



**Kirkwood Intermediate School
Board of Trustees Meeting
Thursday 25 May 2023 5:15pm**

1 Administrative Matters

a Present

Phil Tappenden, Nick Ruscoe, Paul Williamson, Amy Kennerley, Cam Wright
(left at 6:25pm), Rowan Smith

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 30 March 2023 are accepted with the following change: 23 February Minutes moved by Rowan, not Victoria.*

Moved: Victoria **Seconded:** Amy

Carried

e. Action List from Previous Meeting

1. MoE Refurbishment: Continues.

Points to note:

Site meeting next Wednesday at 10am – Board welcome to come along.
Roof shout – Board invited. Will let them know when this will be.

2. SchoolDocs Policies for review: Read and discussed. No comments to date.

Motion: *The Board moves that the Action List for Thursday 25 May 2023 to be accepted.*

Moved: Victoria **Seconded:** Rowan

Carried.

f Correspondence Received

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

NZEI strike may be on next Wednesday possible action. The Board will be informed.

Principals have voted not to have strike action.

Principal's Workplan – read and gone through.

In committee: 5.23pm

Out of committee: 5:27pm

Discussed and gone through.

Correspondence Out:

Out: As per list:

Discussed and gone through.

Motion: *The Board moves that the Correspondence be accepted for 25 May 2023.*

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

Carried.

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

Discussed and gone through.

Points to note:

Staff election required: CES has been appointed as the Returning Officer.
Election day would be 30 June, new Board member takes office 7 July 2023.

Teacher Only Day

In committee 5.50

Out of committee: 5.55pm

Motion: *The Board approves Teacher Only Day on Monday 20 November 2023*

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

Carried

Motion: *The Board accepts the Principal's report for 25 May 2023.*

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

Carried

3 Health and Safety Legislation (on agenda)

4 Financial Report

Motion: *The Board ratifies payments of \$244,898.50*

Moved: Rowan ***Seconded:*** Victoria

Carried

Motion: *The Board approves the final Budget approved*

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

Carried

5 General Business

a. Server Upgrade Proposal:

Our Server is older and needs updating. Cyclone recommend replacement of this hardware with an HPE Microserver and suggested moving to the cloud as soon as possible. Soon we will undergo N4L network upgrade and recommend a new UPS to replace the current two aging Dynamix units powering our servers, N4L Firewall and core switch.

Cyclone provided us a proposal would work with this project in Term 2 school holiday break. Quoted cost of this project being \$14,499.88 (plus GST).

N4L is Network for learning (Government)

Cyclone supports other schools and meet cyber security.

The Board discussed and approved for the upgrade to go ahead.

Motion: *The Board approves the server upgrade and which Cyclone proposed at a cost of \$14,499.88 (plus GST)..*

Moved: Victoria

Seconded: Paul

Carried

b. Budget – previously discussed and approved.

c. **RAMS forms for EOTC and trip planning:** *Board discussed and agreed the EOTC RAMS forms be reassessed to cover all risks due to our changing environment and environmental risks.*

d. EOTC Year 7 Camp Report

Discussed and gone through.

Points to note: Future plans for the onsite cottages to be improved and intended to be developed into the serving area.

If facilities are not up to standard then we will look at an alternative venue.

Camps will be reassessed next year.

e. **Student Achievement Target Reports for Reading, Writing, Mathematics and Māori and Pasifika**

Discussed and gone through.

f. **Student Attendance** discussed what intermediate school are working towards attendance issues.

g. SchoolDocs Policies for Review:

Term 2 review topics

Education Outside the Classroom (EOTC)

- Education Outside the Classroom (EOTC)
 - EOTC Planning and Review
 - EOTC Risk Management
 - EOTC Coordinator
 - EOTC External Providers
 - EOTC Staff Competence
 - EOTC Event Categories
 - EOTC Communicating with Parents
-

h. Board Assurances: Discussed and gone through.

i. Board meeting date to change from 31 August to 7 September due to Phil being away. Board approved.

j. Climate change and sustainability:

Points to note: Audit report did not mention this issue, considering this has come from the Government.

What is school doing in this space and what can we do to think ahead and consider our future - a question for the Ministry and the School Board. Would be nice to get ideas out there considering the environment we are in so we could future proof for our future.

Consider landscaping opportunities and/or other ideas.

k. Staff staff payments - refer to in-committee

Motion: The Board accepts the EOTC Report for the Year 7 Camp.

Moved: Victoria

Seconded: Nick

Carried

Motion: The Board accepts the Student Achievement Target Reports on Reading, Writing, Mathematics and Māori and Pasifika.

Moved: Victoria

Seconded: Nick

Carried.

Self review and meeting closure The next Board meeting will be held on Thursday 29 June 2023

The meeting closed at 6:55pm

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

Date: 27/7/23