



**Kirkwood Intermediate School
Board of Trustees Meeting
Thursday 26 October 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 21 September 2023 are accepted.*

Moved: Victoria

Seconded: Nick

Carried

e. Action List from Previous Meeting

Read and gone through.

Points to note:

1. MoE Refurbishment: Continues.

Site meeting held today. Progressing well.

2. SchoolDocs Policies for review:

Continue to read and discuss. No current reviews to date.

3. ERO – change of ERO review officer to Julie Greenwood

a. Julie met with Phil and will continue to work with the school.

Motion: *The Board moves that the Action List for Thursday 26 October 2023 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:

- Letter from Te Tāhuhu o te Mātauranga Ministry of Education re considering an application from the proprietor of St Thomas of Canterbury College for a maximum roll increase and change of year levels. The increase of their roll would be from 615 to 685 and with their intention to increase numbers at high school level.
Comments to be made to Fiona Carey at the Ministry of Education.
Board Discussed: No further action required.

In committee 5:28pm

Out of Committee 5:38pm

Correspondence Out:

Out: As per list:

Discussed and gone through.

Motion: *The Board moves that the Correspondence be accepted for 26 October 2023.*

Moved: Victoria **Seconded:** Nick

Carried.

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

Discussed and gone through.

Points to note:

Draft Strategic Plan 2024 – 2025

Discussed and gone through.

Suggestions/comments from the Board noted.

Phil would like to add to website for community consultation and for staff to review. This is due in March 2024.

Annual Plan: Read and gone through.

Principal's Appraisal: Appraiser is meeting with Phil on Friday 27 October to discuss and the report will be presented at the next meeting.

Comments: change in wording as requested by Nick:

Page 21: Section Learning Environment

Last sentence to read 'our community, our Māori learners and whānau'.

Motion: *The Board accepts the Trip to Japan and Korea Marketing report for 26 October 2023.*

Moved: Victoria

Seconded: Nick

Carried

Motion: The Board accepts the Principal's report for 26 October 2023.

Moved: Victoria

Seconded: Nick

Carried

3 Health and Safety

Any incidents/accidents discussed.

4 Financial Report

No report presented at tonight's meeting.

Motion: The Board ratifies payments of \$134,058.92

Moved: Phil

Seconded: Victoria

Carried

5 General Business

- a. **Hāngi:** Our Kapa Haka tutors have suggested to do a hāngi for our students next year at an approximate cost of \$20 per head. Total cost approximately \$4,000.
Discussed with the Board and they agreed to support this being held. Further details will be provided at a later date.
- b. Riccarton High School have their hall available for us to use for the Year 8 end of year assembly which will be held Wednesday 13 December.
- c. **Board meeting:** End of year dinner after next meeting - location yet to be decided.
- d. **November Board meeting:** There will be a number of reports to read and go through at the next Board meeting. These reports will be emailed to the Board and any comments/suggestions are to be returned via email before the meeting so they then can be discussed.
- e. **Principal's Wellbeing funds:** Phil requested \$6,000 of the funds to be used for release time so he can work from home at various times during the 2024 school year. The other \$6,000 may be used for a conference if there is one that would be worthwhile to go to. The Board discussed and agreed to support Phil with this proposal.

Self review and meeting closure the next Board meeting will be held on Thursday 30 November 2023.

The meeting closed at 6:35pm

Signed:   Presiding Member, Victoria Sergel

30/11/23