Health and Safety

Two incidents/accidents were discussed and gone through.

- One incident was from a visiting school where a student fainted while in technology class.
- Swimming sport incident at Jellie Park School.
 - Reassess swimming sports for next year.

4 Financial Report

Discussed and gone through.

Tabled at tonight's meeting:

- Financial Statement for period ending January/February 2024
- Journal Report for period 1 January 2024 to 29 February 2024

Read and gone through (previously emailed to the Board)

Motion: The Board ratifies payments of \$119,141.28

Moved: Victoria

Seconded: Amy

Carried

5 General Business

- a. Deputy Principal job applications will read through this coming Sunday. Nick will replace Amy as she is unable to attend interviews.

- b. Target Reports:

Note: Addendum was sent with regard to the Māori and Pasifika Report.
Page 43 was to be replaced with the update page.

The Board would like to thank the staff for their work with the target reports.

Discussed and gone through.

**Self review and meeting closure the next Board meeting will be held on
Thursday 30 May 2024**

The meeting closed at 6:35pm

Signed: Presiding Member, Victoria Sergel

Date: