



**Kahikatea Kirkwood Intermediate School
Board of Trustees Meeting
Thursday 31 October 2024 5:15pm**

1 Administrative Matters

a Present

Phil Tappenden, Cam Wright, Micaela Brensell,
Amy Kennerley, Rowan Smith (arrived at 6:00pm)

Apologies: Nick Ruscoe, 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 12 September 2024 are accepted with the following correction: Remove Rowan's name from page 2 and 3.*

Moved: Amy Kennerley **Seconded:** Cam Wright
Carried

e. Action List from Previous Meeting

Read and gone through.

1. MoE Refurbishment:

Continues and is on schedule.

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

Board Assurances read and gone through.

Motion: *The Board accepts the Board Assurances*

Moved: Amy Kennerley **Seconded:** Cam Wright
Carried

3. ERO process discussed.

Zoom meeting was held with the lead ERO representative.

Draft timetable presented for the two days they are here (25 and 26 November).

Tuesday lunch time has been scheduled for the Board to meet, will advise the Board once confirmed.

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

Motion: *The Board moves that the Action List for Thursday 31 October 2024 to be accepted.*

Moved: Amy Kennerley **Seconded:** Cam Wright
Carried.

f Correspondence Received

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

Tabled at the meeting:

Letter from staff member requesting leave.

NZSBA Membership renewal (formally NZSTA) – discussed and approved.

Tekuktuku Kōrero, Education Gazette, 29 October 2024. Vol:103, No:14

In committee: 5:24pm

Out of committee: 5:30pm

Motion: *The Board accepts the Annual Subscription for the NZSBA membership to be paid.*

Moved: Amy Kennerley **Seconded:** Cam Wright
Carried

Correspondence Out:

Out: As per list:

Motion: *The Board moves that the Correspondence be accepted for 31 October 2024.*

Moved: Amy Kennerley **Seconded:** Cam Wright
Carried.

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

Discussed and gone through.

Points to note:

Proposed staffing plan tabled at the meeting. Read and gone through.

Discussed options for 2025.

Motion: *The Board approves the split of 5 Year 8 classes and 5 Year 7 classes.*

Moved: Amy Kennerley **Seconded:** Cam Wright
Carried

Draft Annual Plan – no comments made from the community or staff. The Board discussed and agreed to accept the Annual Plan for 2025.

Motion: *The Board moves the Annual Plan for 2025 be approved*

Moved: Amy Kennerley **Seconded:** Cam Wright
Carried

Principals Workplan Programme: Continues

Motion: *The Board accepts the Principal's report for the meeting 31 October 2024.*

Moved: Amy Kennerley **Seconded:** Cam Wright
Carried

Motion: The Board approved the Principal's marketing report for the Korea and Japan trip along with the International Directors marketing report for Thailand and Japan.

Moved: Amy Kennerley **Seconded:** Cam Wright

Carried

3 Health and Safety

No incidents to report

4 Financial Report

Discussed and gone through.

Points to note:

Power of Attorney

Due to the name change from CES to Schooled Limited the Board requires to sign a Power of Attorney appointing Schooled Limited to act for the Principal in specified Circumstances.

The Board discussed and agreed.

Motion: The Board ratifies Schooled Limited to be the Power of Attorney.

Moved: Phil Tappenden **Seconded:** Amy Kennerley

Carried

Motion: The Board accepts the Financial Report for 30 September 2024

Moved: Amy Kennerley **Seconded:** Cam Wright

Carried

Motion: The Board ratifies payments of \$193,147.04

Moved: Phil Tappenden **Seconded:** Amy Kennerley

Carried

5 General Business

Appointment committee agreed there will be 3 on the panel for the job interviews on Sunday 3 November for Head of Technology, Technology Teacher and Assistant Principal.

Motion: The Board approved for 3 to be on the interview panel for the three positions recently advertised.

Moved: Phil Tappenden **Seconded:** Amy Kennerley

Carried

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

Graphic Designer has provided further samples of new logo design concepts. The Board discussed and agreed on two of these designs. The design will be finalised once the name is included, and font chosen.

b. Board Elections date confirmed to be 17 September 2025.

c. Target Reports for

The Board thanks the staff for providing these reports, the level of information is great and the work behind this is appreciated.

Motion: *The Board approves the following Target Reports for Māori and Pasifika; Mathematics; Writing and Reading.*

Moved: Amy Kennerley **Seconded:** Cam Wright

Carried

d. PB4L-SW: Positive Behaviour for Learning – School Wide

Discussed and gone through. Seems to be working well and will continue.
The Board accepts this report and would like to thank the staff for their work.

e. Staff end of year luncheon at Riccarton House.

The Board discussed and agreed to cover the full payment of \$59 per staff member.

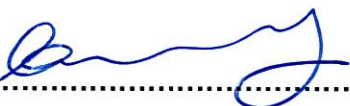
Motion: *The Board approves \$59 per staff member to be paid for end of year lunch function at Riccarton House.*

Moved: Amy Kennerley **Seconded:** Rowan Smith

Carried

Self review and meeting closure the next Board meeting will be held on Thursday 21 November 2024

The meeting closed at 7:06pm

Signed:  Deputy Presiding Member, Amy Kennerley

Date: 21 November 2024