

MINUTES OF KAPANUI SCHOOL BOARD OF TRUSTEES MEETING

Held on
Thursday 12 December 2019
At 7.00pm

Present:

Ben Addington, Craig Vidulich, Michelle von Keisenberg, Meredith Pearson, Mike Roberts, Jane Tesoriero and Jeanette Turkington

Apologies

Kiriana Papara

Opened Meeting with a Karakia

Welcome

Chair opened the meeting sharing questions and answers from NZSTA scenario cards. Ben welcomed Lyn Stroud, SENCO and invited her to talk to her report. She explained the various funding sources available for children with special needs. There has been an increase in ESOL students enrolling at Kapanui and a Teacher Aide has been allocated hours to facilitate the ESOL programme next year. Lyn has had the support from RTLB on best practice for students with Dyslexia. Craig suggested including a space on enrolment form for parents to notify school of their child's dyslexia. Lyn talked about the strategy she thought would work best to screen for dyslexia.

The Board thanked Lyn for her comprehensive report.

Staff leave

Rose Graham has applied for 6 weeks leave next year.

Motion: Approve 6 weeks LWOP for Rose to travel overseas.

Moved: Craig **Seconded:** Jane **Approved**

School Name Change

Survey results received 352 responses. The majority of responses were supportive of name change. Ben asked the Board to raise hands on a vote to change school name – unanimous in favour. Craig will start the process. – **Action:** Craig

Property

Tenders for Block S are due in next week.

Strategic Review

Craig has allocated working groups of the school for Team leaders to take a lead role; this is in line with our strategic goals, (eg Cultural Ambassador). The Strategic document is easy to read and understand.

Assessment analysis

Data is showing that results have improved from mid year. Families from overseas have commented how they are enjoying the NZ education system and the freedom around learning. At the beginning of next year the Annual Plan will be up for review. This will be a good opportunity to assess and understand whole school data.

Resolution

Board agree to pass a resolution for the principal to apply to Transpower for a \$50,000 grant.

Moved: Craig **Seconded:** Meredith **Approved**

Principal's Report

2020 Draft Budget – tabled

- Ops grant has increased from 2019 budget.
- \$30,000 SENCO money has been reallocated to TA support hours.
- Renaming of school expenses will come out of BoT budget increase to \$10,000.
- Draft budget has a \$16,335 surplus.
- Depreciation \$80,000.
- Increase in donations (deferred).

Motion: Approve draft 2020 budget

Moved: Ben **Seconded:** Meredith **Approved**

Finance Reports for November – tabled

The Ministry of Education has announced a payment of almost \$400,000 in 2020. Brief discussion, which will continue in 2020.

Motion Finance report for November accepted:

Moved: Michelle **Seconded:** Jane **Accepted**

Motion: Principal's report for December is accepted.

Moved: Ben **Seconded:** Mike **Accepted**

As per ruling from the 'Local Government Official Meeting and Information Act 1987' the Board put forward a motion to 'move in committee' at 8.30 p.m. to discuss personnel matters.

Moved: Ben

In Committee 8.30pm to discuss teacher appointment process.

Out 8.40 pm.

Craig thanked Michelle for her involvement in the appointment process.

Principal Appraisal report tabled.

Motion: Board accept report on Principal appraisal.

Moved: Ben **Second:** Mike **Accepted**

As per ruling from the 'Local Government Official Meeting and Information Act 1987' the Board put forward a motion to 'move in committee' at 9.04 p.m. to discuss Principal appraisal.

Moved: Ben

Out 9.12 pm

Classes for next year. There are some changes with teachers moving levels. Unfortunately, there has been a spate of deaths within our school community lately and the school has been working to support these families.

Staff Xmas Lunch

The Board agree to pay \$30 per head at a cost of \$1,500, Craig will include staff meals in 2020 budget.

Agenda Items for next year

Discussion on \$400,000 funding.

Annual Plan

Minutes from last meeting

Minutes from previous meeting confirmed as a true and correct record.

Moved: Ben

Seconded: Michelle

Accepted

Meeting closed at 9.30 pm

Date of Next Meeting 27th February 7pm

Signed _____ Chairperson, Board of Trustees

Action Points

Point	To action
Start name change process	Craig
Transpower grant application	Craig