

MINUTES OF THE KAWAHA POINT SCHOOL BOARD OF TRUSTEES MEETING.
6.30pm Thursday 30 March 2017

Roll 2017: 331 Roll 2016: 314

1 ADMINISTRATIVE MATTERS

1.1 PRESENT:

Andrew Sinclair, Carleen James, Kelly Hemana, Julian Thompson, Shannel Vaipo, Tracey Gray, Nicky King and Janine Simpson (minute secretary)

1.2 APOLOGIES:

Natasha Cianci

1.3 CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING

Accepted Julian Thompson/ Kelly Hemana

Carleen welcomed Tracey Gray (newly elected Staff Rep) to her first Board meeting.

Matters Arising:

Aluminium Doors - Extra sliding door has been ordered to match the 2 on the Insurance claim and all will be installed in the April school holidays.

Acoustic consultant - Samples from the Acoustic Consultant are here, we will go ahead with updating Space 10/11 as minuted.

Principal Appraisal – Andrew had a quote back from Valuation Associates for \$9000 to complete his appraisal. Andrew to approach other consultants to try and get a more reasonable price.

Delegation Register – Andrew moves that Nicky King be delegated responsibility as Acting Principal should Andrew be away or unavailable.

Carleen James/ Shannel Vaipo

1.4 CORRESPONDENCE:

STA magazine
Education Gazette

Matters Arising from Correspondence –
Nil

1.5 DECLARATION OF INTERESTS:

Nil

2 STRATEGIC REPORT

2.1 Annual Plan

Open for discussion. Teacher only day for day one Term 2. We have a speaker coming for PD. Everything is heading in the right direction in regards to timing of the plan. (Whanau games will now be Term 4 as Term 1 was too busy with camp, trips etc). Any suggestions, questions send to Andrew via email.

2.2 Annual Board of Trustees Calendar

For the next 5YA it was discussed that we need to have in mind, and be ready to make a start for mid-2018 when the new 5YA money comes in. Health survey is due to go out again this year as is done every 2nd year. Other agenda items can be added as required.

2.3 BOT Folder

Strategic Plans Goals and Charter Targets have all been updated. Child Protection policies and procedures still to be added. Procedures handbook to be updated next meeting. Amendments - Shannel's number to be updated. Kelly and Carleen have incorrect BOT delegations by their names. Andrew to update and send out.

2.4 Policy Review

According to the code of practice for Pastoral Care of International Students (overseas students on a study visa) what we have in place in regards to schooling and fees is correct and within the legal guidelines. 15.1 - Fees for 2017 have been set at \$290 + GST per week for greater than 10 weeks of study and \$320 + GST for less than 10 weeks of study. (Stays of less than 5 weeks fees can be negotiated with the Leadership team). We also require them to hire a uniform \$20 + GST per week, or purchase a uniform. Andrew to draft and add to document. The word 'partial' needs to be added to refund.

2.5 CoL Community of Learning

Kelly spoke about her observations as being a school as part of their CoL and found that the main benefit is streamlining practices across Primary, Intermediate and Secondary schools. Baseline data targets have been discussed to map out an implementation plan to ensure when children leave each level of schooling that they are at a certain target range with their learning. Sharing the knowledge across the sectors is worthwhile and will benefit all our students. The CoL that Kawaha is a part of (it has up to 12 schools in our area) is a lot further behind and has still to appoint its Lead Principal. Some working parties are underway. Carleen, Andrew and Nicky have attended most meetings so far with the next meeting being on 7 April.

2.6 Board Photo

Photo will be taken at next meeting as Natasha was away tonight.

2.7 Sports Uniforms

To be discussed at next meeting. Janine to give Carleen all the uniform data she has collected to date.

2.6 VARIANCE REPORT BY PRINCIPAL:

2.3.1 NAG 1 - Student achieving and learning

2.3.2 NAG 2 – Strategic Plan, self-review, reporting to community

2.3.2 NAG 3 – Employment and personnel

2.3.4 NAG 4 – Finance/ property

2.3.5 NAG 5 – Health and safety

2.3.6 NAG 6 – Legal requirements

Please refer to the Principals Report.

Andrew discussed getting 2 x large macrocarpa seats that our school would like to use as friendship seats.

Motion: That the Board apply for funding for 2 x macrocarpa seats from a charitable trust.

Andrew Sinclair/ Shannel Vaipo

There was also a discussion around the school getting our own AED (defibrillator) and the Board agreed that it would be great for our community to have one handy and available should the need arise. The board would like to apply for funding for this also. Motion: That the Board apply for funding for an AED (defibrillator).

Andrew Sinclair/ Tracey Gray

Andrew would like Tracey Gray as the newly elected Staff Rep to be made a signatory on the school bank accounts. Deborah Anderson to also be added as an administrator on the School Account so that if Janine was unavailable Debbie would be able to input payees.

Motion: that Tracey Gray and Deborah Anderson be added to the Westpac Accounts as stated above.

Kelly Hemana/ Julian Thompson

Motion: That the principals report be adopted

Andrew Sinclair/ Carleen James

3 AUDIT REPORT:

3.1 Monthly Financial Report

Motion: To move into committee to protect personal privacy of natural persons.

Andrew Sinclair/ Carleen James

In Committee 8.02

Out Committee 8.10

There was a fairly major situation in the carpark when the Contractors exposed electrical wires while lifting old concrete curbing. Sefton Electrical were called to turn off the mains and dig the wiring down to an acceptable depth. We have not ended up applying for Insurance for the fence that was damaged when a tree came down on the boundary. The cost of repair (quoted) is not high enough to warrant the claim due to the excess being a similar amount.

Draft 2016 financial accounts handed out at meeting for members to take home. Contact Andrew if you have any queries.

Motion: That the January and February 2017 financial Report be accepted –

Carleen James/ Shannel Vaipo

4 PROPERTY:

4.1 Hall

An update has been received from Darin Fenwick on the progress to date. Darin has been contacting Jules for some advice on product recommendations. As we get further along the more changes made the more the cost of the final tenders so if a few things can be sorted now in regards to product etc it will be better in the long run.

4.2 Acoustic Update

ARTO has no one trained to do Ministry work at present. Samples provided for 4 options for sound reverberation improvement. The board discussed all of these and would like to go with the Quietspace tiles \$150 sq metre. (Thicker option if this is recommended). Hoping for July school holidays as a start date. Andrew to check with ARTO as to where they are up to. Probably will look at new project managers when the contract is up for renewal next year.

5 SPECIAL TOPICS AND PROJECTS:

New fence – Glenda has not replied as yet as to when the funding will come through but once it does the fencing company is ready to go and would be completed fairly quickly.

Carparking Area – The new carpark is looking great so far. The old staff carpark has ground to a bit of a halt but will hopefully get underway soon.

BOT conference Dunedin – The board will have a think about this and will discuss more at the next meeting.

6 MEETING CLOSURE:

Meeting closed 8.45pm

6.1 NEXT MEETING: 6.30pm Thursday 25 May 2017