



## MINUTES OF THE OPEN SECTION OF A MEETING OF THE KAIKORAI VALLEY COLLEGE BOARD HELD ON TUESDAY 30 JULY 2024 AT 5.30PM

**PRESENT** Mark Rogers (Presiding Member), Jatin Bali, Sarah Moreton, Maree Kleinlangevelsloo, Zara Kleinlangevelsloo

**APOLOGIES** Tracy de Woeps, Nicole Lowrey, Laszlo Peter, Sefton Vuli

**IN ATTENDANCE** Stewart Tagg, (Assistant Principal), Scott Gordon, Katherine-Mary Molloy (Minute Taker)

Mr Rogers congratulated Mr Bali and staff for the wonderful Open Night held the previous evening. Mrs Moreton and Mrs Kleinlangevelsloo also attended and said it was an excellent evening and that Mr Bali's speech was warm and welcoming. The Art room presentation was superb! Congratulations also to Mr Tagg who was in charge of proceedings. Mr Tagg noted that it was an all school effort and that everyone had pulled together to make it a successful evening. It was noted that student numbers are low this year at year 6 but higher at Year 5. It was suggested that the school also starts targeting Carisbrook Primary as a possible feeder school.

(8.2 - agenda) A notice had been posted in the newsletter regarding a possible by-election to appoint a trustee to the Board (1 request received). The date for submissions closed 12 July 2024. Mr Scott Gordon was duly appointed as a community representative to the Board, effective until the 2025 elections. This brings the Board to a full cohort. Mr Scott will email Ms Molloy a brief précis about himself for the website and for an introduction to our community for the newsletter.

**MOVED** Mark Rogers **SECONDED** Sarah Moreton  
(All Aye)

### MENETI O TE HUI - Minutes

The minutes of the OPEN part of the meetings held on 29 May 2024 were confirmed as a true and accurate record.

**MOVED** Jatin Bali **SECONDED** Sarah Moreton  
(All Aye)

1. **MATTERS ARISING:** Mr Peter will attend to his action points upon his return from leave (Send to the Board information on Māori Learning opportunities)

### 2. FINANCE

The finance reports for May and June 2024 and minutes from a meeting held on Tuesday 30 July 2024 were table discussed and accepted.

2.1. The Board ratified creditor payment of \$305,271.23 for the month of June 2024, payment of the accounts having been processed as per Board of Trustees' policy and procedures.

**MOVED** Mark Rogers **SECONDED** Maree Kleinlangevelsloo  
(All Aye)

2.2. At the meeting the Finance committee had approved an increase in Mr Stewart's (International Director) credit card limit from \$5,000, to \$10,000. This was approved as Mr Stewart had found that while travelling overseas on Marketing trips he had reached the limit on his card several times before the end of the trip.

2.3. Mr Lee will continue to attend sub-committee meetings and report on finances. He will be there



to report only and answer reporting questions. The Special Needs committee meeting is to be held on a Thursday, possibly Week 5 at 3.15pm. Mrs Moreton will contact Mrs Nicholson.

- 2.4. The Auditor General's Office has contacted the school by letter to advise that they have been appointed to Kaikorai Valley College for a further three-year period (2024-2026) and asked whether the school wished to continue with this arrangement with the current auditor. Mr Rogers recommended the Board agree to keep the current auditors.

**MOVED** Mark Rogers                      **SECONDED** Sarah Moreton  
(All Aye)

- 2.5. Finances were reported to be tracking satisfactorily.

### 3. MONITORING

3.1. Principal's report (*tabled as read, discussed and accepted*)

3.2. Staff report (*tabled as read and accepted*)

3.3. Student report (*tabled as read and accepted*)

3.4. Health and Safety report (*tabled as read and accepted*)

3.5. Property report (*tabled as read and accepted*)

- Mr Bali said the gym upgrade was not a formal proposal but may have been presented as such. This needs further discussion. Mr Lee will arrange a meeting when he returns from leave.

3.6. International Committee report (*tabled and a verbal report was given*)

- Mrs Kleinlangevelsloo said that directing some funds from the International Department for the use of the Urban Farm had been raised at the meeting. (carried forward to the next meeting)

### 4. KAUPAPA HERE - POLICIES AND PROCEDURES

4.1. Sexual Harassment Policy (*deferred to August meeting due to apology*)

4.2. Gifting Procedure: Mr Tagg spoke to the suggested changes to the procedure re the power dynamic between teachers and students, the blurred lines between staff and students, external perceptions, protecting staff, making sure everyone is "on the same page", that giving large prizes or "gifts" undervalues other students' efforts.

The Board approved the changes and adopted the amended procedure.

**MOVED** Sarah Moreton                      **SECONDED** Zara Kleinlangevelsloo  
(All Aye)

### 5. CORRESPONDENCE

5.1. A letter regarding a school lunch proposal was tabled and discussed.. It was noted that further information about school lunches will not be forthcoming from the government until at least September and that it would be precipitous to make any service provider changes at this time until the school knows what is happening.

5.2. An email regarding Student Representative elections 2024 and to appoint a Returning Officer by 19 August was tabled. Mr Rogers nominated Ms Molloy to be the Returning Officer for the 2024/2025 student elections.

**MOVED** Mark Rogers                      **SECONDED** Maree Kleinlangevelsloo  
(All Aye)

### 6. STRATEGIC FOCUS

6.1. Annual Plan for 2025: Mr Bali proposed to the Board having a full day workshop to draft together the Annual Plan. Close to the end of 2024 (to be considered further) Trustees were enthusiastic about this proposal and discussion was held about the logistics of when, where and



how. Mr Bali could ask a Ministry person to come and talk to the Board. Senior leaders could also perhaps attend for some of the time. It was agreed to hold the meeting after school finishes, possibly the week after. Fridays suit Mrs Kleinlangevelsloo. Mr Rogers and Mr Bali will set a date.

### 7. ANY OTHER BUSINESS

7.1. Delegation of Authority to Discipline Committee – Mr Rogers recommended an update to the annual delegation procedure. “The Board delegated authority to the Disciplinary Committee to manage the function of the Disciplinary Committee and the quorum shall be three, which includes the chair. There will be an independent minute taker”. Ms Molloy to add to the procedure.

**MOVED** Mark Rogers **SECONDED** Sarah Moreton  
(All Aye)

7.2. Proposed Europe Trip: Mr Tagg outlined the proposed Europe trip, which, if approved, would take place in 2025. There has been very positive feedback from families already, and a firm commitment from enough to make the trip viable. Team and individual fundraising (monthly different efforts) would get underway as soon as any approval was given. Ms Mulder and Mr Corlet would also be the accompanying adults. London and Paris are easy cities to get around. If the trip became untenable for any reason all monies would be refunded except non-refundable deposits. Parents and caregivers have been made well aware of this. All finances would go through the Executive Officer. Mr Tagg requested approval from the Board to begin the process to get this trip underway. RAMS forms would be completed in a timely manner for presentation to the Board. The Board approved that the Europe trip processes proceed.

**MOVED** Sarah Moreton **SECONDED** Jatin Bali  
(All Aye except Mr Gordon who recused himself)

7.3. RAMS Form for approval for a Japan trip (Janette Potter): The RAMS form was presented to the Board for approval. It was noted that it was a thorough and excellent example of a completed RAMS form. Due to the fact that Mr Gordon has just been appointed to the Board this evening he did not vote as he had not had an opportunity to read the forms.

The OPEN session of the meeting ended at 7.37pm

### 8. DATE OF NEXT MEETING

27 August 2024

### EXCLUSION OF THE PUBLIC

APPROVED a motion under Section 48 of the Local Government Official Information and Meetings Act 1987 that the public be excluded from the remaining parts of the proceedings of the meeting as set out in detail in the agenda.

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(PRESIDING MEMBER)

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(DATE)



POINT	WHO	ACTION
Matters arising	Laszlo Peter	Send to the Board information on Māori Learning opportunities
2.3	Sarah Moreton	The Special Needs committee meeting is to be held on a Thursday possibly Week 5. Mrs Moreton will contact Mrs Nicholson.
3.5	Brian Lee	Mr Lee will arrange a meeting when he returns from leave re the proposal gym upgrade.
3.6	Maree Kleinlangevelsloo	Directing some funds from the International Department for the use of the Urban Farm ( <i>carried forward</i> )
4.1	Nicole Lowrey	Sexual Harassment Policy ( <i>deferred to August meeting due to apology</i> )
7.1	Katherine-Mary Molloy	Ms Molloy to add to the procedure delegation of authority disciplinary committee
7.3	Jatin Bali	Are teacher aides allowed to drive students? (Mr Bali will check)
8.2 - agenda	Gordon Scott	Mr Scott will email Ms Molloy a brief précis about himself as he has been appointed to the Board for the website and for an introduction to our community for the newsletter.