



**Kirkwood Intermediate School
Board of Trustees Meeting
Thursday 30 May 2024 5:15pm**

1 Administrative Matters

a Present

Phil Tappenden, Rowan Smith, Nick Ruscoe, Cam Wright, Micaela Brensell,

Apologies: Victoria Sergel, Amy Kennerley

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 21 March 2024 are accepted.*

Moved: Rowan **Seconded:** Nick

Carried

e. Action List from Previous Meeting

Read and gone through.

Points to note:

1. MoE Refurbishment:

Working to plan.

Meeting was held 29 May with the Ministry, Project Manager and Architect.

2. SchoolDocs – continues to next meeting – No comments to view.

3. ERO – continues.

4. Developing Cultural narrative

Discussed the report which presented to the Board which was previously emailed.

Phil suggests we accept their recommendations, and the Board would like to thank Whitiora and Ngai Tahu for the work they have done.

The Board will apply to the Ministry of Education to approve of the official school name of our school being 'Kahikatea Kirkwood Intermediate'

Final draft and approval will be confirmed once accepted by the Ministry.

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

6. Hall Redevelopment Project:

Recent assessments conducted by engineers have indicated that the hall currently rates below 34% NBS (New Building Standard). The engineers have affirmed that despite the rating, the building is structurally safe for use in the short term before strengthening work begins in Term 3. Completion of works will be in Term 4.

The Board viewed the presentation materials (supplied by the MoE) in regard to this matter and feel comfortable in agreeing to its continued use by the school until the planned refurbishment works. The construction summary and evaluation criteria used are well explained.

The Press has been in touch with Phil regarding the Hall use and will advise that the Board previously reviewed the Ministry's presentation and accepted the Ministry and the engineer's assurances.

Motion: *The Board moves that the Action List for Thursday 30 May 2024 to be accepted.*

Moved: Rowan

Seconded: Nick

Carried.

f Correspondence Received

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

Tabled at the meeting:

- Staff members request for unpaid leave.
- Request for approval to destroy certain documents older than 7 years.
The Board requested Amy to go through our list with final approval.
- Request from neighbours to remove several trees along the boundary line and take a branch off the oak tree which is on our school property. The neighbour would also like to replace the boundary fence. This would be their cost and no cost to the school. Work would be completed in the holidays period or at an appropriate time arranged through our school caretaker.

The Board discussed and agreed for the work to go ahead as long as they do this professionally and safely and the replacement fence would be replaced with the same product i.e. like for like.

Points to note:

The Board would like a report re attendance each term.

Correspondence Out:

Out: As per list:

In committee 5:33 pm

Out of committee 5:39pm

Motion: *The Board moves that the Correspondence be accepted for 30 May 2024.*

Moved: Cam ***Seconded:*** Rowan

Carried.

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

Discussed and gone through.

Points to note:

- Staffing schedule for Terms 3 and 4 discussed and gone through in committee.

In committee 5:47pm

Out of Committee : 6:02pm

Motion: *The Board accepts the Principal's report for the meeting 30 May 2024.*

Moved: Rowan ***Seconded:*** Nick

Carried

3 Health and Safety

One incident was reported with regard to a student – refer to Principal's report. No further action required.

4 Financial Report

Discussed and gone through.

Points to note:

- Final Budget for 2024
- Annual Report has not been received. Once received this will be emailed to the Board Presiding Member for electronic approval.

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

Moved: Phil ***Seconded:*** Nick

Carried

Motion: *The Board ratifies the Budget for 2024*

Moved: Phil ***Seconded:*** Rowan

Carried

