

MINUTES OF THE KAWAHA POINT SCHOOL BOARD OF TRUSTEES MEETING.

6.30pm Thursday 24 October 2019

Roll 2019: 332

Roll 2018: 372

1 ADMINISTRATIVE MATTERS

1.1 PRESENT:

Andrew Sinclair, Nikkola Hemana, Alexi Thompson, Natasha Cianci, Leanne Joyce, Ryan Porteous, Nicky King (visitor/minute taker)

1.2 APOLOGIES:

Julian Thompson

1.3 Confirmation of minutes of previous meeting

Alexi Thompson/ Leanne Joyce

1.4 Correspondence

No correspondence attached

- Letter from Caroline Jacobs requesting one year's leave from her position as AP. Motion that Caroline's year's leave without pay be accepted.
- 5 Leave forms were presented for 2019 and 2020 Motion to approve all 5 leave applications presented.
- Crombie Letter for Insurance Policy for the Principal Motion to pay this invoice

Alexi Thompson/Natasha Cianci

1.5 DECLARATION OF INTERESTS:

Nil

2 STRATEGIC REPORT

2.1 Staffing 2020

We are fully staffed for 2020 for all teaching positions and tomorrow the final Learning assistant will close. We have appointed Jess for one permanent position. She is ex Lakes High Head. Rhegan Reid will be re-joining us next year also as a permanent employee. With Caroline leaving next year, Mikaere Norris will lead that team and Sarah Raroa will join the bilingual team, both fixed term. We are fortunate that we have this process completed. Thank you to Leanne for joining the appointments process and we were delighted with the huge pool of quality applicants and had a hard period selecting. Sarah Jans will support reading recovery release if Meryn picks that up. The question was raised if Ryan will remain as staff rep for the BOT and Ryan said that he would like to. Motion: That the staffing 2020 allocation is accepted as written.

Accepted: Natahsa Cianai and

Leanne Joyce

Agreed.

2.2 Budget 2020

Motion: That the draft 3 budget for 2020 be accepted as written.

They had missed off the MLP provision but now it has been put back in. There are some changes further. \$5000 for junior reading. The idea is that we would put others in the

capital budget. We would want the full complement by the end of Term 1. Cyclical maintenance is up for next year based on this year's expenses. There is extra costs for learning assistants as a Year 6 student is going to stay on for one more year. We still have healthy PLD budget. In the next board meeting you will get an overview of that. The MOE have allowed us to use some of the time allocated to PD with Bruce Moody to transfer to Mark Osbourne. MOE are also going to pick up PLD for Tony Birken. He is the 4 minute walk through man.

We got an anonymous phone call that advised us that we had painters here signing in that are not the actual painters on site. I then got an email to suggest the same. We had two groups doing the painting. I took STA advice and they suggested we look at their ID when they arrive and we did. We could tighten up with our signing in procedures and ask for ID as they first arrived and put it again on file. When we had them vetted-they had not yet started the job. I phoned the painting company to inform them. They assured me that they had no breach however we will learn from this and check ID on arrival. We have taken STA advice and can say we have thought about checking this again next time we have contractors.

Motion: that the draft budget 3 for 2020 be accepted as written

Accepted Andrew Sinclair /Ryan Porteous
All in favour

2.3 Health & PE Survey

Motion: That the health survey is approved and can be sent out to parents

Nicky King has asked to add a question around wearing bucket hats. Reasons: We are not consistent on wearing it. Not deemed important to wear one by some families.

Possible question change was suggested-*We are considering bringing in a school uniform bucket hat and would you select a school uniform colour and logo or a house colour one with logo?* We could add stats about cancer etc to this question.

Andrew drafted the question change.

Andrew has written down amendments and suggestions to this year's survey. Will send out to Board via email once compiled for further discussion and approval.

The decision was made to make a draw for 3x prizes of \$100 pack n save vouchers for returned survey's. We could send out an attachment to the newsletter that could be printed or emailed back, and as a paper copy.

Andrew will have a look to see if Survey Monkey allows parent's to hand in their name for the draw(perhaps it will generate a code)

Accepted: Leanne Joyce/Nikkola

Hemana

All in favour

2.4 Strategic Aim 2 Review

To have quality relationships – what do we know and what do we want to know? Will discuss at next meeting.

We will collaborate all of our ideas next meeting. Reminders will be sent by Andrew before the next meeting

2.5 Camp Approvals

Team Karearea

This would be Team Karearea last camp at the Apumoana.

Leanne gave the feedback that the casual factors and the risk analysis were not lined up as they were hard to read. Natasha asked if the student's would walk to the Redwood's and Andrew said that yes they would and the bike company would meet them there.

Asked if the student's would wear helmets and Andrew said they would have to including covered shoes. The helmets would be supplied by the bike company.

Team Pito Mata

Andrew said that the Year 2/3's would sleep over but the Year 0/1's will just go for the day.

Raised that the Pito Mata team have not identified the risks/preventions of the hot pools/stream. Andrew will ask the team to revisit these rams.

Motion: To approve the Karearea Team Noho to Apumoana Marae be accepted.

Accepted: Ryan Porteous/Natahsa Cianci

Motion: Accepted in principle with the amendments to the rams:

Accepted: Nikkola Hemanna/Natahsa Cianci

All in favour

2.6 VARIANCE REPORT BY PRINCIPAL

No report this month

3 AUDIT REPORT

Questions:

The question was asked if the Bank Reconciliation Report could be left out of the pack and left on the table for the board meeting.

Cyclical Maintenance has been sent by 2000%. For the next year it will be at zero.

Security: Andrew explained that when the upgrades to Space 15-17 was changed, the alarm went off for around 30 days where by the alarm went off after 5 minutes of being set.

Page 3-Personnel-BOT funded teachers-what is that? Andrew explained how bank staffing and BOT funded teacher's budget work.

Motion: That the monthly financial report be accepted.

Alexis Thompson/Leanne Joyce

All in favour.

4 PROPERTY

We have a problem that the green paint on Space 4 is peeling off. I suspect it maybe the previous graffiti paint.

Painting the boiler roof. The quotes were for \$2k and 3K. We will accept the 2K quote.

We have been contacted by Bay Green who will do the lighting upgrade. Andrew is yet to hear if the Tauranga or Hamilton company who will complete the change. Andrew is expecting the job to take several weeks

4.2 Hall

Hall-We met with Barb from the lotteries grant. We have talked to a school who have done a similar community centre to ours on a school site. Darrin is doing a great job. Is he happy with our offer from the last meeting and Andrew said that we have a letter/invoice to sign of his offer of service and payment. Darrin believes that Joanne Le Grouw has someone lined up to donate the seating. Have been any updates shared with whanau? Andrew has said it is probably a little too early but we will.

5 SPECIAL TOPICS AND PROJECTS

6 MEETING CLOSURE:

Meeting closed 8.17pm

6.1 NEXT MEETING: 6.30pm Thursday 21st November 2019