



Kaikohe Christian School BOT Meeting & Annual General Meeting – Minutes

(Unconfirmed until agreed upon and signed)

Venue: Kaikohe Christian School (Kaikohe Campus)

Date: Tuesday 13 April 2021

Opening Prayer:	4.00 pm David Prickett
Closing Prayer:	6.00 pm

Next Meeting Date:	Tuesday 8 June 2021
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1. ADMINISTRATION / ATTENDANCE:

Present:

Mike Norman / Mike Shaw / David Rogers / David Prickett / Liz Cook / Peter Giesbers
Chris Bradley / John Whitehead *Jacqueline Te Huia (Minute Taker)*

Absences: Monty Tito

Apologies: Puti Puru-Clarke

2. CORRESPONDENCE:

i. IN:

- 30/03/ NZSTA Monthly magazine X5
- Education Gazette Vol 100
- Kaikohe Christian School Annual Report for y/e 31 December 2020
- 31/03/ SAS Sports Ltd quote for Sports Apparel

ii. OUT:

- No outward correspondence tabled

Motion: That correspondence be accepted and received

Moved by: David Rogers

Seconded by:

Motion Carried: Unanimous

3. FINANCIAL:

3.1 **Current Financial Condition:** Financial Management Report for period 31 March tabled:

• Presentation and analysis of the Financial accounts March Report:

- Items: 1st one in Committee to look at later
- Financial position will be tight. Capital Purchases > Plant needed replacing i.e: Furniture desks/ chairs / iPads \$40,000
- Finances are healthy. Relaxed on areas expenditure due to last year better off at \$60,000 at end of year
- Why weren't capital purchases in the Budget? Principal set budget for end of year before the end of the year.
- Wanting to spend more.
Budgeted for \$38,000 but need to spend \$42,000
Extra items needed: Music Budget / I Pads roll out / Furniture needs
- Reallocating funds to furniture - coding
- BOT to relook at budget for 2021 due to last year.

Motion: Financial Report be accepted.

Moved by: Mike Shaw

Seconded by: Chris Bradley

Motion Carried: Unanimous

- **Funding for Sports Uniforms/Apparel:**

Motion: Funding for Sports Uniforms / Apparel be accepted.
Moved by: David Rogers
Seconded by: David Prickett
Motion Carried: Unanimous

4. POLICY REVIEW:

4.1 Policies discussed: Nil

5 CURRICULUM REVIEW:

5.1 Primary Maths:

- Identifying students with learning needs that need to accelerate learning > needs to be tightened up on.
- Teacher Aides help teach lower levels. Our Teacher Aides identified by RTLB as being excellent. Significant contribution to provide Teacher Aide support more than other schools. We front load Support Staff then seek funding. Teacher Aides could be used to go to a room with the student – key link to addressing student academic weaknesses Needs to be organized for implementation.
- David Rogers showed how they can identify Students at risk – Target Cohorts / Thresh holds > Measures > if lack of progress > identified students for targeted interventions NZQA – introducing new Qualification standards - literacy/ numeracy requirements > threshold points > if student progressing well they can take literacy / numeracy assessment earlier. Mr Rogers warned of the need for deeper learning rather than rushing ahead. Learning programs designed to cater for each student’s specific needs.
- Secondary Teaching versus Primary Teaching methods discussed: Mr Rogers warned of the need to be careful comparing Primary to Secondary. Up to School to retrain. The change of idea that ‘We don’t teach a Subject. We teach Students.’ Secondary School Teachers teach the whole cohort the same. Suggestion that the Primary School way is better.
- Suggestions of accessing more sites that can help accelerated learners – e.g Study ladder. Some students need more challenges / projects self-directed learnings otherwise can become bored or despondent. Suggestion: Adopt such methods for the Secondary Students.

Recommendation:

To have staff meetings to identify support to students needing support.

5.2 Secondary Maths:

Yvonne’s Report for the Board. There’s a lot of in- depth information in it.

- Cohorts are finely balanced > need 13.
- Prime Resource: Teachers think the Prime Framework is harder than it should be. Year 9 / 10 middle school. The philosophy of Prime – Looked at system to help achievement improve. Suggestion: bring Prime Framework in and work through to the completion then top up with other learning resources. Getting Teacher buy in – challenging the mindset in the School. Define the content of the Curriculum. Bring in Year 9 & 10. Primary School have been able to generate good data re: achievement. We need that in place for Secondary.
- Teacher focus or Student focus. Discussed Secondary School Challenges and lack of achievement of NCEA External exams. Students are passing internal assessments but not passing their NCEA externals.
- Decline of Numeracy over the last 5 years. No student has passed their NCEA external exams. NCEA: Sometimes takes 2 years to get NCEA. Less pressure on students’, so not seen as failure.
- Northland College: Irlens – Funding > Dave Rogers is trained to screen students for Irlens. Suggestion: Every child be tested for Visual Acuity Issues. Resource: Samantha @ Kerikeri Optometrists. Apply for the funding for it.
- Teacher incompetency issue. Teacher programs not robust enough. How can we be assured we have the systems to identify and sort it? Teacher Competency – was identified and worked through. Fundamental to ensure School does something about it. Things are changing i.e. Expectations now on reporting back to the BOT. Previously not a lot of Parent Representatives. We need to ask the right questions. If no one is passing their exams we need to know why. Suggestion: It’s a factor right across the Schools in Northland.

- What is the need for NCEA external exams? We're focussed on them but aren't getting the passes. Complex problem needing a deeper solution. Structures / plant / environment > student motivation / engagement / achievement.
- Attendance: We can't teach students if they're not here.
- Anecdotally students coming to University less equipped
- Year 9 / 10's: Career Mapping NCEA is a bit of both. We need to teach for both.
- Restructure of NCEA will have a 50/50 component.
- Term 1 Assessments / Data Analysis:
Year 9 & 10 - Mike Van Wingerden > we need to signal whatever the teacher needs to support improvement for student achievement, the BOT is willing to look at. Mid Years.
Data Analysis - starting to build Year 1 – 10. As we come up the School there's something happening.
Analysing Data – PACT is a recording progress tool.
- Getting away from tests to Overall Teacher Judgement. What best describes the Student's capabilities?
Primary Data tool. Easy to see.

Recommendation:

BOT need the Term's Analysis to monitor if the student learning is on track. Next Term we need that information so we can allocate support needed to the students. PACT will be used for that reporting. Mathematics judgements will need to be in

6 STRATEGIC FOCUS / REPORTS:

6.1 Waimate North Site Manager's Report discussed:

Recommendations:

None. FYI report.

- Student Wellbeing Survey: A Survey was sent out to the Kaikohe Campus but why not for Waimate North Campus? Suggested it was a helpful tool.

6.2 Principals Report discussed:

• **Special Character:**

Important Strands – Inviting staff to come back for a day during the holidays > want to address further the authentic walk with Jesus. Our walk is visible. Are we on that solid ground? Do we start with devotions / prayer? Want to see that staff are committed to it. Solidify it as we move forward as possible Government intervention could make it difficult in the future.

- More Pastoral input coming in the future. Spiritual side is absolutely key.
Evangelism in the School. Pastoral Care > look into that as well. Are student's equipped to give good biblical explanations for their faith.
- 3 Students getting baptised next week. 2 got saved during the week.
- Suggestion: Opportunity for Waimate North to come over some time to join in with School Devotions at Kaikohe Campus.

• **Teacher Appraisal:**

- Need Faith to be key in the Appraisal Process. All permanent staff members to be actively involved in a local Church. Benefit: we've got Churches supporting the staff members in prayer.
- Previous Year Spiritual Devotions: All Year 7 & 8's > Mike and Alison came in and taught how to give your life to Christ. Baptism and Baptism in the Holy Spirit.

• **Attendance:**

- 17 attendance concerns.
- Overview of the data.
- Rock On Meeting held today with agencies: Impressed by school wide attendance lately, Concerns identified > engage Rock On Project to address it.
Rock on Letters 1-4 > Board's willingness to prosecute. Maybe change of mindsets necessary. Follow Process quickly. Sometimes underlying complex Issues behind Continual Absences e.g. Oranga Tamariki involvement, Mental Health, Addiction, Whanau issues.

Motion: That the Principal's Report be adopted

Moved by:

Seconded by:

Motion Carried:

7. SPECIAL TOPIC:

7.1 Property Plan: Rescheduled to 25th May 2021 Meeting

7.2 Confirm Annual Plan:

Put forward to discuss for next meeting.

7.3 Retention Targets:

Need to look at the targets and Maths analysis at next meeting also.

7.4 Amendment to Charter:

Put forward to discuss for next meeting.

7.5 Proposed Year 9 and 10 Trip to 'The Farm' 26th – 28th May 2021 Whangaruru:

Paperwork came today. Mike Shaw viewed it.

Motion: That the Board approve the 26th – 28th May 2021 Farm Trip subject to Dave Roger's signature

Moved by: Mike Shaw

Seconded by: Mike Norman

Motion Carried: Unanimous

8. IN COMMITTEE:

8.1 Request for 'In Committee' to discuss School Staffing: David Rogers

9. CONFIRMATION OF PREVIOUS MINUTES:

Minutes read by BOT members

Amendments – Cross off the Annual Plan. There was not a motion to agree to the Annual Plan

Motion: Previous minutes be accepted.

Moved by: David Rogers

Seconded by: David Prickett

Motion Carried: Unanimous

10. MATTERS ARISING:

Amended statement: Next meeting.

11. MEETING CLOSURE:

11.1 Meeting Procedures and outcomes:

11.2 Preparation for next meeting:

NEW ACTION LIST:	
Description	Comment
International Students viability investigation (David Rogers)	Ongoing
BOT Professional Development Training	Due 31 March 2021
Induction – Paperwork	
Excel Database to be established to keep track of Parents who have been vetted (2 year current)	David Rogers / Jacqueline Te Huia
Pedestrian Crossing Safety Issues – Follow up with FNDC	David Rogers
Streamline Agenda / Minutes	Underway
Maori Performing Arts Report	Add to next meeting agenda
Property Plan	Add to next meeting agenda
Annual Plan	Add to next meeting agenda
Retention Targets	Add to next meeting agenda
Amendment to Charter	Add to next meeting agenda

ACTIONS COMPLETED:	
Description	Comment
BOT notification of Meetings, minutes, reports available to Public at campuses and via School Newsletter and Website	Kaikohe Campus / Waimate North Campus started but fixing link issues to reports

NEXT MEETING: Tuesday 8 June 2021

CONFIRMATION OF MINUTES:

Signed Board Chairperson: _____ **Date:** ____/____/2021