



**Kahikatea Kirkwood Intermediate School  
Board of Trustees Meeting  
Thursday 12 September 2024 5:15pm**

**1 Administrative Matters**

**a Present**

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

**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 1 August 2024 are accepted.*

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

**Carried**

**e. Action List from Previous Meeting**

**Read and gone through.**

**1. MoE Refurbishment:**

Continues and is on schedule. Hoping to get remainder of asbestos out of the building. No update on consent for hall. We may be able to move into administration area in December.

**2. SchoolDocs – continues. Note:** No comments to view.

**Motion.** *The Board ratifies the following SchoolDocs Policies on:  
Concerns and complaints: Media; Performance Management; Professional Development;  
Protected Disclosure; Staff Conduct; and Staff Leave.*

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

**Carried**

**3. ERO process discussed.**

Board Assurance Document emailed to Board 22 August for comment.

Discussed and gone through.

**Points to note:**

Will continue to consult with the community, in particular our Māori and Pasifika whānau. We have a very small iwi to work with.

The School Improvement Framework has been discussed and gone through with staff. Conditions for success also discussed.

The Board will go through and make changes if necessary.

The Board discussed the School Self Audit and Assurance Statement will be completed by due date as discussed.

**Monday 25 and Tuesday 26 November ERO visit.** Board to diarise for afternoon/early evening for Board to meet with ERO.

**4. School name change:**

Correspondence received from the Ministry of Education approving the name change of our school from Kirkwood Intermediate School to Kahikatea Kirkwood Intermediate.

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

**6. EOTC Wellington Camp 2024**

Emailed to Board for comment on 21 August 2024.

**Motion:** *The Board moves that the EOTC Wellington Camp for 2024 to be accepted.*

**Moved:** Victoria                      **Seconded:** Nic

**Carried.**

**Motion:** *The Board moves that the Action List for Thursday 12 September 2024 to be accepted.*

**Moved:** Phil                              **Seconded:** Nic

**Carried.**

**f Correspondence Received**

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

Tabled at the meeting:

Staff member resignation letter

Board elections: Date to be confirmed.

**Correspondence Out:**

Out: As per list:

**Motion:** *The Board moves that the Correspondence be accepted for 12 September 2024.*

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

**Carried.**

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

Discussed and gone through.

### **Points to note:**

Next meeting in October Phil will come back with proposed staffing.

Positive feedback from agents from their recent visits resulting in potential future students for 2025.

**Draft Annual Plan** – ask for community consultation before after the holidays.

**Principals Workplan Programme:** Read and gone through.

**Motion:** *The Board accepts the Principal's report for the meeting 12 September 2024.*

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

**Carried**

## **3 Health and Safety**

No incidents to report

## **4 Financial Report**

Discussed and gone through.

Financial Report for 31 July 2024 discussed and gone through.

**Motion:** *The Board accepts the Financial Report for 31 July 2024*

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

**Carried**

**Motion:** *The Board ratifies payments of \$271,138.57*

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

**Carried**

## **5 General Business**

- a. Quotes received to fill planter boxes with soil.

Discussed and gone through quotes.

**Motion:** *The Board approves of the quote from Garden Box to fill planters:*

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

**Carried**

- b. **Technical Plan for hall costing discussed.**

Final quote from Shipleys being \$24,913.44 plus GST

**Motion:** *The Board approved the quote from Shipleys for \$24,913.44 plus GST for technical equipment for the hall.*

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

**Carried**

**c. Positions available for 2025:**

The following positions have been advertised:

Head of Technology, Technology Teacher and Assistant Principal.

Closing date 18 October 2024.

Interviews will be held Sunday 3 November with a panel of three Board members to work with the Principal.

**d. School Logo:** Currently working on a new logo design.

Graphic Designer has provided samples of the new logo design concepts.

Discussed and gone through. Design continues.

**e. Board Assurance Statement and Self Audit Checklist January 2024**

Read and gone through. (Booklet presented to the board and previously emailed 22 August 2024).

**f. Board Elections** date yet to be set: Email received 2 September 2024.

**g. Annual work plan:** Discussed and gone through.

***Motion:** The Board approves the Draft Annual Work Plan for 2025 be sent to the staff and community for consultation.*

**Moved:** Victoria

**Seconded:** Amy

**Carried**

**h. School name change**

The Board are grateful for the Ministry of Education accepting our new name. This will continue throughout our marketing publicity including website, newsletter etc.

***Motion:** The Board appreciate the Ministry's agreement to the naming of our school and we will begin to use the new name of Kahikatea Kirkwood Intermediate School from the beginning of Term 4.*

**Moved:** Victoria

**Seconded:** Cam

**Carried**

**Self review and meeting closure the next Board meeting will be held on Thursday 31 October 2024**

**The meeting closed at 6:40pm**

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

Date: ..... 31 October 2024 .....  
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