



Kaikohe Christian School BOT Meeting & Annual General Meeting – Minutes

(Unconfirmed until agreed upon and signed)

Venue: Kaikohe Christian School (Kaikohe Campus)

Date: Tuesday 29 June 2021

Opening Prayer:	4.00 pm Mike Shaw
Minute taker left:	6.35 pm Jacqueline Te Huia
Closing Prayer:	

Next Meeting Date:	Tuesday 17 August 2021
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1. ADMINISTRATION / ATTENDANCE:

Present:

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

Absences: Puti Puru-Clarke - disengaged need new student representative

Apologies:

2. CORRESPONDENCE:

i. IN:

- June 2021 School News Magazine

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 31 May tabled:

• Presentation and analysis of the Financial accounts 31 May:

- Budget better than anticipated:

Have been more flexible this year due to budget good at the end of last year > well under the projected expenditure > on Track

- Significant Item:

Redundancy payment

- Now in Transitional period – tighten reigns:

With new campus coming up > Numbers reduced > conservative expenditure > MOE Projections 2022
Will have better picture by September but want to be at a good position at end of the year.

Staffing / funding: Potential surplus staffing > redundancy or offer staff position at Kaikohe Campus

- Kapahaka / Senior Camp:

Fundraised but have gone over budget

Senior Camp money in but may not be coded yet

Motion: Financial Report & Revised Budget be accepted.

Moved by: David Rogers

Seconded by: Mike Shaw

Motion Carried: Unanimous

4. POLICY REVIEW:

4.1 Policies discussed:

- Asset Management was completed last BOT meeting

5 CURRICULUM REVIEW:

5.1 Maori Performing Arts:

- Teaching Space priority – Heat pumps / Autex boards i.e carpet wall boards, lightweight durable > Challenge academic work space
BOT committed to making it a great Multi functional MPA Practice and Academic working spaces
- More clarity required on reports i.e. What students have achieved what? Evidence: Students A,B,C got UE because of this programme.
- Concern MPA end of Term 1 (pressure time) Impacts learning. Need pre planning to ensure continuance of learning and those students not involved work is still carrying on for them > Need to manage better. Teachers to make effort to get students across the line. E.g. Google Classroom tool
- Vote of thanks from the Board to Michelle Tito Brown and her team for all their great mahi with the Roopu

Motion: That the Board extend thanks to Michelle Tito Brown and her team for all their great mahi

Moved by: Mike Shaw

Seconded by: Liz Cook

Motion Carried: Unanimous

5.2 Community Consultation Hui:

- Term 2 Week 2: 1 whole day to Engage with community to help increase school role and community buy in
- Promotion: Displays / Student Presentations / Portals: highlighting Characteristics and what our School has to offer.
- Address more engagement for Parents i.e. availability of after school hour hui / prize giving etc
- Sausage sizzle by Parent Reps
- BOT and Proprietor promote Special Character

6 STRATEGIC FOCUS / REPORTS:

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

• Special Character:

- Mr Rogers attended NZ Association of Christian Schools Meeting
Challenge: How are we addressing Special Character of School. Continuum from employing Christian teachers and leaving them to it, to modifying curriculum, through to taking every thought taken captive. How would parent's describe Christian curriculum to others.
- Design a new curriculum based around Discipleship to enable positive discipline > do we understand we are making a contract with whanau to disciple their rangatahi?
Christianity is the priority / standard – get that right and all other areas will be successful.
- BOT's role is to ensure the Proprietor that the Special Character of School is being addressed > how to walk it out from the Annual Plan
- Proprietor's perspective vision: Synagogue Rabbi > learn Word of God is essential. Learn from the Father's trade > Academic trade > Relationship with God > Holy Spirit/Word > memorise Scripture.
- 3 Goals:
 - 1 Achieve NCEA Level 2
 - 2 Preparing Students for Career / Employment
 - 3 Graduate with a clear sense of a Call of God on their life

• Student Progress:

- Graph explained
- Year 9 anomaly
- Starting school with less literacy skills from ECE > less literacy more play
- Memorising texts: PLD Rebecca Thompson – Cognition Education > immediate improvement in students
- Writing is the biggest area of challenge

• Surplus Staffing Situation 2022:

- Waimate North transition > reduced role > overstaffed

- **Attendance Issues:**
 - Non Attendance impacts achievement – Weekly data threshold > Some students at 40% attendance
 - Rock On Truancy > Doesn't catch students absent here and there
- **Literacy Reports:**
 - Reschedule to next BOT meeting.
- **Christian Counsellor Practicum Opportunity:**
 - Heather Nicholson Bethlehem Training Institute Year 3 Student seeking Practicum for 50 hours at our School.
 - Overseen by BTI
 - Suggested she use the Office at the Front of the Brick House
 - David Rogers will proceed with arranging her days / hours
- **Manu Korero Trip - Advisement BOT of unapproved Overnight stay:**
 - They were late getting back.
 - 5 students opted to stay on at the Marae > Parent consent was given
 - Mr Rogers takes full responsibility for the unapproved overnight stay
- **Expansion – Addressing a query that came to BOT from staff:**
 - See September Property Plan
 - Consent Engineering applied for. Onsite Visit scheduled for Resource Consent people from FNDC this week
 - Unable to commit to definite timeline until finance is approved by bank
- **Board Approval for Rotorua Trip (July Holidays)**

Discussion:

27 students attending.

Vans instead of bus. BOT pay for vans. Van drivers: Monty Tito / Taniera Simpson. No non-licensed drivers. Full Police Vetting required (3 – 4 weeks to process)

Motion: That the Rotorua Trip be approved noting the above requirements

Moved by: David Rogers

Seconded by: Liz Cook

Motion Carried: Unanimous

Motion: That the Principal's Report be adopted

Moved by: David Rogers

Seconded by:

Motion Carried: Unanimous

7. SPECIAL TOPIC:

7.1 None were tabled

8. IN COMMITTEE

8.2 Request for 'In Committee': David Rogers

9 CONFIRMATION OF PREVIOUS MINUTES:

Minutes read by BOT members

Motion: Previous minutes be accepted.

Moved by: Mike Norman
Seconded by: Mike Shaw
Motion Carried: Unanimous

10 MATTERS ARISING:

None tabled.

11 MEETING CLOSURE:

11.1 Meeting Procedures and outcomes:

Liz Cook and Pieter Giesbers requested change in time of BOT Meetings to help Parent Representatives be able to attend after their work. Mike Norman and David Rogers advised it would be quite difficult for them as it makes their day and travel very long. Mike and David abstained from voting.

Jacqueline Te Huia advised she would be unable to attend at that time and would stand down from being a BOT minute taker.

Motion: Change the start time of BOT Meetings to 5.30 pm

Moved by: Pieter Giesbers
Seconded by: Mike Shaw
Motion Carried: Of the rest who voted > unanimous

11.2 Preparation for next meeting:

NEXT MEETING: Tuesday 17 August 2021 – 5.30 pm

NEW ACTION LIST:	
Description	Comment
International Students viability investigation (David Rogers)	Ongoing
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
Retention Targets	Add to next meeting agenda
Te Reo Report	Add to next meeting agenda

ACTIONS COMPLETED:	
Description	Comment
BOT Professional Development Training	Due 31 March 2021
Maori Performing Arts Report	Actioned
Board Approval for Rotorua Trip	Actioned

CONFIRMATION OF MINUTES:

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