



**MINUTES OF THE KELBURN NORMAL SCHOOL BOARD OF TRUSTEES
MEETING AT KELBURN NORMAL SCHOOL
6.30 P.M MONDAY 5 AUGUST 2019**

TRUSTEES PRESENT:

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

OTHERS PRESENT:

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

1. Apologies

Nil

2. Minutes of 1 July 2019

The 1 July 2019 minutes were approved by email by the trustees.

Action Points

01 June has been completed. Nickie moved that the Board approve and sign the redrafted Code of Conduct. All agreed.

02 June has been completed. The Trustees have access rights to the google folder.

05 June is underway. Nickie tabled a draft communication plan for the Board's review and feedback. It was agreed that a sub committee would be formed to finalise the plan and manage the communication and consultation with the community. Chris, Andrea, Andrew and Nickie agreed to join the sub committee.

08 June is underway. The Schedule of delegations is on the agenda for discussion

01 July has been completed. The LSM Scoping report has been received.

02 July has been completed and the donations letter has been published.

3. Financials

The June accounts show the Finances are tracking appropriately.

Income is at 48% and Expenses are at 51%.

The Administration budget is tracking high due to the additional costs with external reviews and out-sourcing the Board election. Banking staffing is over budget through a heavy use lately due to winter sickness. This should be restored over summer. Long term expenses show this budget to be overspent but this is the result of 2018 costs processed in 2019 (eg Pou, Boundary Rd gate). Student statements have been issued to families for school and activity donations which will enable investment in the strategic plan.

The Board agreed that the June Financials be adopted.

Limited Statutory Manager (LSM) Invoice for Scoping Report

The Board noted the content of LSM Scoping report to the Ministry. Nickie moved that the Board approve the invoice dated 17 July 2019 for \$11,447.04 for the LSM scoping report. All agreed.

The Board discussed the need to forecast for the ongoing costs of the LSM role and manage a conclusion of the role within the right time frame and process. The Board noted it is the Ministry of Education's decision when the role is concluded and this should be communicated to the school community so they are aware it is not something the Board can decide. The LSM has developed an

outcomes plan which has been shared with Nickie and Andrew which will guide the next phase of the work. It is anticipated that the LSM will remain in place until the 2020 budget has been approved.

International Student Fee Increase

The Board noted the paper recommending an increase to international student fees. Nickie moved that the Board approve the following increases:

1. An update to the 2020 SIEBA PSP admin fee to \$600 per term and \$850 per semester and keep the annual fee the same at \$1500, this is as per SIEBA's advice.
2. Change the termly tuition fee for all international students in 2020 to \$3,700 per term, (\$370 per week, \$14,000 per year).

All agreed with both recommendations.

Curriculum Review

The Board discussed the curriculum review. The Board were impressed with the content and wanted to acknowledge the staff and record their appreciation for the excellent quality of teaching at KNS.

Andrew will review the prominence of the curriculum report on the website and whether it needs more marketing within the community.

5. Principal's Report

Banking staffing overuse due to staff illness and was explained in the Principal's report.

The MoE will not pay the \$1500 lump sum for teachers paid out of bulk grant as part of the recently agreed pay deal. We had two teachers in this capacity and the school must cover the \$3K.

Property

The Boundary Road gate is on council land which has created an encroachment issue with the WCC who want to charge the school for the use of the land between the road and the boundary. Andrew has been in discussions with the council on this matter. Nickie will approach a parent who has expertise in this area to help the school measure the land and prepare an application for consent to WCC. The Board also discussed appealing to the Council to waive the encroachment fee.

There are some continuing issues with the levels of the middle turf. MoE are managing the negotiation related to remedial work.

Schooldoc Policies

Nickie, Andrew and Prue will prepare a termly calendar of the policies that require a thorough Board review. This will be prepared for the next meeting. The Health and Safety Policies will be reviewed at the next meeting.

Out of Zone Placements from Term 3

Recently the Board advertised for 29 out of zone placements across the school. We have received 8 out of zone applications across the school for the Term 3/4 intake and will be confirmed with applicants.

Blinds

Staff have been struggling to teach in the morning due to sun strike. Blinds has been on the new Building Project completion list as prepared for the Board last year. Andrew has requested an estimate from a provider to inform the Board of the costs.

Behaviour Management

The school is currently reviewing our behaviour management policies to better reflect the new learning and play spaces and changes made through manaakitanga. This will involve student voice. Peer mediation is about to be introduced using Y5/6 students to provide another layer of support during break times.

Syndicate Newsletters

The Board noted the syndicate newsletters and commented that they were vibrant, showed good forward planning and portrayed a fun school environment.

The Board thanked Andrew for his very informative Principal's report which was a highlight of the pack. The Board approved that the Principal's report be adopted. All agreed.

6. Schedule of Delegations

Nickie asked the Board to review the draft schedule of delegations and provide feedback and approval by email. The document will be circulated again and those with an interest can add their amendments. Silence will be taken as consent.

7. General Business

August Board Newsletter

The Board were asked to provide Nickie with any items for inclusion in the August Board community update. The Board want to thank the school community for the positive response to the donation requests.

Inward/Outward Mail

The Board noted the inward/outward mail.

The Board have received two OIA requests.

1. One was part of a request transferred to the school from the Ministry requesting correspondence between the Board and LSM regarding the LSM appointment. This was responded to on 1 August 2019.
2. One was received from a parent requesting the May and June financials. This was responded to on 31 July 2019.

PTA Road Patrol

Currently the PTA fund the TAs who do Road Patrol duties at approximately \$3K per year. The Board discussed whether it is appropriate for the PTA to be funding the staffing for the crossing. Nickie will discuss this matter with the PTA.

Conflicts Register

The Board asked John Sneyd to update the conflicts register. There were no other updates to record.

The Board went in committee at 8.45 pm

NZSTA Training

NZSTA has offered to provide the Board with personnel and staffing training on 28 August at 6.30 pm. The Board will confirm their attendance with Prue.

The meeting concluded at 9.15 pm

The next meeting will be on Monday 9 September 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	
02 Aug	Review prominence of curriculum review on website	Andrew Bird	

03 Aug	Seek assistance with WCC encroachment application The Board also discussed appealing to the Council to waive the encroachment fee.	Nickie Andrew	Completed
04 Aug	Prepare termly calendar of schooldocs policy reviews	Prue/ Andrew/ Nickie	Completed
05 Aug	Blinds quote for Board review	Andrew	
06 Aug	Finalise schedule of delegations	Andrew/BoT	Completed on agenda
07 Aug	Chair to discuss funding of staffing for Road Patrol with PTA	Nickie	
08 Aug	John Sneyd to update conflicts register	John	Completed