



**MINUTES OF THE KELBURN NORMAL SCHOOL BOARD OF TRUSTEES  
MEETING AT KELBURN NORMAL SCHOOL  
6.30 P.M MONDAY 2 DECEMBER 2019**

**TRUSTEES PRESENT:**

Nickie van der Beek (Chair), Andrea Keenan, John Sneyd, Chris Bishop, Andrew Bird (Principal), Kayleigh Peach (Staff Trustee)

**OTHERS PRESENT:**

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

**1. Apologies**

Justin Gray, Fiona McLean

**2. Conflicts of Interest Register**

The Trustees had no new conflicts to declare.

**3. Minutes of 29 October 2019 Meeting**

It is noted that the Trustees accepted the minutes of the last meeting (29 October 2019) as a true and accurate record of the meeting by email.

**Action Points**

01 Aug - In progress.

03 Aug - underway. Darryl Lin has advised that the encroachment application is nearly ready to be submitted.

01 Sept - completed.

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

02 Oct - completed.

03 Oct - underway.

04 Oct - to be reviewed in Term 1, 2020.

05 Oct - underway. Planning documents will be completed and shared with the Board for approval on line. The Māia camp is estimated at \$460.00. The Board asked that the costs be well explained when communicating with the Māia families.

06 Oct - completed.

07 Oct - completed.

08 Oct - completed. 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 have indicated that they would prefer a continuation of the current screening to fit with the current design. MoE have not responded to this suggestion.

09 Oct - completed.

10 Oct - underway.

11 Oct - in progress. Nickie is meeting with Nicole and Nicola to discuss requirements for the piano.

#### **4. Principal's Report**

The Board agreed that the Principal's report be adopted.

#### **2019 Student Achievement**

The Board reviewed the student achievement data for 2019. The results were very positive.

#### **Māori Name for School**

The school has met with the Māori community for a korero around Te Ao Māori at Kelburn. Andrew will get advice from the MoE on the appropriate process for assigning a Māori name for the school and report back to the Board.

#### **Schooldocs Policies**

The schooldocs EOTC and Sun Protection policies have been reviewed and there are no recommended changes. Andrew recommended that the Board approve these policies. All agreed. This decision was ratified by the LSM.

#### **International Student Policies**

Andrew recommended that the Board approve the International Fee Protection and Refund Policies. The Board approved these subject to some minor editing suggestions that Nickie will forward to Danielle. All agreed. This decision was ratified by the LSM.

#### **Personnel - Reading Recovery (RR)**

The Reading Recovery funding for 2020 has been reduced from 0.20 in 2019 to 0.05 in 2020. Andrew recommended that the school reduce RR to .2 for 2020 and provide RR for two children at a time and supplement this support with TAs working with the Early Words programme. Nickie moved that the Board approve 0.15 BoT funding for RR for 2020. All agreed. Andrew is to update the staffing profile to include the RR 0.2 role.

#### **Additional support for the International Student Programme**

In term 1, 2020 our international student roll will be 20 and then will drop down to 12 in term 2. To support the increased roll Andrew recommended the Board support the addition of an extra one day a week for term 1 at a cost of \$3,200. This cost will be offset by the increased income from International Students. Nickie moved that the Board approve the above recommendation. All agreed. This decision was ratified by the LSM.

#### **Te Reo and Tikanga Māori Teacher**

Andrew recommended that the Board approve the funding for the appointment of Rawiri Hindle in a 0.2 fixed term capacity as the te reo and tikanga Māori teacher for 2020. A provision for this is in the draft budget. Nickie moved that the Board approve the funding for a .2 fixed term te reo teacher. This was ratified by the LSM. The Board asked that the recommendation for this appointment include the reasons for not advertising due to the process that has been followed in the last few years trying to fill this position and the due diligence carried out in the selection process.

#### **Creative Arts Application**

The school has been successful in obtaining funding in 2020 for experts to work with our tamariki and teachers to create and perform a cycle of plays inspired by the stories of Maui. Rawiri Hindle will be involved in delivering this programme in addition to the .2 Te Reo role.

John left the meeting at 7.40 pm

#### **Pooley Plumbing Quote**

The Pooley Plumbing Quote of \$1,636.44 to replace the two junior toilets with standard height toilets on the bottom level of the main teaching block was not approved. This will be reviewed in 2020 if required.

### **2019 Annual Plan Review**

The Board thanked Andrew for the draft Annual Plan review and provided feedback on the plan. Focusing on individual learners and lifting student achievement through targeted interventions will be a focus in the 2020 plan.

### **2020 Budget**

The Board reviewed the draft budget. Included were 3 investment budget options: IT investment budget; the 2020 capital asset plan investment budget and an option that includes the bottom court fence.

Andrew recommended the Board review the options and approve the level of investment for the draft 2020 budget.

Andrew recommended the Finance Committee review the end of year accounts and that a final budget is presented for ratification at the first meeting in 2020.

The following expenses are to be included in the budget:

1. **Landscaping Proposal** - the Board noted the landscaping plan proposal prepared by Mark Newdick and approved his quote to consult and develop a landscape masterplan for Kelburn at a cost of \$7,520.00.
2. **WCC Encroachment Fee** - include provision for the filing fee and annual encroachment fee.
3. The 2020 RR allocation of 0.15
4. 0.2 Te Reo and Tikanga Maori Teacher

Chris Bishop moved that the Board approve, in principle the draft 2020 capital asset plan investment budget, including the bottom court fence subject to the above additions. The finance sub committee will review the end of year accounts and submit the final budget for ratification at the 2020 February meeting. Nickie seconded this. All agreed. This decision was ratified by the LSM.

Andrew is to seek additional quotes for the bottom court fence for Board review.

### **2020 Donation Amount**

Nickie moved that the Board approve:

1. The parent donation rate of \$380 per child for 2020.
2. Requests for activity donations will be sought on the actuals incurred during the 2020 year.

All agreed. This decision was ratified by the LSM.

## **5. Financials**

### **October Financials**

The October accounts show that the school finances are tracking well.

Nickie recommended that the October Financial reports be adopted. All agreed. This decision was ratified by the LSM.

### **Finance Committee Feedback**

Issue for the Finance Sub Committees consideration:

1. Review the decision of leasing v purchasing and report back to the Board with a recommendation for the budget process. The Board would like to see more exploration around BYOD opportunities for the senior school.
2. Review and report back to the Board on the OAG report on the results of the 2018 school audits, in particular Appendix 1 relating to questions for the school Boards to consider.

3. Develop a fundraising policy with guidelines around sponsorship opportunities.

The Board requested that a break down of the rates paid by the school be sent to the Finance committee for review.

Amendments to the Student Statements recommended by the finance committee have been forwarded to Etap for action. These changes will be reflected in the 2020 student statements.

**6. Communications**

**Community Survey**

Nickie moved that the Board approve the Community Survey subject to the editing changes recommended by Trustees. All agreed. This will be issued to the community asap.

**7. General Business**

**Inward/Outward Mail**

The Board noted the inward/outward mail.

**Road Safety**

The Board requested that a permanent notice be included in the school newsletter on the road and parking rules at the drop off and pick up zone. This will ensure that new families are familiar with these rules.

**KOSCT**

Andrew advised the Board that Kim Mudgway had resigned from the KOSCT. The Trust Chairperson is meeting with Andrew to discuss the future of the programme. Andrew will keep the Board updated on this matter.

**Schedule of Meetings**

The Board approved the 2020 Schedule of Meetings subject to the first meeting in Term 4 being moved to week 9, Monday 7 December 2020.

**Christmas Cards for Staff**

The staff were appreciative of the donation from the Board for the staff Christmas get together. Kayleigh recommended the Board complete a Christmas card for each staff member. She will share a google document identifying staff achievements for the year.

**Twilight Gala**

The Gala committee will be recognised at the school assembly on 6 December. Nickie will organise a small gift with a message of thanks for the work they did in bringing our community together.

**BoT Christmas Dinner**

The Board of Trustees Christmas dinner is confirmed at Loretta on Wednesday 11 December at 6.30 pm

The meeting concluded at 9.05 pm

The next meeting will be on Monday 17 February at 6.30 pm.

Signed as a true and correct record .....

Dated .....

<b>Number</b>	<b>Action Point</b>	<b>Responsibility</b>	<b>Date for Completion</b>
01 Aug	Finalise communication plan	Communication sub committee	In progress
03 Aug	Seek assistance with WCC encroachment application	Nickie Andrew	Underway
01 Oct	The Board have received a copy of the Code of Practice for International Students. The Board would like clarity about the schools internal procedures and policies followed for those students in hostel or homestay accommodation.	Andrew	
03 Oct	Review the decision of leasing v purchasing and report back to the Board with a recommendation for the budget process. The Board would like to see more exploration around BYOD for the senior school.	Finance Cttee	
04 Oct	Reassess parking coupon arrangement in Term 1, 2020	Board	
05 Oct	Provide 2020 camp RAMs and final costs	Andrew	
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 steal beam. MoE are seeking pricing. The school have 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	
11 Oct	Formally request funds for piano from Warburton Trust	Nickie	
01 Dec	Māori Name for School - Andrew will get a lead from MoE on the appropriate process for assigning a Maori 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	
03 Dec	Update budget and staffing profile to reflect the Landscaping proposal/WCC encroachment/RR teacher/.2 Te Reo	Andrew	
04 Dec	Seek additional quotes for the bottom court fencing	Andrew	

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	
06 Dec	Develop a fundraising policy with guidelines around sponsorship opportunities	Finance Cttee	
07 Dec	Issue community survey	Andrew	
08 Dec	Include permanent road safety and parking rules for drop off and pick up zone in the newsletter	Andrew	
09 Dec	Update BoT on discussions with KOSCT re future plans	Andrew	
10 Dec	Write Christmas cards for staff	Trustees	