



**Kirkwood Intermediate School  
Board of Trustees Meeting  
Thursday 1 August 2024 5:15pm**

**1 Administrative Matters**

**a Present**

Phil Tappenden, Nick Ruscoe, Cam Wright, Rowan Smith, Micaela Brensell, 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 20 June 2024 are accepted.*

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

**Carried**

**e. Action List from Previous Meeting**

**Read and gone through.**

**1. MoE Refurbishment:**

Continues and is on schedule. Hoping to get compliance on Monday 5 August and we will start moving from Wednesday. Office block will be sealed. Continue to wait for consent for the hall.

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

**3. ERO – continues.**

**4. School name change:** One response was received from a parent which was discussed.

The Board discussed and approved the name change of our school. The Presiding Member will apply to the Ministry for approval.

No other responses received.

**Motion:** *The Board resolves to change the name of Kirkwood Intermediate School to Kahikatea Kirkwood Intermediate School.*

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

**Carried**

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

6. **EOTC Wellington Camp 2024**

Board discussed the EOTC for Year 8 Wellington Camp and have been asked to go through and email any suggestions to Phil. Once completed it will be presented to the Board for final approval at the next meeting.

7. **Revise Enrolment placements for 2025.**

Discussed and approved the number of out of zone places available for 2025 to be updated to 140 Year 7 and 15 Year 8.

**Motion:** *The Board approved 140 out of zone places available for Year 7 and 15 out of zone places for Year 8 in 2025.*

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

8. **Attendance Report for Term 2** – read and gone through. Take off action list.

9. **Interim Target Report on Reading, Writing and Mathematics**  
Discussed and gone through.

**Motion:** *The interim target report for Reading, Writing and Mathematics be accepted.*

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

10. **Documents to be destroyed** as per Action List and previously discussed and approved by the Board.

**Motion:** *The Board approves that the following list of documents may be securely destroyed by a reputable company.*

- *Payroll and personnel records, as well as financial records prior to 2016.*
- *Enrolment records including related enrolment forms (i.e. medical information, internet agreements, custody records);*
- *Daily attendance registers;*
- *Advertising, Circulars and Education Gazettes;*
- *Daily notices.*

**Moved:** Phil                      **Seconded:** Amy  
**Carried.**

11. **Fire extinguishers supply:** Discussed and approved by the Ministry that fire extinguishers are to be available in Technology rooms only. No need to have these supplied in classrooms.

**Motion:** *The Board moves that the Action List for Thursday 1 August 2024 to be accepted.*

**Moved:** Rowan                      **Seconded:** Cam  
**Carried.**

**f Correspondence Received**

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

**Correspondence Out:**

**Out:** As per list:

**In committee 5:19pm**

**Out of Committee 5:20pm**

**Motion:** *The Board moves that the Correspondence be accepted for 1 August 2024.*

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

**Carried.**

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

Discussed and gone through.

**Principal's Appraisal:** Discussed and gone through. The Board were pleased with the Appraisal.

Phil requested to attend the Coex Fair in Seoul in September and the Education New Zealand fairs in Tokyo, Osaka and Seoul.

The Board discussed and approved.

**Motion:** *The Board approves the Principal's trip to Coex Fair in Soeul and the Education New Zealand fairs in Tokyo, Osaka and Seoul.*

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

**Carried.**

**Motion:** *The Board approved a Teacher Only Day for Thursday 14 November 2024.*

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

**Carried**

**In committee 5:32**

**Out of committee: 5:35pm**

**Motion:** *The Board accepts the Principal's report for the meeting 1 August 2024.*

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

**Carried**

**3 Health and Safety**

No incidents to report

**4 Financial Report**

Discussed and gone through.

Financial Report for 30 June 2024 discussed and gone through.

**Motion:** The Board accepts the Financial Report for 30 June 2024  
**Moved:** Phil                      **Seconded:** Nick  
**Carried**

**Motion:** The Board ratifies payments of \$132,281.58  
**Moved:** Phil                      **Seconded:** Amy  
**Carried**

5      **General Business**

- a. **School Logo:** We have asked a Graphic designer to work on our school logo.
- b. **Whānau Hui Report** - discussed and gone through.
- c. **Draft Work Plan** – discussed and gone through
- d. **Assurances to the Board** read and gone through.

**Self review and meeting closure** the next Board meeting will be held on  
**Thursday 12 September 2024**

**Note: Date changed and approved at tonight's meeting.**

The meeting closed at 6:30pm

Signed:  ..... Deputy Presiding Member, Rowan Smith

Date: 31/09/24 .....  
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