

## Minutes of Meeting

Tuesday, 2 August 2022  
63 St Georges Rd, Avondale  
-at 6.45pm



BOARD OF TRUSTEES 2022

**Attending:** Allan Bates, Sandra Bosman, Michael Causley, Vicki Morris, Amrita Sadanand  
**Apologies:** Dianne Thompson  
**Absent:** James Bull, Infay Wong See has moved out of Auckland, Michael has been in touch with him.

1. **Welcome** - Michael welcomed those who were present, including Greta Mackie.
2. **Devotion** - Amrita's devotion was based on Jeremiah 29:11. Disruptions to our plans through covid and other things are disappointing and unsettling for us. We don't always see God's plans straight away but we do have to trust that His plans are for our good. We do have to make plans, e.g. strategic plans, property plans, budgets, etc. but we always need to remember that God has big plans for Jireh - to prosper and not to harm. He has already brought us so far and we need to continue to trust that He will continue to bless us as we trust in Him and His will for the future. She then prayed.

### 3. **TIWAI Learning Area Report** - taken as read

Greta pointed out the following -

- The biggest change in this area is the new teacher who is working really well with the Year 7 class. As a beginner teacher she is being mentored by Vicki.
- Ongoing absences due to covid and the flu continue to be a challenge and are being navigated as best we can.
- A new devotional programme, Route 66, is being trialled over two years. So far, it is working well for the staff and students. The big picture idea that it focusses on ties in with the PD that is being done with Jackie Lloyd. Students are growing in confidence with praying in class. All of the students are confident to pray in front of the class or in small groups. Encouragement is offered to pray for each other and each other's needs and many are giving thanks during prayer rather than just prayer needs. Unfortunately, mainly due to absences, memory verse memorisation has been slipping but this term is off to a good start.
- The Science Lab has a few needs -
  - o Hot water at the taps and paper towel dispensers.
  - o A lockup container is needed for storing chemicals.
  - o The sinks are a bit small and the current combination of sinks and taps is not ideal.

Sandra is to address these issues, especially the unsafe and non-compliant issues and report back at the next meeting.

Thanks were extended to Greta for a very comprehensive report.

Vicki prayed for Greta and she then left the meeting.

### 4. **Confirmation of Minutes**

The minutes of 21 June 2022 were accepted as a true and accurate record.

**Moved Vicki / Sandra Seconded. AGREED**

### 5. **Matters Arising from Minutes & Action List**

- Possible spending on storage and resources is addressed in the briefing paper. This includes the needs that were in the Manu Learning Area report.
- As a result of the Finance sub-committee meeting Sandra looked further into the processes that CES use to prevent fraud. The process verbally given is -
  - o Rolene loads payments on to XERO.
  - o Sandra approves them, item by item and then approves the batch payment and sends it to Helen at CES (she was previously with Leading Edge).
  - o Helen and another CES employee both make sure that the payments are all correct and figures match with invoices, etc.
  - o Both these people have to authorise the payment with their own code.
  - o Helen puts the payment into the bank to make the payment.

- o Rolene sees any banking activity as it shows up straight away on Xero.
- o Another JCS staff member does random audit checks of payments which goes to the auditor and they also do random checks.

Sandra is to ask CES to write up a procedure listing the above steps so that we have it written down. Once this is done, we could also look at an outside organisation doing an audit to show us where we are vulnerable.

A question was asked about Term Deposits and Sandra informed the meeting that these are organised by CES as they were by Leading Edge. Sandra is to look at the Term Deposits procedure and report back to the Finance and Property Committee so they can see whether we can invest money for longer and get a better return for our money.

**6. Conflicts of Interest** - no new conflicts of interest.

**7. Term dates for 2023** - taken as read

**It was moved that we accept the terms dates for 2023 with the proviso that we may change the end date to two days later so that we can include two TOD's in Terms 2 & 3.** (TOD's are likely to be made available due to the curriculum refresh.)  
**Moved Sandra/ Amrita Seconded. AGREED**

**8. BOT Elections**

All nominations and profiles need to be uploaded by midday, 3 August. Voting is in September. We currently have 5 nominees.

**9. Policies**

**ESOL (English for Speakers of Other Languages)**

The following sentence was removed as it talks about something that we aren't allowed to do anymore. "Extra financial support could be gained from parents if it is appropriate."

**Principal's Performance Management**

No change to this Policy.

**It was moved that these Policies be accepted with the one change listed above.**

**Moved Allan/ Amrita Seconded AGREED**

Sandra is to check if these Policies need to be reviewed annually.

**10. Reports**

- **Principal's Report** - taken as read

- o EQI (equity index) will replace decile ratings. The lower the number the less money you get. We are quite likely to have a drop in operational funding. Schools will be transitioned up to 5% a year to help them cope with the change. We will see this start to come into effect in the 2023 budget. Targeted funding would drop. We were a new school in 2018 so our decile rating was most probably based on schools around us. This new index will be updated every year rather than every 5 years. We will know in September what our grant will be and how this new system will affect us.
- o We are still waiting for the relocatable. Allan Grav is still waiting for the report from the Geotech company. The new class has gone in to the ESOL room and ESOL have moved to the music room. The only music lessons that are happening are private one-on-one lessons that take place in the makerspace room and the church hall.
- o Our roll is 256. We are losing 3 students at the end of this term with at least 7 to start in Term 4. Lots of interviews took place yesterday for next year and Term 4.

**It was moved that the Principal's Report be accepted, with thanks.**

**Moved Sandra/ Allan Seconded AGREED**

- **Finance & Property sub-committee report - June monthly report**

A meeting was held this week where the tabled papers were reviewed. We continue to be in a strong position and need to give consideration to the extra expenses as outlined in Sandra's document.

**It was moved that the Finance Reports for June be accepted. Moved Allan / Amrita seconded AGREED**

- **Increased Spending Briefing Paper**

It was agreed to change both figures to \$20,000.

**It was moved that this paper and its expenditure be accepted.**

**Moved Sandra/ Allan Seconded. AGREED**

**11. Curriculum Level Data -**

Discussion took place about the data that was presented and what can be done to do better in these areas. Two years of disrupted learning and lockdowns have contributed to these figures. Some students really haven't engaged-with on-line learning and there are large chunks of learning that have been missed. This is a national problem, and all schools are looking at what they can do to improve. Jireh is working on writing skills over the next 3 years and another initiative is looking at ways we can expose children to more good oral language by having audio readers with the paper ones.

Other possibilities to improve attendance and results is to continue phoning and visiting more parents and encouraging them to bring their children back to school. We could also look at potentially funding a tutor for a new after school homework initiative.

Sandra to give some thought to this and come up with a proposal for next meeting.

**12. IKA Overnight Camp Request-**

This has been planned for the last two years but has been unable to happen. The cost would be around \$200 if the Parents Association fund the transport costs. Maliah is prepared to co-ordinate some fundraising that would help reduce the cost. The plan would be that this is held on alternate years to the Wellington trip for Year 7&8.

**It was moved that this Camp Request be approved.**

**Moved Sandra/ Amrita Seconded AGREED**

**13. Inward Correspondence - none**

**J.4. Future Business -**

Discussion took place around a visioning day to discuss where we are going in the future. It was agreed that we need to have the 10-year plan first and also explore what needs to happen to be able to apply for a change of class (Year 1 to 13). A short term (10 year) plan set by the Kingsway Trust will allow us to see what can be delivered over the next 10 years and then it will be easier to plan for the time beyond that.

**15. Next Meeting - 27 September 2022. Vicki puts in her apologies as she will be at Sports Camp.**

**16. Michael closed the meeting in prayer at 8.24pm.**

Signed as a true and accurate record:

Approved:

Chairman: [MICHAELCAUSLEY](#)

Date: 28/09/2022