



# Kaikohe Christian School BOT Meeting & Annual General Meeting – Minutes

(Unconfirmed until agreed upon and signed)

Venue: Kaikohe Christian School (Kaikohe Campus)

Date: Tuesday 25 May 2021

<b>Opening Prayer:</b>	4.00 pm Mike Norman
<b>Minute taker left:</b>	6.35 pm Jacqueline Te Huia
<b>Closing Prayer:</b>	

<b>Next Meeting Date:</b>	Tuesday 8 June 2021
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## 1. ADMINISTRATION / ATTENDANCE:

### Present:

Mike Norman / Mike Shaw / Monty Tito / David Rogers / David Prickett / Peter Giesbers  
Chris Bradley / Graeme Burgess (observer) *Jacqueline Te Huia (Minute Taker)*

**Absences:** Liz Cook / Puti Puru-Clarke / John Whitehead

**Apologies:** Liz Cook / Puti Puru-Clarke

### • Agenda Variation:

*Motion:* Agenda be varied > go to Number 7 – Special Topic Property Plan etc  
*Moved by:* Mike Shaw  
*Seconded by:* David Prickett  
*Motion Carried:* Unanimous

## 2. CORRESPONDENCE:

### i. IN:

- 17/05 NZSTA Monthly magazine X5

### ii. OUT:

- No outward correspondence tabled

*Motion:* That correspondence be accepted and received  
*Moved by:* David Rogers  
*Seconded by:* Mike Norman  
*Motion Carried:* Unanimous

## 3. FINANCIAL:

### 3.1 Current Financial Condition: Financial Management Report for period 30 April tabled:

#### • Presentation and analysis of the Financial accounts 30 April:

- Presentation of Revised Budget for approval.
- Review Budget – September / October / November (estimation) for the next year. A more, true picture becomes available around January / February. Last year estimation more conservative left at the end of the year more positive position.
- Change of capital budget
- Policy: Zero budget > if underspend > start to build up available funds that can only be spent on capital items because of board policy requiring zero budget.
- Personnel Changes required more spending
- Deficit budget > \$31, 000 proposed in review
- - > capita expenses : lpads / furniture
- Available funds: Working capital less liabilities > \$200k working capital

*Motion:* Financial Report & Revised Budget be accepted.  
*Moved by:* David Rogers  
*Seconded by:* Chris Bradley  
*Motion Carried:* Unanimous

#### 4. POLICY REVIEW:

##### 4.1 Policies discussed: Asset Management

*Motion:* Asset Management Policy Review be ratified by the Board of Trustees

*Moved by:* David Rogers

*Seconded by:* Chris Bradley

*Motion Carried:* Unanimous

#### 5 CURRICULUM REVIEW:

##### 5.1 Arts Curriculum discussed:

- Very strong achievement in NCEA
- Very popular by Senior Students i.e visual arts / Performing arts
- Recommendations to be considered by the Proprietor to add to the Proprietors' Property Plan

##### 5.2 Mathematics discussed:

- Although not on the agenda, the question was posed why are students not interested and struggling with Mathematics?
- Curriculum concerns > How to make Mathematics more interesting and engaging for students
- Teacher Training
- Integrating Curriculum

##### 5.3 Digital Technology:

- Trish Vesey's report discussed
- Building a Digital Passport for Students
- Robotics / 3D Printers > Needs to be more strategic heading forward
- Year 1 – 13 > resourcing
- Technology themed School Trips

#### 6 STRATEGIC FOCUS / REPORTS:

##### 6.1 Principals Report discussed - Ongoing summary of progress to date:

###### • Attendance Concerns:

- 30 Attendance concerns > Many reasons including parents condoning absences – 1 whanau attendance problems with every child / Relationship between School / whanau
- MOE: want students in school and engaged but can take off the role before 21 consecutive days absences for continual non attendance. We do not intend to do this.
- Current interventions: Whanau visits / Rock On > letters outlined – Willingness of BOT for legal intervention – Prosecution > Cost of Prosecution up to \$2000.00 with funding available to meet the cost
- Other possible intervention: Next connect to Student's Pastors

##### 6.2 Mangamuka Overnight Trip:

- Sought Board approval for Mangamuka Overnight Trip

*Motion:* That the Board approve the Mangamuka Overnight Trip

*Moved by:* David Rogers

*Seconded by:* Chris Bradley

*Motion Carried:* Unanimous

##### 6.3 Rotorua Trip (July):

- Documents ready to go by next BOT meeting in June.  
It is an important outreach and will be considered for approval it at the next meeting.

#### 6.4 Funding Request to external agency for School Camp 2022:

- Seeking permission to apply to Pub Charities to fund Primary School Camp in 2022

*Motion:* That the Board approve an application to Pub Charities for \$15,000 to help fund the Primary School Camp in 2022

*Moved by:* David Prickett

*Seconded by:* David Rogers

*Motion Carried:* Unanimous

#### 6.2 Annual Plan discussed:

Covers Special Character / Charter

- **Charter to be reworded:**

That the Board amend the Charter as outlined in the emails the BOT received.

*Moved by:* Mike Norman

*Seconded by:* Peter Giesbers

*Motion Carried:* Unanimous

Charter now has that statement contained in the front section.

- **Special Character:**

- Manaia Footprints Excursion: Concern over exposing students to alternative worldview and the need to ensure the CWV is shown.
- PB4L explained > aligned with special character CARE
- Committed timetable to include mentoring staff / students worship
- Te Reo – Karakia / Devotions: Assemblies / Classes during week & thematic messages
- Ministry: Later introduce other Pastors ministry to devotions / Overseas Missions
- Pastoral Care: Pastor/ Christian Counseling / SWISS Social Workers / External agencies (caution) alternative world views
- Wellbeing: Hauora / DARE / KOS / Oral Health / Education Providers / Police Pathways

- **Academic / Spiritual:**

- Clear current view of student progress > respond to assessment / learning needs / Spiritual Growth also > Local curriculum / Review
- High quality teaching > Professional Best Practice Standards / Performance management
- Community / Stakeholder satisfaction > KPI's
- Organisational Systems operating efficiently
- ACTION PLAN> let it drive our year > 3 year strategic Plan / Targets > drive BOT Agendas > for next 4 – 5 meetings
- 6 Strategic Goals

*Motion:* That the Annual Plan be adopted

*Moved by:* Peter Giesbers

*Seconded by:* Chris Bradley

*Motion Carried:* Unanimous

*Motion:* That the Principal's Report be adopted

*Moved by:* David Rogers

*Seconded by:* Chris Bradley

*Motion Carried:* Unanimous

## 7. SPECIAL TOPIC:

### 7.1 10 Year Property Plan tabled:

- **Minor under \$5000:**
  - Maintenance Budget > Hazards need addressing
- **Cyclical Maintenance:**
  - Updated. Boards Responsibility > paint the buildings every 10 years i.e. Next year
- **Projects Capital:**
  - Proprietor mostly funds this.
  - Block K > proposal to take the house, sell it off > \$200,000 that can go back into School > Don't shift the school to the other site but sell 3 houses.
  - Proposed new building: discussed- costs > \$873,000 > Building Modern learning environment / workshop / Parents want something different > retention of Senior Students > new structure should not necessarily lead to an increase in attendance fees > No rush or urgency > (Can't be seen as the silver bullet to fix everything)

Motion: That the Board discuss further at the next Board Meeting

*Moved by:*

*Seconded by:*

*Motion Carried:*

### 7.2 Attendance Dues Report:

Tabled for discussion.

### 7.3 Amendment to Charter:

Put forward to discuss for next meeting.

### 7.4 Proposed Year 9 and 10 Trip to ‘

Paperwork came today. Mike Shaw viewed it.

Motion: That the Board approve the

*Moved by:*

*Seconded by:*

*Motion Carried:* Unanimous

### 7.5 Kapahaka Representation at the Te Taitokerau Competitions:

- Mike Norman commented they were the best Kura. Beautiful anointed performance that lifted Christ. Anointing particularly on the last song.
- Won quite a few awards

### 7.6 Waimate North Campus:

- Advertising for new Principal / Logistical Transition with 2 Principals unchartered waters
- FHT Proprietor and KCS Proprietor > communication channels
- Meeting to be set up for next week Tuesday or Wednesday with Warren and both BOT campus representatives  
FHT Tuesday / EBOT Wednesday  
Yet to be confirmed

## 8. IN COMMITTEE

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

**9 CONFIRMATION OF PREVIOUS MINUTES:**

Minutes read by BOT members

*Motion:* Previous minutes be accepted.  
*Moved by:* Mike Norman  
*Seconded by:* Peter Giesbers  
*Motion Carried:* Unanimous

**10 MATTERS ARISING:**

None tabled.

**11 MEETING CLOSURE:****11.2 Meeting Procedures and outcomes:****11.3 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
Maori Performing Arts Report	Add to next meeting agenda
Retention Targets	Add to next meeting agenda
Te Reo Report	Add to next meeting agenda
Board Approval for Rotorua Trip	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
Property Plan	Tabled by Mike Shaw
Amendment to Charter	Actioned David Rogers
Annual Plan	Adopted
Streamline Agenda / Minutes	Underway

**NEXT MEETING:** Tuesday 8 June 2021

**CONFIRMATION OF MINUTES:**

**Signed Board Chairperson:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/2021