

## Kaikohe Christian School Board of Trustees Minutes of 22 March 2022

1. **Administration Matters:** Zoom meeting opened in prayer by M Norman at 5:40pm  
Apologies. Nil

Present: M Shaw, P Geisbers, D Rogers, D Prickett, L Cook, M Tito and M Norman.

2. **Board Correspondence**

**Resolved:** “That the inward correspondence be received .”

D Rogers/M Shaw

Carried

3. **Financial Report 5-15 mins**

Presentation and analysis of the financial accounts

- 3.1. **Resolved:** “That the financial summary be accepted.”

D Rogers/D Prickett

Carried

- 3.2. **Resolved** “That the budget be amended to include the mower as a capital item.”

D Rogers/D Prickett

Carried

4. **Principal’s Appraisal Proposal:** M Norman and D Rogers.

- 4.1. **Resolved:** “That the Principal be appraised against the four bullets in the appraisal document and Board focus of Special Character dynamic and self-care and management of support staff.”

M Shaw/M Norman

Carried

- 4.2. **Resolved:** “That the Appraisal be done by a ‘critical friend’ from Christian Principals’ network, Presiding Member, Proprietor Rep and Parent Rep.”

L Cook/D Prickett

Carried

5. **Policy Review:** [Governance Manual](#) Page 12 Health and Safety Policy and Legal Responsibilities.

**Resolved:** “**That** Vape Free Environment be added to the Health and Safety Policy.”

D Rogers/M Shaw

Carried

6. **Curriculum Review** (see Annual Agenda) 5-15 mins [Literacy Report](#)

**Resolved:** “**That** the literacy report be accepted.”

D Rogers/M Norman

Carried

7. **Strategic Focus** (see Annual Agenda) 45-60 mins:

**Principal’s Report:** Ongoing summary of progress to date. [Leavers Data](#)

7.1. **Resolved:** “**That** the principal’s report be received.”

D Rogers/M Shaw

Carried

7.2. **Pandemic Plan** To discuss relevance of Worksafe Template. Removed as it is already in the Pandemic Pan.

8. **Special Topic:**

[Ag/Science Course](#)

Taken as read. Thanks to the Head of Science.

**Resolved:** “**That** the Board approves the Ag/Science Course.”

D Rogers/M Norman

Carried

9. **[Confirmation of previous minutes](#)**

Taken as read.

10. **Meeting Closure**

- Comments on meeting procedures and outcomes
- Preparation for the next meeting. Social Science including local history and Biblical Studies, NCEA Progress
- Closed in prayer by Matua Tito at 7:15pm

2022	08 Feb	22 Mar	3 May	14 Jun	26 Jul	23 Aug	6 Sep	18 Oct
Policy Review (5-15 Mins)	Principal's appraisal report and agreement	Health and Safety & legal responsibilities		Board Roles and Responsibilities		Trustees' Code of Ethics		Chairperson's Role
Curriculum Review (5-15 Mins)	Variance reports and annual targets confirmed		Social Science including local history and Biblical Studies		Health and PE		Arts: Visual and Performing	
Strategic Focus (45-60 Mins)	Annual Plan Approved	Literacy		Numeracy		Ongoing summary of progress to date		Budget
Special Topic (45-60 Mins)	Pandemic Plan		NCEA Progress		Property Report		NCEA Progress	
2023	07 Feb	21 Mar	02 May	13 Jun	25 Jul	05 Sep	17 Oct	28 Nov
Policy Review (5-15 Mins)	Board Meetings		Board Committees Board Review		Delegations to the Principal		Principal Performance Appraisal	
Curriculum Review (5-15 Mins)		Technology		Mathematics		Literacy		Music
Strategic Focus (45-60 Mins)	Variance Reports and Annual Targets Confirmed	Literacy		Numeracy	Ongoing summary of progress to date		Budget	
Special Topic (45-60 Mins)		Principal's Performance Report	NCEA Progress	Special Character Report		NCEA Progress		Annual Planning
2024	13 Feb	26 Mar	07 May	18 Jun	30 Jul	10 Sep	22 Oct	03 Dec
Policy Review (5-15 Mins)	Disciplinary Process Principal's Professional Expenses Reporting to the Board		Curriculum Delivery Policy	Personnel Policy		Financial Planning, Financial Condition, Asset Management Policies		Pandemic, Health and Safety Policy Legal Responsibilities Policy
Curriculum Review (5-15 Mins)		Te Reo		Gateway		Science		Social Sciences

Strategic Focus (45-60 Mins)	Annual Targets, plan and variance report	Literacy		Numeracy	Ongoing summary of progress to date		Budget, Annual Plan	
Special Topic			NCEA Progress			NCEA Progress		

**Note: Special Topic can be set by board as the need determines and reviewing the implementation of policy begins at Board Governance Policy page 3.**