



**Kirkwood Intermediate School  
Board of Trustees Meeting  
Thursday 20 June 2024 5:15pm**

**1 Administrative Matters**

**a Present**

Phil Tappenden, Nick Ruscoe, Cam Wright, Victoria Sergel

*Apologies: Rowan Smith, Micaela Brensell, 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 30 May 2024 are accepted once the word in the bottom paragraph on page 2 being corrected from 'replayed' to 'replaced'*

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

**e. Action List from Previous Meeting**

**Read and gone through.**

**Points to note:**

**1. MoE Refurbishment:**

Continues and is on schedule. Administration block and staff room is scheduled to move in the second week of Term 3.

**2. SchoolDocs – policies gone through and ratified at tonight's meeting.**

**Note:** No comments to view.

**3. ERO – continues.**

**4. Developing Cultural narrative:**

Board discussed Kirkwood's name change and it will be presented to the community for consultation.

Once gone through this process then the Board will apply to the Ministry for final approval.

A new school logo will be designed and then we will consider updating our school uniform.

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

**Motion:** *The Board moves that the Action List for Thursday 20 June 2024 to be accepted.*

**Moved:** Victoria

**Seconded:** Nick

**Carried.**

**f Correspondence Received**

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

**Correspondence Out:**

**Out:** As per list:

**Motion:** *The Board moves that the Correspondence be accepted for 20 June 2024.*

**Moved:** Victoria

**Seconded:** Cam

**Carried.**

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

Discussed and gone through.

**Points to note:**

There is a lot more interest from international students to attend our school.

**Motion:** *The Board accepts the Principal's report for the meeting 20 June 2024.*

**Moved:** Victoria

**Seconded:** Nick

**Carried**

**3 Health and Safety**

No incidents to report

**4 Financial Report**

Discussed and gone through.

**Points to note:**

Annual Financial Report for 31 December 2023 was tabled at tonight's meeting and previously emailed and approved by the Presiding Member.

Journal report tabled for 1 May until 31 May 2024.

Financial Report for 31 May 2024 was presented at tonight's meeting:

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

**Moved:** Phil

**Seconded:** Victoria

**Carried**

**Motion:** Annual Financial Report for 31 December 2023 was approved by the Presiding Member prior to the meeting and was tabled at tonight's meeting.

**Moved:** Phil

**Seconded:** Victoria

**Carried**

**Motion:** The Board ratifies payments of \$277,424.46

**Moved:** Victoria

**Seconded:** Nick

**Carried**

## 5 General Business

### a. RAMS Skiing

Ski day booked for Thursday 8 August. RAMS gone through and trip approved.

### b. School Hall:

The Board discussed equipment requirements for our school hall. We require an upgrade for new speakers/PA equipment and lighting.

Request was for \$10,000 - \$20,000 was required to cover this cost. Any lighting or fixtures to the ceiling will need to be certified which will be part of the building warrant of fitness.

The Board agreed to cover the maximum of \$20,000 however, if the cost goes over this amount allowed then the Board would be required to approve.

It was suggested to look into future proofing the wiring etc to ensure it is easy to access in the future.

### c. Interviews on Sunday for various staff positions recently advertised.

### d. School Fees 2025

Draft school fees presented at tonight's meeting. The Board discussed and ratified the School Fee proposal.

### e. International Student Fees 2025

Discussed and gone through.

### f. NZAIMS Conference Report – read and gone through.

### g. Thailand Marketing Report – read and gone through.

### h. Attendance Report

Read and gone through. Reasons for absence are justified, holiday or medical. Truancy is running at 2%.

Reports presented to the Board – under 40, 50, 60 and 80%

These students are highlighted and investigated. It goes to all senior staff to assess, discuss and action where necessary.

**i. Change of name for school:**

The Board proposes to change the school's name to Kahikatea Kirkwood Intermediate and will consult with our mana whenua. When community consultation is complete the Board will then apply to the Ministry for the name change.

We have a small number of staff who are part of the renaming of our school buildings. This will be worked through.

**School Logo:** Our school logo will need to be updated. We will select a graphic designer in our community to work on the project.

**School uniform:** Discussed upgrading our school uniform. We would ask the PTA to look into whether our uniform is fit for purpose and consider options. Once the logo is updated we will need to go through a transition process. Time frame will need to be considered for transition.

**Motion:** *The Board approves the domestic school fees and International Student Fees for 2025.*

**Moved:** Phil

**Seconded:** Nick

**Carried**

**Motion:** *The Board approves for the International Director to attend the Education New Zealand fair in August for marketing purposes.*

**Moved:** Phil

**Seconded:** Nick

**Carried**

**Motion:** *The Board approves up to \$20,000 may be spent in the hall for upgrading PA system and lighting with proper health and safety requirements being met and happy to reconsider if this is over budget.*

**Moved:** Victoria

**Seconded:** Cam

**Carried**

**Motion:** *The Board accepts the Year 7 EOTC Application and Risk Matrix Report for the Ski Trip, Science Term 1 report and International Language report*

**Moved:** Phil

**Seconded:** Victoria

**Carried**

**Motion:** *The Board ratifies the SchoolDocs policies for Term 2*

**Moved:** Victoria

**Seconded:** Cam

**Carried**

**Self review and meeting closure the next Board meeting will be held on Thursday 1 August 2024**

**The meeting closed at 6:05pm**

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

Date:  .....