



**Kirkwood Intermediate School
Board of Trustees Meeting
Thursday 21 September 2023 5:15pm**

1 Administrative Matters

a Present

Phil Tappenden, Nick Ruscoe, Cam Wright, Micaela Brensell
Victoria Sergel

Apologies: Rowan Smith, 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 7 September 2023 are accepted.*

Moved: Victoria

Seconded: Cam

Carried

e. Action List from Previous Meeting

Read and gone through.

Points to note:

1. MoE Refurbishment: Continues.

Points to note:

Library is close to being finished.

The classroom furniture has been moved into the classroom block and will be ready for the start of Term 4.

Rooms 2, 8 and 9 are in the hall and are established.

Room 1 will remain and Room 10 has moved to Room 2.

Orion is scheduled to supply power over the school holiday period. This involves ripping up the driveway.- Staff have been advised.

2. SchoolDocs Policies for review: Read and discussed reviews.

As per last Board meeting the review comment suggested change made with regards to the Māori Education Success Policy as follows: *First sentence words from "... School is able to achieve..." to..."School has opportunity to achieve..."* has not been responded to.

Further review change has been sent to SchoolDocs for response.

Motion: *The Board ratifies the following SchoolDocs Policies: Inclusive education; Learning support; Learning Support Coordination; Identify Learning Support and Gifted Learners except Māori Education Success until review comment actioned..*

Moved: Phil **Seconded:** Victoria

Carried

3. Library opening is being held on Wednesday 18 October at 2pm. The Board are invited to attend along with those involved in the project.

This will involve a blessing which will be lead by Maaka Tau and Liz Kereru, Te Taumato O Ngāi Tuāhuriri

Motion: *The Board moves that the Action List for Thursday 21 September to be accepted.*

Moved: Victoria **Seconded:** Nick

Carried.

f Correspondence Received

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

Discussed and gone through.

Tabled at the meeting:

- Education Gazette Tukutuku Kōrero, 18 September 2023, Vol: 102, No: 12,

Correspondence Out:

Out: As per list:

Discussed and gone through.

Motion: *The Board moves that the Correspondence be accepted for 21 September 2023.*

Moved: Victoria **Seconded:** Nick

Carried.

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

Discussed and gone through.

Points to note:

Request to purchase hand dryers in bathrooms instead of paper towels – cost to school of approximately \$15,000.

Request for sliding doors in Rooms 6 and 7 which will cost approximately \$17,000.

Motion: *The Board discussed and approved hand dryers to be purchased for each bathroom and to cover cost of sliding doors.*

Moved: Victoria

Seconded: Nick

Carried

2024 Enrolment update:

Approximate numbers for 2024 as follows:

- 146 Year 8's and 140 Year 7's.

Request for leave: Phil discussed plans to attend a family wedding in Korea. The Board discussed and agreed.

Primary Principal's Collective agreement allowance (\$6,000):

Phil looking at attending conference in Canada with other Principal's and requested the possibility of traveling in premium economy (close to double the price at \$4,900).

Costs of conference being \$700-\$800.

Accommodation approximately 350-450 per night.

The Board requested a summary of expenses to be emailed for approval.

Motion: *The Board accepts the Principal's report for 21 September 2023.*

Moved: Victoria

Seconded: Nick

Carried

In committee: 5.27pm

Out of committee: 5:44pm

3 Health and Safety

Any incidents/accidents discussed.

4 Financial Report

Discussed and gone through.

Points to note:

Ensure the banking funds are in the **best possible investment** due to rising interest rates.

Motion: *The Board ratifies payments of \$122,622.00*

Moved: Victoria

Seconded: Nick

Carried

Motion: *The Board approves the Finance report for 31 August 2023.*

Moved: Victoria

Seconded: Nick

Carried

5 General Business

a. International Fees:

Suggested to change to \$3,750 per term and weekly fee of \$450. This is in line with other schools and expectations of overseas agents.
Homestay fees to be set at \$320.

The Board discussed and approved.

Motion: *The Board moves that the homestay fee be \$320 and the one term fee to \$3,750. And the weekly fee to be \$450*

Moved: Victoria

Seconded: Cam

Carried

b. Sunin Trip to Korea

EOTC Risk Assessment Report presented and previously emailed to Board.
Discussed and gone through.

Motion: *The Board approves the EOTC Risk Assessment Management Report for Sunin Trip to Korea.*

Moved: Nick

Seconded: Victoria

Carried.

c. Changes to reporting,

Community consultation, how we can incorporate the Treaty of Waitangi.

Ensure we value our inclusive school environment and culture. This can be incorporated with the change in school name and can be thread throughout the goals or added as an extra. Further discussions to be made.

Key word being the 'Community' - keep goals simplistic.

Phil to take away and share with the Board and if all in agreement send to the community for consultation.

Once goals completed work will be done on the 2024 Annual Plan. Goals to be taken into consideration.

Annual reporting will change – will use revised Workplan.

The Board approves of this moving forward.

- d. **Student chairs:** Phil request the Board spend \$23,000 on student chairs to go with the tables. \$180 per chair. Furniture meeting today, maybe pay half this year and half next year.

The Board discussed and approved.

e. **Year 7 Camp**

Traditionally at Purau Camp however we are unable to find someone who is able to run abseiling and canoeing as our current provider is no longer able to do so.

Proposal put forward is to camp at Orukau Marae which is 5km from Akaroa. They have good facilities available and can cater for a large number.

Intention is to take 2 classes for a one night camp at an approximate cost of \$175 per student.

Our students will be welcomed by a pōwhiri, will play Māori games and attend a Cansail trip.

The Board discussed and approved the change of venue.

- f. The Board would like to **thank the staff** for the move this week and is aware of the stress involved in moving classrooms.

Self review and meeting closure the next Board meeting will be held on Thursday 26 October 2023.

The meeting closed at 6:35pm

Signed:  Presiding Member, Victoria Sergel

Date: 24/10/23