

# **MINUTES OF KAPANUI SCHOOL BOARD OF TRUSTEES MEETING**

**Held on**  
**Wednesday 5 August 2020**  
**At 7.00pm**

## **Present:**

Ben Addington, Craig Vidulich, Meredith Pearson (via Zoom), Kiriana Papara, Jane Tesoriero, Mike Roberts, Michelle von Keisenberg and Jeanette Turkington

## **Apologies**

None

## **Welcome**

Michelle Whitaker

## **Opened Meeting with a Karakia**

## **Declaration of Interest**

Ben has been elected as Chair on the Kapiti College Board of Trustees.

## **Principal's Report**

### **School Logo**

Craig tabled letter from the Waikanae Marae Trustees in support of the design of the new logo. The BoT asked Craig to clarify with Doris Lake the wording in the letter. The Board was unsure if the Trustees had suggested tweaking the design. Craig will contact Doris and inform the BoT via email.

## **Staffing**

Craig would like to start a new junior class in term 4 due to the junior classes filling up and more expected in term 4. There is money in the budget which can be used for this.

**Motion:** BoT will fund a junior teacher for term 4.

**Moved:** Craig                      **Seconded:** Mike                      **Approved**

## **Staff Leave**

Letter from staff member requesting two terms refreshment leave to support her daughter with her special needs child while pregnant. The leave is for term 4 2020 and term 1 2021.

**Motion:** BoT approve leave request

**Moved:** Craig                      **Seconded:** Jane                      **Approved**

## **Playground**

An increased price has been received from the company. Members of the Home and School Fundraising have been consulted and asked if they would like to contribute funds to the new playground. Initially the committee is not keen as they feel that more community consultation is needed before they can commit. The Transpower grant has to be spent by the end of the

financial year. Craig will attend the next Home and School meeting and will report back to the BoT.

### **Mid-Year Assessment**

Student Led Conferences are being held on 6 August.

Craig tabled data from mid-year assessments. Numbers seem to be on track even with the COVID lockdown. Family history of dyslexia question has been added to the student enrolment form. Discussion around the data, cohorts and next steps.

### **School Roll**

26 students are expected to enrol before the end of the year, bringing the total roll to 600.

### **Internet Domain name change**

A few teething problems, but these have been sorted.

### **Curious Cove Camp**

Senior teachers are looking at a payment schedule for parents. The board suggested that parents are given a detailed itinerary. **Action: Jane will talk to Karen**

### **Property**

Rooms 1-4, staffroom and admin areas are scheduled for an upgrade. The architect is drawing up a draft plan and this will be shared with BoT. Staff have been asked to contribute ideas that will be passed on to the Architect.

### **Reviews for Term 3**

- Appointment procedure
- Learning support
- Child protection

**Motion:** Principal's report for July is accepted.

**Moved:** Michelle      **Seconded:** Meredith      **Accepted**

### **Finance Reports July**

SENCO money is budgeted and unspent. The BoT suggests that this money be used to support SENCO by funding appropriate interventions. **Action: Craig will talk to Lyn.**

Could Craig ask if Waikanae School employ SPELD tutor? C **Action: Craig will explore.**

### **Finance Reports for July 2020 – tabled**

**Motion:** Finance reports for July accepted:

**Moved:** Ben      **Seconded:** Mike      **Accepted**

## **Discussions**

### **Bilingual Class**

Craig has not managed to meet with Sophie yet, however a meeting will be held in the next day or so. The main considerations are appropriate qualified and proficient te reo speaker and enough interest from families to support a class. We reviewed the feedback from the community survey. The Board acknowledge the need for support and buy in from our Maori community. Based on where we are at now, the Board cannot make any decisions at this stage. This agenda item will be kept on the table.

### **Chair**

Ben submitted his resignation as Chair, next month's meeting will be the last meeting as Chair. He is happy to stay on as Deputy Chair until the end of his tenure at the end of the year. Board members were asked to consider who will be appointed as chair.

### **Sexuality Meeting for parents**

Letter tabled from parent. Thorough discussion about the recent meeting which generated high emotions and questions from parents. For future meetings the Board decided that meeting protocols/guidelines will be discussed at the beginning to ensure the meeting runs smoothly. Ben will acknowledge and respond to the parent's letter.

**Action: Draft letter - Ben**

### **Agenda items next meeting**

- Playground
- Bilingual class
- Staffing
- Property
- Strategic plan update

Michelle thanked the Board on behalf of the Junior school staff for their gifts.

### **Minutes from last meeting**

Minutes from last meeting accepted as a true and correct meeting

Moved: Meredith      Seconded: Mike      Accepted

**Meeting closed at 9.03pm**  
**Date for next meeting 10 September**

Signed \_\_\_\_\_ Chairperson, Board of Trustees

**Action Points**

<b>Point</b>	<b>To action</b>
Discuss camp notice with Karen	Jane
Contact Sophie	Craig
SPELD tutor	Craig
SENCO funding – talk to Lyn	Craig
Respond to parent’s letter	Ben