

**MINUTES OF KAPANUI SCHOOL BOARD OF TRUSTEES MEETING**

**Held on**  
**Thursday 27 February 2020**  
**At 7.00pm**

**Present:**

Ben Addington, Craig Vidulich, Michelle von Keisenberg, Meredith Pearson, Kiriana Papara, Jane Tesoriero and Jeanette Turkington

**Apologies**

Mike Roberts

**Opened Meeting with a Karakia**

**Welcome**

Ben welcome Tanicka Mason and invited her to talk about the concerns she raised in her letter. The main concern was lack of communication between BoT and community around plans for the junior school, and collaborative teaching.

The Board regret not communicating better with the community with information on Junior School relocation and plans for collaborative teaching next year. Going forward movement and changes in students' environment will be clearly communicated to parents.

Ben thanked Tanicka for coming and assured her that the Board will discuss the points in her letter and respond.

**Nominations for Chair**

Secretary called for nominations.

Ben-Nominated by Michelle

Seconded – Craig

No other nominations – Ben elected as Chair - **Unanimous**

**Principal's Report**

**Final Budget 2020 tabled**

There has been no changes made to draft budget approved at last meeting.

**Motion:** Final budget for 2020 approved

**Moved:** Ben **Seconded:** Jane **Final budget approved.**

**Charter and Strategic plan 2020 – tabled**

Craig will upload to MOE portal before 1 March.

**Motion:** Board approve Charter and Strategic Plan

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

The charter will be revisited each meeting with Board focusing and tracking a strategic goal.

### **Finance Reports for December 2019/January 2020 – tabled**

December variances reviewed.

**Motion:** Finance reports for December and January accepted:

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

The Board asked how SENCO was settling into the role. Craig talked about the new initiatives such as Teacher Aide facilitating an ESOL programme.

Craig stated that he appreciates Board comments and feedback.

### **Name Change Logo**

Nicki Westbury (parent) is working on three drafts. She has offered to volunteer her time approximately 7 weeks. Norrcom is looking after changing school domain name.

### **Communities of Learning (COL)**

Craig explained the rationale behind COL and a proposal is being developed by the OK Principals. Ongoing dialogue with MOE and OK Principals.

### **Staff**

There has been some staff movement within the school. Professionally it is good for teachers to change and teach different age groups.

### **Transpower Grant**

Craig has applied for a grant. He will not hear anything until it closes towards the end of the month.

### **Property**

Multi Build have won the contract and work is due to start 9 March. Ceiling baffles are being installed in the hall to help reduce noise. Fabrication is the biggest job i.e. sourcing aluminium windows and doors. Craig will display project and estimated timeline once this has been confirmed by Multi Build. Junior teachers have chosen colours and carpet for the new block. Five more junior children will be enrolling this term. Craig is monitoring the roll.

### **Policy reviews for term 1 tabled**

Go on to Schooldocs to review and make any comments.

- Recognition of Cultural Diversity
- Separated Parents, Day-to-Day Care and Guardianship
- Staff Leave

**Motion:** Principal's report for December is accepted.

**Moved:** Ben      **Seconded:** Meredith      **Accepted**

**Items for next meeting agenda**

- \$400,000 MOE funding
- Update on junior block.

**Minutes from last meeting**

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

**Moved:** Ben                    **Seconded:** Meredith                    **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 letter from parent.

**Moved:** Ben

Out 8.56 pm.

**Meeting closed at 8.56 pm**  
**Date of Next Meeting 8 April 7pm**

Signed \_\_\_\_\_ Chairperson, Board of Trustees

**Action Points**

<b>Point</b>	<b>To action</b>
Reply to Tanicka’s letter	Ben
Summary of meeting in newsletter	Craig
Display plans for Junior School/Timeline	Craig