



**Kahikatea Kirkwood Intermediate School
Board of Trustees Meeting
Thursday 21 November 2024 5:15pm**

1 Administrative Matters

a Present

Phil Tappenden, Cam Wright, Micaela Brensell, Victoria Sergel (leaving at 6:15pm, Nick Ruscoe, Rowan Smith (arrived at 5:45pm), 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 31 October 2024 are accepted.*

Moved: Amy Kennerley **Seconded:** Victoria Sergel
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.

Motion: *The Board ratifies the following SchoolDocs Policies:*

Finance and Asset Management Policy; Managing Income and Expenditure; Financial Conflicts of Interest; School Donations and Student Activity; Payments/Attendance Dues and Other Income; Expenditure; Asset Management and Protection; Property Planning and Maintenance; Prevention of Bribery, Corruption, Fraud and Theft.

Moved: Victoria

Seconded: Cam Wright

Carried

3. ERO process discussed.

Scheduled for 25 and 26 November.

No need to see Board. Meeting with the Presiding Member.

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

- 5. Annual Reporting/Work Programme** – refer Principals report. Discussed and gone through.

Motion: *The Board accepted the Annual Workplan for 2025*

Moved: Victoria **Seconded:** Nick

Carried

- 6. School Logo** – continues

- 7. Board Election** – quote received and was discussed.

Motion: *The Board approves Schooled as the Returning Officer for the 2025 Board Elections and the quote of \$250 (staff elections) and \$4,170.92 (parent representative).*

Moved: Victoria Sergel **Seconded:** Amy Kennerley

Carried

Motion: *The Board moves that the Action List for Thursday 21 November 2024 to be accepted.*

Moved: Victoria Sergel **Seconded:** Phil Tappenden

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 21 November 2024.*

Moved: Victoria Sergel **Seconded:** Nick Ruscoe

Carried.

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

Discussed and gone through.

Points to note:

Principal's Appraisal not yet received.

Phil discussed with the Board whether they would support him in attending a conference in Sydney in April. The conference is relating to Google (AI). The Board discussed and approved the trip.

Motion: *The Board approves of the Principal's trip to the conference in Sydney in April 2025.*

Moved: Amy Kennerley **Seconded:** Victoria Sergel

Carried

Motion: *The Board accepts the Principal's report for the meeting 21 November 2024.*

Moved: Amy Kennerley **Seconded:** Victoria Sergel

Carried

3 Health and Safety

No incidents to report

4 Financial Report

No Financial Report for tonight's meeting.

Discussed and gone through.

Tabled at the meeting:

Draft Budget for 2025 - Discussed and gone through.

Motion: *The Board approves the Draft Budget for 2025 subject to being finalised in April 2025 after the roll has been confirmed.*

Moved: Victoria **Seconded:** Amy

Carried

Motion: *The Board ratifies payments of \$138,002.47*

Moved: Phil Tappenden **Seconded:** Victoria Sergel

Carried

5 General Business

a. Curriculum Reports for Science and International Languages.

Read through and discussed.

The Board thanks the staff for providing these reports.

Motion: *The Board approves the following Curriculum Reports on Science and International Languages.*

Moved: Victoria Sergel **Seconded:** Amy Kennertley

Carrie

b. Stepped Attendance Response (STAR) – Discussed and gone through.

Significant improvement to last year.

We are supporting major attendance issues with some children who are working with various agencies for support.

The Board accepts we follow the attendance support and will discuss with ERO

c. School Counsellor Report 2024

Read and gone through. The Board thanked the Counsellor for this report.

Motion: *The Board accepts the School Counsellor report for 2024.*

Moved: Victoria **Seconded:** Cam

Carried

d. Medical Room Report (Tabled at the meeting)

Read and gone through.

e. Updated Staffing Plan (Tabled at the meeting)

Read and gone through

- f. Phil discussed the Coex Fair for 2025 which has been scheduled for February and is therefore not suitable. However, Phil has also been asked to visit Korea in March to work with a number of agents in place of the Coex Fair. While in Korea Phil would visit agents which he feels would be valuable to the school.

Phil would like to take this two-week marketing trip in March and travel to Korea. Estimated cost of \$7,000.

Motion: *The Board discussed and agreed to Phil travelling on a two week marketing trip to Korea in March 2025*

Moved: Victoria

Seconded: Nic

Carried

- g. Phil has also asked the Board for approval to hold a staff function on Friday 29 November in appreciation for the work which was completed for ERO. The Board discussed and agreed.

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

The meeting closed at 6:45pm

Signed:  (PS) **Presiding Member, Victoria Sergel**

Date: 12/DEC/2024