

Minutes of Board of Trustees Meeting 27 July 2017 at 7.00pm.

Present: Sue Arrell, Kevin Matthews, Kelvin Horsford, Vasanti Sima, Karen Fiveash, Tina Pedersen, John Tahana, Vincent Rudolph

BoT Secretary: Sheree Blakeborough

Apologies:, Nil

Karakia: Vincent

Minutes: 22nd June 2017: *Accepted as true and correct.* *Moved by Kevin, Seconded by Karen*
Carried

Matters Arising:

- First Aid quotes from Ron Liddicoat received, Vasanti to arrange a suitable day with staff for training

Inwards Correspondence: *(tabled)*

- **Novopay news** School caretakers and canteen collective agreement changes
- **Arcline** Hall & roofing updated plans
- **CoL** examples of on-the-ground change
- **Argest** Building WoF declaration & certificate
- **First Security** 5% increase on patrols from 1st July
- **Education Gazette** Volume 96 Number 11
- **CLNZ** print license
- **Contact** price increases
Daily Charges from \$1.451/day to \$2.151/day
Anytime from 41.3 cents/kWh to 38.7 cents/kWh
Electricity Authority Levy no change from 0.16 cents/kWh
- **R.Liddicoat** first aid training quotes
- **MOE** Op grant entitlement notice

Outwards Correspondence:

- **Oxford Sports Trust** grant application - AIMS transport

Motion: *Inwards correspondence accepted, outwards approved* *Moved by Kelvin, Seconded by Tina*
Carried

Financial Report: *see attached*

As at 30th June we have spent 49% of what was budgeted for the year

Actual funds as at 30 June 2017 are \$318,615

Budgeted Available funds as at 30 June 2017 are \$271,845

Items of significance;

- Drain repairs
NB: a diversion for drainage in the near future required around the exterior of the tiger turf with current issues underneath unable to be fixed.
- SES funding is offset from income code
- Furniture grant (hall chairs + 30x new classroom chairs)

Financial report accepted and accounts moved for payment, retrospective accounts moved & approved

Moved by Kelvin, Seconded by John
Carried

Kevin thanked Kelvin for his report

- **Oxford Sports Trust** AIMS team hire of transport accepted \$1,643.48 excl. GST

Principal's Report. (Sue) *see report attached*

- **Roll** 243 students, 1 pre enrolment
- **Attendance** 84.64%
- **Injured or ill** 20 students recorded, 14 for headache / feeling unwell, 6 for playground injury or dressing
- **Matariki** date changed to Sunday 6 August
- **Kai cooker request** from #64 Squadron 19th August *approved and to be advised to use own gas bottles*
- **Interactive whiteboards** offered for free from Pompallier School should KIS want them *being investigated by member of staff*

Kevin thanked Sue for her report

Self Review:

NAG 4: Activity fees, Donations and Expenses Policy to be reviewed annually alongside budget

Motion: the Board moves and approves the Activity fees, Donations and Expenses Policy for K.I. S

*Moved by Kevin Seconded by Tina
Carried*

Health & Safety Report: (Karen)

- Repair book of recent repairs handed out for general discussion

Staff Rep Report:

- **Sabbatical** application made by Craig Benjamin for 2018

General Business:

- **First Aid Courses** see matters arising from previous minutes
- **Matariki** date change see Principals report
- **VisTab** cleared for purchase and instalment

Property Matters:

- **Hazard Register** signed off and checked by Caretaker 26/7/17
- **Water Meter Report** not yet carried out by Caretaker
- **Hall & roofing plans**

Motion: the Board gives permission for Arcline to put the project out for Tender

*Moved by Kelvin Seconded by John
Carried*

Meeting closed: **8:40p.m.**

Next meeting: **15th Aug 2017**

Certified as True and Correct

Signed:

Dated:

**Kevin Matthews
BoT Chairperson
Kaitaia Intermediate School**