

**Minutes of Meeting**  
Tuesday, 29 November 2022  
63 St Georges Rd, Avondale  
at 6.45pm



**BOARD OF TRUSTEES 2022**

- Attending:** Allan Bates, Sandra Bosman, Michael Causley, Andrew Coombridge, Gael Goulter, Vicki Morris, Amrita Sadanand, Aron Singh.  
Allan Grav was present for the first part of the meeting.
- Apologies:** Tavita Fesolai

1. **Welcome** – Michael welcomed everyone to the meeting.
2. **Devotion** – Andrew led the devotion based on 2 Timothy 1: 8 - 12. Paul writing to Timothy. As we go into Christmas this text gives us 3 things to think about –
  - **not to be ashamed** of the testimony which comes as a result of knowing the gospel of Christ Jesus. How are we going to be people who are not ashamed, during difficulties that may be on the horizon?
  - **Paul relies on the power of God** not his own strength. God has given us gifts which we use in His power. How strong is that power? The power that abolishes death and has brought eternal life.
  - **Expect suffering** for the gospel. Paul wasn't ashamed and we shouldn't be either.Andrew linked this to the Theological Framework document from KWT.  
He then prayed to open the meeting.

3. **Proprietor 10 year plan – Allan Grav**

Allan presented this document. He has referenced a Ministry document issued in June 2022 which has guidance for schools regarding the area provided for each learner – General (Classrooms) and Practical spaces (ESOL, Science, Music). An audit of the school was done around the middle of the year; measuring spaces and seeing how they have been utilized and by how many children.  
This document provides a stepping stone for discussion and it was acknowledged that the final plan may be quite different to what is in this document. One question to think about is “What is achievable resourcing to accommodate growth?”

One portacom is in progress for this year and will hopefully be in place over the Christmas break but that depends on Council and on moving companies and builders being available during this time. Today, extra reports have been received and now drawings and specifications from the engineers have to change so that they can be resubmitted to Council. Hopefully this is a straightforward process and there will be no more holdups with Council.

Discussion ensued. The new Board has only been in place since September and it was felt more time was needed before making any long-term decisions. Points to note –

- the school programme cannot operate properly due to practical spaces not being used for what they are designed for, e.g. ESOL using the music room which means music is happening in Makerspace. This space is not able to be fully utilised with no Makerspace programme happening at this time.
- The school can only manage as it is currently until the end of Term 1 and that is without a music programme being offered.
- Enrolments continue to come in and some areas are at capacity.
- With enrolments already received and more coming in each day there is no room for growth in NE and Year 2 levels beyond Term 2. There are currently 9 new enrolments for Term 2 which will bring our total number to 277.

It was agreed that –

- more time is needed to finalise the 10-year development plan, with input from the staff regarding placement of portacoms.
- we do need to think outside the box regarding growth as things are changing in education and we need to be able to accommodate that growth, not just at NE level but across the board.

- there are various possibilities open to us, e.g
  - remain a smaller school but go to Year 13
  - grow larger and go to Year 10
- we look into the possibility of hiring portacomms rather than buying to see if this is a more viable option that may mean we can get portacomms on site more quickly.
- we could look at a 5-year plan where we go to 450 with the addition of more portacomms.

Sandra prayed for Allan who then left the meeting.

#### 4. Confirmation of Minutes

The minutes of 18 October 2022 were accepted as a true and accurate record.

**Moved Amrita / Sandra Seconded. AGREED**

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

- Non-compliant issues for Science Lab. Everything has been completed – 2 new sinks and taps, hot water is available and a safe has been ordered to store the chemicals.
- Opportunity for Board members to meet the staff – Sandra to organise for next year.
- Board training set for early 2023.
- Finance Committee to meet to discuss the budget - done
- PKA has started again and is being run by Kete. There is a talanoa tomorrow night for our Pasifica families. The PKA programme already has funding for 2023.

#### 6. Conflicts of Interest – no new conflicts of interest.

#### 7. Policies – no Policies

#### 8. Reports

- **Principal's Report** – taken as read. Points to note
  - There is some extra funding to come for the Intermediate students through one additional management unit and additional staffing, so the staffing will be the same as this year.
  - The incident where a student broke his arm was well managed and students have been told that they must stick to the playground that they are meant to be playing on at all times. Most accidents happen due to younger children playing on the senior playgrounds which are not designed for their size.

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

**Moved Allan / Vicki Seconded. AGREED**

- **Data for Reading, Writing, Mathematics for 2023**

- There have been improvements.
- Next year the PAT Maths report will be presented which will compare Term 1 and Term 4 2022 results.
- The results compare curriculum levels for Term 1 and 4. Normally it's a comparison over 3 years but that hasn't been possible over the last few years.
- This data shows good progress in all subject areas. Writing will be worked on over the next 3 years and a group of teachers has been set up to deal with this.
- Specific plans are being put in place for those children who are still below. Teachers are aware of these children and are involved with the plans that are put in place to help them. We have a great RTLB (Resource Teachers Learning & Behaviour) Cluster this year with lots of teacher aide support and funding.

- **Finance & Property sub-committee report – October monthly report**

- The financial position for October is still healthy and we are in a good financial position.  
**It was moved that the October Monthly Reports be accepted, with thanks.**

**Moved Allan/Amrita Seconded. AGREED**

**It was moved that the Financial Reports be accepted, with thanks.**

**Moved Allan/ Michael Seconded. AGREED**

- Approve the 2023 budget  
There is enough resourcing in this budget for 300 pupils.

The process for drawing up the budget is that Sandra and Rolene draft it, then it goes to CES, then to the Finance sub-committee and then to the Board for approval.

**It was moved that the 2023 budget, with a \$79000 loss, be approved.**

**Moved Allan / Andrew Seconded. AGREED**

One question was raised for the Finance sub-committee to consider – "How can Interest earned over the last 5 years be spent?" Allan will ask an external party as this will apply to all KWT schools.

- Approve the annual and 10Yr Property Plan
- Approve the cyclical maintenance plan  
CES has prepared this the cyclical maintenance plan and it only applies to painting. It is a big expense that needs to be covered by the Board not the proprietor. We are currently in the process of completing all necessary painting and it will be finished by the end of next year.

**It was moved that the Annual and 10YPP (Maintenance), and the Cyclical Maintenance Plan be approved.**

**Moved Sandra / Allan seconded. AGREED**

**9. Inward Correspondence –**

- Letter from CES regarding the West Auckland Education Services Co-operative (WAES)

**10. Future Business –**

- Strategic Planning for 2023 –  
Gael to send out an email regarding possible dates for an evening zoom meeting in February to discuss the Strategic Plan and a Saturday in-person meeting in March to discuss Property Planning.

**11. Next Meeting – 21 February – Tavita on devotions.**

Michael closed the meeting in prayer at 9.15pm.

Signed as a true and accurate record:

Approved:

  
Chairman: **ANDREW COOMBIDGE**

Date: **21/2/23**

<b>ACTION LIST from 29.11.2022 meeting</b>	<b>WHO</b>	<b>WHEN</b>
<b>Items Carried Over from previous meetings</b>		
Opportunity for Board members to meet the staff	Sandra	Early 2023
Organise training for new Board members	Sandra	Early 2023
<b>Items forthcoming from the 29 November meeting</b>		
Send an email regarding a date for a zoom meeting for the Strategic Plan and a Saturday meeting to discuss Property planning	Gael	?
Follow up on what interest earned can be spent on	Allan €	Prior to 21.2.23
PAT Maths results to be reported on.	Sandra/Maliah	21.2.23