

**MINUTES OF THE KELBURN NORMAL SCHOOL BOARD OF TRUSTEES
MEETING AT KELBURN NORMAL SCHOOL
6.30 P.M MONDAY 17 FEBRUARY 2020**

TRUSTEES PRESENT:

Nickie van der Beek (Chair), Justin Gray, Andrea Keenan, Fiona McLean, John Sneyd, Andrew Bird (Principal), Kayleigh Peach (Staff Trustee)

OTHERS PRESENT:

Prue Kyle, Limited Statutory Manager (LSM), Loraine Best (Secretary)

1. Apologies

Chris Bishop

2. Conflicts of Interest Register

The Trustees had no new conflicts to declare.

3. Minutes of 2 December 2019 Meeting

It is noted that the Trustees accepted the minutes of the last meeting (2 December 2019) as a true and accurate record of the meeting by email.

Action Points

01 Aug - In progress.

03 Aug - in progress. The encroachment has been approved. The BoT has communicated with councillors requesting assistance to have the licence fee waived.

01 Oct - partly completed. The Board has received a copy of the Code of Practice for International Students. The Board would like clarity about the school's internal procedures and policies for those students in hostel or homestay accommodation.

03 Oct - The finance committee reviewed the decision of leasing versus purchasing of ICT equipment and recommended that the school purchase its ICT equipment as there is no benefit to leasing. The Board accepted this recommendation.

04 Oct - parking costs for Term 1 are to be reviewed at the end of Term 1, 2020.

05 Oct - The Board gave approval (by email) for both camps to go ahead after reviewing the camp planning including the RAMs by email. Justin and John gave their verbal approval at the meeting.

08 Oct -In progress. The MoE has applied for funding. The design is not confirmed but is a work in progress.

10 Oct - underway.

11 Oct - to be removed. This may be reviewed once the additional MoE property funding has been used.

01 Dec - the suggested Māori name for the school has been taken by another local school. Andrew will liaise with Kuru about other options for Kelburn Normal School.

02 Dec - Loraine to check the appointment file has been updated detailing the due diligence carried out in the appointment process

03 Dec - completed.

04 Dec - in progress.

05 Dec - review at next meeting

06 Dec - review at next meeting

07 Dec - completed.

08 Dec - completed.

09 Dec - The school has met with the Chair of KOSCT. It was agreed to seek a new provider of after-school care. A committee has been formed to manage this process. The school will invite 3 providers to provide an expression of interest (EOI) and details of their operation. The committee may seek advice from NZSTA on this

matter. The EOI documentation will be agreed by email. John Sneyd will circulate a set of criteria to be included in the EOI documentation.

10 Dec - completed

4. Election of Chair

John nominated Nickie van der Beek as chair, Andrea seconded this. There were no other nominations for Chair. John asked the Board to vote on the motion to appoint Nickie as the Chair. All voted in favour. Nickie accepted and assumed the Chair.

5. Analysis of Variance (AoV)

Nickie moved that the Board approve the analysis of variance report for 2019. All agreed.

The finalised copy of the Analysis of Variance will be published on the website and will include a summary of the results.

Charter/Annual Plan

Nickie moved that the Board approve the School Charter, Strategic and Annual Plan 2020 as tabled to be submitted to the MoE, All agreed.

The Board thanked Andrew, the management team and teachers for their input into the report.

The Board recommended formatting changes to the strategic goals to include numbered paragraphs, bullet points and links.

The Board requested regular reporting on the progress of the priority learners throughout the year and want this focus reflected in the plan. This is to be added to the BoT Calendar.

Once finalised Andrew will prepare a summary of the Charter/Annual plan with links to the plan, to be shared with the school community.

6. Principal's Report

Nickie recommended that the Principal's report be adopted. All agreed.

Personnel

2020 Unit Allocation

Nickie moved that the Board approve the allocation of 1 fixed term unit to each of Alistair, Jen, Greta and Susie for 2020 and the allocation of a fixed term unit for Sport for 2020. All agreed. This decision was ratified by the LSM. The sports unit has been advertised.

The school has been allocated an additional Kahui Ako position for 2020 (4 units in total). Jamie will continue to receive two units for the Kahui Ako position for 2020 and the other position has been advertised.

Property

The school has received formal notification of a one-off school investment package to help accelerate upgrades to property projects.

The Board noted that the Ministry has indicated that the additional investment is to help accelerate upgrade projects already in the school's 10 Year Property Plan that can be delivered in the next 6 to 24 months.

Survey

The Board thanked Prue for her summary of the survey results. This has been shared with the teachers.

The Board discussed the common themes from the community survey.

The team newsletters addressed some of the concerns raised in the survey.

Nickie will prepare a summary of the survey results in the Board communication this week.

Later in the year, the Board will invite the community to a consultation evening on the Strategic Plan.

7. Financials

December Financials

The Finance Committee has reviewed the December accounts. The school recorded a small deficit and the accounts show that the expenses are generally tracking within budget. Nickie recommended that the December Financial reports be adopted. All agreed. This decision was ratified by the LSM.

2020 Budget Approval

Andrew recommended the Board approve the 2020 budget excluding the chain link fence. Nickie seconded this. All Agreed This decision was ratified by the LSM.

2020 Donations Notice

The Board approved the request for donations letter. The Board requested that all school notices use the term "donation" when seeking reimbursement for camps/activities.

8. Schooldocs Review 2020

The Principal's report outlined the policies to be reviewed in 2020. The policies for review in Term 1 are: Recognition of Cultural Diversity; Staff leave; Separated parents, day to day care and guardianship.

The Cultural Diversity policy will be sent out to the community for feedback. The Board suggested some minor editing changes.

Nickie moved that the Board approve the Staff Leave and Separated Parents, day to day care and guardianship policies. All agreed. This decision was ratified by the LSM.

BoT Calendar

Nickie moved that the Board approve the BoT Calendar subject to minor amendments updated at the meeting. All agreed.

7. General Business

Inward/Outward Mail

The Board noted the inward/outward mail.

The meeting concluded at 9.25 pm

The next meeting will be on Monday 25 March at 6.30 pm.

Signed as a true and correct record

Dated

Number	Action Point	Responsibility	Date for Completion
01 Aug	Finalise communication plan	Communication sub committee	In progress
03 Aug	Seek assistance with waiving the WCC encroachment licence	Justin Gray	Underway
01 Oct	The Board has received a copy of the Code of Practice for International Students. The Board would like clarity about the school's internal procedures and policies followed for those students in hostel or homestay accommodation.	Andrew	

04 Oct	Reassess parking coupon arrangement in Term 1, 2020	To be reviewed end of T1	
08 Oct	Beam issue - This matter is sitting with MoE who have acknowledged the risk and have put forward a resolution which involves installing a secondary taller barrier between the existing stair balustrade and the steel beam. MoE are seeking pricing. The school has indicated that they would prefer a continuation of the current screening to fit with the current design. MoE have not responded to this suggestion.	Andrew	
10 Oct	The Board discussed implementing Board awards to acknowledge individuals' outstanding contribution to KNS. Justin will prepare a proposal for Board review.	Justin	
01 Dec	Māori Name for School - Andrew will get a lead from MoE on the appropriate process for assigning a Māori name for the school and report back to the Board.	Andrew	
02 Dec	Te Reo Teacher - update recommendation for this appointment to include the reasons for not advertising and due diligence carried out.	Andrew	
04 Dec	Seek additional quotes for the bottom court fencing	Andrew	In progress
05 Dec	Review and report back to the BoT on OAG report on the results of the 2018 school audits, in particular Appendix 1 relating to questions for school Boards	Finance Cttee	Review at 23 March mtg
06 Dec	Develop a fundraising policy with guidelines around sponsorship opportunities	Finance Cttee	Review at 23 March mtg
09 Dec	Confirm EoI document and invite 3 providers to submit EoI and details about their operations.	Committee	
01 Feb	Publish AoV and summary on website	Andrew	
02 Feb	Reformat Charter/Annual Plan to include numbered paragraphs/bullet points	Andrew	
03 Feb	BoT Community Update - Acknowledge survey results and Summarise Charter/Annual Plan	Andrew	
04 Feb	Seek community feedback on Cultural Diversity Policy	Andrew	
05 Feb	Andrew will follow up with Mark Newdick to progress the consultation phase of his landscaping proposal.	Andrew	