

Kaitaia Intermediate School
BOT Meeting 17 September 2019 at 7:20 pm

Present: Wayne Lunjevich, Diane Laurenson, Kevin Matthews, Kelvin Horsford

BoT Secretary: Sheree Petch

Apologies: Krystal-Rose Taaffe, Amy Bolstad

Karakia: Wayne Lunjevich

Minutes: 20 August 2019 *Accepted as true and correct.*

Moved by Diane, Seconded by Kelvin Carried

Matters to follow up from previous meeting:

- **Kape Murray** boundary trees - *Wayne*
- **Hazard Register + Asbestos Management Register** being prepared by Kate (Avail)
feedback on initial assessment meeting with Kate

Inwards Correspondence: *(tabled)*

- **MacKenzie Welding** quote for grills to secure Rm1 for chromebook storage \$5,681 incl GST
- **Rental Quote** Dave Mitchell quote for carpark area addition to 12A Kitchener St \$4,555 incl GST - *second quote requested by the Board*
- **Grounds Use Request** Aly Hosking use of grounds for soccer prize-giving September 21st 12-3pm - *request approved*
- **Avail** 10YPP overview
- **Kaitaia Plumbing** quote to replace 180L solar water heating unit on Tech *awaiting 2 further quotes, to add a secure cage or the like to make it harder*
- **Petricevich Buses** quote for Rm7&8 camp transport for Oxford Sports Trust \$2,000 incl GST
- **Ritchies** quote for Rm7&8 camp transport for Oxford Sports Trust \$2,800 incl GST

Motion: the Board approves the grant application to Oxford Sports Trust for Rm7&8 camp transport \$2,000 incl GST

Moved by Kevin Seconded by Kelvin Carried

- **Northland Cricket** request for use of facilities for FREE breakaway holiday programme - now held at Awanui complex
- **Tukutuku Korero** Volume 98 Number 15
- **Local Refrigeration** heat pump replacement quote for Principal office
- **STAnews** Issue: 295
- **Oxford Sports Trust** application for Rm7&8 camp accommodation of \$11,040 approved
- **Eastern Recreation Ltd** pool painting quote in cyclical plan \$27,843.80 incl GST for Summer holidays

Motion: the Board approves Eastern Recreation Ltd quote for the pool repaint of \$27,843.80 incl GST

Moved by Kelvin Seconded by Diane Carried

- **Arcline**
 - Clearlite work recommendation by Kate (Avail) advised 3x the price of the standard iron
Sheree to send Kate's details to Kelvin for 2nd opinion for future projects
 - Court New Asphalt & Repairs Project - Tenders...

Far North Roding \$72,365.13 plus GST

Robinson Asphalts \$94,720 plus GST

Decision moved to next meeting allowing time to review documents by the BoT

Outwards Correspondence:

- **Avail** PM contract signed
- **SchoolDocs** advisory: Emergency Planning & Procedures changes *emailed 13th Sept*

Motion: Inwards correspondence accepted, outwards approved

Moved by Diane Seconded by Kelvin Carried

Financial Report:

As at 31 August 2019 we have spent 56% of what was budgeted for the year

You have used 62% of your Salaries Budget for the year to date

This compares with 67% of the calendar year gone

Actual available funds as at 31 August \$513,334

Budgeted Available funds as at 31 August \$329,712

NB: items of significance

Income

- **0143** Staff banking year end wash-up *YTD \$0, Budgeted \$1,000*
- **0153** GSE-IRF *YTD \$0, Budgeted \$7,000*
- **0160** Misc Grants - Assistive technology *YTD \$479, Budgeted \$20,000*
- **0223** Fundraising Magazine *YTD \$0, Budgeted \$800*
- **0260** Ineligible Bus Pupils *YTD \$487, Budget \$3,000*
- **0295** Misc *YTD \$52, Budgeted \$2,000*

Expenditure

- **1165** *School Docs - moved and approves an overrun of \$1,617 for School Docs annual fee May meeting*
- **2807** Annual 10YPP - Arcline project management charges for
 - \$1,550 courts/carpark upgrade
 - \$300 5YA amendment
- **3020** Staff Dev - course fees \$3,900 - *incorrect coding corrected 0312 AIMS accom*
- **3045** *CoL - ins/out offset code 0163*
- **3419** Disc. Anc. SES Funded \$23,488 - *offset with Spec Ed grants*
- **3721** *Furniture grant - \$799 under asset threshold Rm2&4 furniture (offset to C510)*
- **4901** *50th Reunion - bartender payment delay in receiving bank acc details for payment*

Financial Position

- **C510** *Rm2&4 furniture*
- **C515** ICT Capital Purchases
 - \$16,478.22 offset Pub Charity grant 45x chromebooks

- \$ 4,467.01 offset Crombie Lockwood Insurance claim
 - \$ 1,665.95 offset 3320 MLF carry over funds
 - \$ 1,034.00 offset C520 BoT laptop
- \$23,745.18** Total offset with external income

\$12,112.29 exp on actual code requests approved within budget
\$14,367.71 Total unspent in code C515

*Financial report accepted and accounts moved for payment, retrospective accounts moved & approved
Moved by Kelvin, Seconded by Wayne Carried*

Principal's Report: (see handout)

- **Chromebook** removal from Rm4
- **2x new teacher aides**
- **Transition** Yr8 College onsite along with contributing schools Yr6 visits booked
- **TOD** - NZC development with Sue Holmes was very successful for all staff
- **Yr8 Ball** student councillors and support staff to carry out the preparation
- **Zones athletics** request from John Windleborn to use KIS fields Friday 1st November
use approved as KIS athletics is 31st October

Kevin thanked Wayne for his report

Property Matters:

- **Tree** leaning over boundary fence - *Wayne to investigate and arranged removal*

Meeting closed: **9.20 pm**

Next meeting: **22nd October**

Certified as True and Correct

Signed:

Dated:

Kevin Matthews
Chairperson
Kaitaia Intermediate School