



**MINUTES OF THE KELBURN NORMAL SCHOOL BOARD OF TRUSTEES
MEETING AT KELBURN NORMAL SCHOOL
6.30 P.M MONDAY 25 FEBRUARY 2019**

TRUSTEES PRESENT:

John Sneyd (Chair), Matthew Christie, Bob Walker, Martin Read, Tim Stewart, Susie Brown, Andrew Bird (Principal)

OTHERS PRESENT:

Helena Barwick, Nigel Kirkpatrick (NZSTA), Anne Bell (MoE), Loraine Best (Secretary)

John welcomed the guests to the meeting.

1. Apologies

Lisa Moore

Conflicts Register 2019

The Board members provided their updates for the 2019 register.

2. Minutes of Meeting

3 December 2018

John moved that the minutes of the last meeting (3 December 2018) be accepted as a true and accurate record of the meeting. All agreed.

3. Analysis of Variance

The Board accepted the draft analysis of variance report for submission to the Ministry by 1 March in draft form.

The Board complimented the school on the overall performance. The results were very positive and the commentary was well drafted showing the progress against the strategic goals. The Board requested that Andrew make some changes and to include more retrospective commentary on what we have done to redirect resourcing to support the strategic goals, in particular the science, sport and te reo goals.

Once the document is finalised the Chair will share the report with the staff.

The Board will prepare an AoV summary document for the community which will include graphs highlighting the key successes.

4. Strategic Plan 2019

Lisa had made some edits to the Strategic Plan.

The draft strategic plan is to be submitted by 1 March.

The writing targets will be confirmed once the student achievement data has been finalised.

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The Board requested that the goals include how we are working to improve science and digital technology. They want the science goals to be as ambitious as the other curriculum areas. The science focus is to be highlighted in Appendix 2 and Appendix 4 with descriptive commentary on the rationale and why.

Nigel commented that the the Strategic Plan is not an action plan. The Board can request the Principal to put together an action plan to show implementation of the strategy.

5. **Elections**

The Board delegated the BoT Election and Succession Planning Process to Martin Read as a non returning trustee. The new Board takes office on Friday 14 June 2019.

6. **Shade Sail Purchase**

Andrew presented a paper on the shade sail acquisition and recommended that the Board purchase a Hip Roof Shade cloth from Canvasland for \$28,424 Ex GST, and recommended the Board consult with the PTA to find out other options and ideas that might enhance our outside spaces for the children. The Board reviewed the paper and declined the purchase of the shade cloth, requesting that other shade options be considered for review by the Board. Two smaller sails may be preferable in terms of ongoing maintenance. The Board appreciate the effort Dave Mann has made in sourcing the quotes.

Capex Plan

The Board have requested that a capital expenditure plan be prepared with costs and funding sources identified for Board review and prioritisation.

We need to identify the assets that the MoE own and those that the school owns. MoE will complete their asset register in due course.

7. **Sound System**

Andrew had presented a paper on the sound system acquisition recommending that the Board purchase a sound system for the school hall from Music Warehouse for \$10,389. The Board declined the recommendation and while they support the investment in a sound system but would like further information on how the proposed items will integrate with AV.

8. **Visa Statements and Principal Reimbursements**

The Board approved the Chair to sign the Principal's expenditure by credit card transactions on the visa statements:

- 2 November to 1 December @ \$611.24
- 2nd December to 01 January 2019 @ \$273.94
- 2nd January to 1 February 2019 @ \$993.85

9. **Libya's Leave Request**

The Board approved Libya's leave request from 22 May 2019 to 30 May 2019 to attend a family wedding.

10. **Principal's Report**

The Board noted the principal's report. The new staff are settling at KNS well. The banking staffing result in PP22 was good at a balance of \$605.00.

11. **Property**

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The Hawkins team are moving on. The building is mostly finished but Hawkins are still working on the defects list and expect to finish this by the end of February.

There was a failure in the guttering with blocked guttering and ineffective flashing design. This resulted in flooding indoors. The issue has been resolved and the damage repaired.

12. Finances

The Board discussed the December financials.

The 455K deficit at end of year includes \$72K unbudgeted depreciation and \$84K of write off of assets.

Income was at 101% (this includes the furniture grant)

Expenditure was at 133% of budgets - inclusive of \$71,632 depreciation

Long term expenditure is at 175%.

There is an excess of \$100K overspend on the budget.

International Students income is at \$20K. The 2018 numbers were down.

No investments were made from June to allow for purchasing.

There are more adjustments to be made between the December and annual accounts.

The Board budgeted \$128K deficit but with overspend and international students that has come down more than they anticipated. The Finance Trustee commented:

- That the working capital target of \$100K is a sustainable base to use in case of fluctuations in income.
- Our cyclical maintenance could be at zero.

The Board requested that Andrew provide an explanation on the budget overspends and report back to the Board within a week.

13. Completing the project - Updated January 2019

This paper informs the Board as to what is required to complete the building project and has the basics from the wishlist.

The Board asked that costs and funding sources be added for review at the next meeting.

The meeting concluded at 8.37 pm

The next meeting will be on Monday 25 March 2019 at 6.30 pm.

Signed as a true and correct record

Dated

Number	Action Point	Responsibility	Date for Completion
06 (Nov) 16	Gully Plan - sub committee to report back to the Board with their recommendations for development Matt and Andrew to do a site inspection of Gully and confirm boundaries	Matt Christie	Defer to 2019

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10 (May) 18	The Board would like to receive a draft activities plan for 2019 for syndicate trips, schoolwide trips, drama and sporting events for consideration by the Board as part of the 2019 budgeting process that commences in Term 4 of this year. Each group needs to include a contingency within their budget for unexpected activities.		
02 (June) 18	Andrew to prepare draft 10YPP for Board review at December 2018 mtg	Andrew Bird	In progress
05 (June) 18	New Names for the School - Andrew will email consultation process to the Board for approval.	Andrew Bird	Underway
04 (Aug) 18	Draft a behaviour management policy for Board approval.	John Sneyd	December
05 (Aug) 18	Develop draft community survey questionnaire for Board approval. Andrew will consult with staff and students.	Lisa/Tim/Gwen and Andrew	

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