

NORTHCROSS INTERMEDIATE SCHOOL

BOARD OF TRUSTEES MEETING

26 NOVEMBER 2019

PRESENT: David Oakley (Chairperson), Jonathon Tredray (Principal), Kevin Faulkner (Executive Officer), Marc Rowlinson (Staff Representative), Lynne Potts (Board Secretary), Wendy Naidu (Deputy Principal), Christina England (Deputy Principal), Jill Haslam (Deputy Principal), Tania Wansink, Gavan Brunton, Annamaria MacLean, Jared Cuff.

PRESENTATION STARTED AT 6.30 P.M. PROPOSED PLAYGROUND: Three of our Northcross students Brooklyn Te Mana, Cassie Bentham and MacKenzie Williams gave a presentation on the proposed Northcross Playground. A survey was taken with both Year 7 and Year 8 students 662 responses were received. 86.7% of students thought having a playground within the Northcross School grounds was a great idea. It would be great for students to form new friendships, become fitter and more focussed in the classroom. Teachers could even use the playground area as part of their PE programme. Option 2B was shown to the Board and this playground has now been installed in over 30 schools in New Zealand. The cost is approximately \$125,000.00. David Oakley opened the floor up for question time with the presenters. Some of the questions asked by the Board members were how many students would be able to use the playground at any one time, how long would it take to complete the project. David Oakley thanked the girls for their outstanding presentation to the Board. The girls left the meeting at 6.44 p.m.

LATE: Rachel McKenlay arrived at 6.38 p.m.

MINUTES OF THE PREVIOUS MEETING: The minutes are a true and accurate record of the previous meeting held on the 22 October 2019 with the amendment to the Sports Review: It should read Jonathon Tredray spoke to the Board about reviewing the extracurricular sports programme at Northcross Intermediate School. Moved David Oakley. Carried unanimously.

REPORTS:

PRINCIPALS: Jonathon Tredray presented his report to the Board.

NAG 1 & 2 CURRICULUM & REVIEW: Jonathon presented results on our student achievements. He acknowledged Wendy Naidu for her input into providing relevant data in Maths, Reading and Writing. We have identified a need for greater PD around making Overall Teacher Judgements in mathematics. The maths results show that there are still some students that need to be lifted and shifted. Now that some of our non achieving students have been identified we can now put programs into place that will enhance their learning. With regards to our literacy programme Wendy Naidu reported to the Board that we applied to the MOE for 100 extra hours of teacher PD to upskill our teachers. The application has been successful. Robust board discussion took place.

FPS TRIP BOSTON 2020: Glenis Martin is our FPS Coach. The school is incredibly lucky to have her. Our Year 7 Teams came both first and second in the FPS NZ Nationals that were held recently. Both teams are now eligible to participate in Boston in 2020. Board discussion took place and Jonathon has asked for permission to allow them to go to Boston. The cost to the school is fiscally neutral for the students who attend. However we will pay \$3,000.00 for Glenis Martin to attend. Discussion

took place regarding the appropriate RAMS. Moved Jonathon Tredray/Seconded Rachel McKenlay. Carried unanimously. Jonathon Tredray now proposes that the Yr 7 team that came second in the FPS Nationals also be given the opportunity to represent Northcross Intermediate in 2020. Moved Rachel McKenlay/Seconded Jared Cuff. Carried unanimously.

PRINCIPALS APPRAISAL: Rachel McKenlay asked why there was such a delay in getting the appraisals results. Rachel McKenlay felt that the Chairperson should be more involved in the appraisal process. Robust board discussion took place. David Oakley is to contact Jo Robson regarding the Principal's appraisal. He feels it should be a more inclusive process as the Board is responsible for the Principal. Lynne Potts read a report from Jo Robson to the Board explaining when the process will be reported on and completed.

Jonathon Tredray moves that the Principals report be accepted/Seconded Annamaria MacLean. Carried unanimously.

PROPERTY REPORT:

ASSETS FOR DISPOSAL: Board permission is requested to dispose of the assets as per the list. Moved David Oakley. Carried unanimously.

David Oakley moves that the Property report be taken as read. Carried unanimously.

FINANCE REPORT: Kevin Faulkner presented his report to the Board for October. He explained that there was a small, expected, monthly deficit pushing the year-to-date (YTD) operating deficit figure out to \$171,309. He reminded board members that this deficit was entirely due to the audit requirement to move 2019 designated funds into 2018, ie when those funds had been received. Without that switch, the operating position for the year would be a healthy one. He remained confident in the end of year (EOY) deficit forecast of approximately \$140,000 with the Takigawa inward visit and uniform sales revenue in November more than offsetting EOY expenses in December.

He further explained that the working capital position slipped in similar vein in October to \$239,794 but was projected to recover to over \$250,000 by the end of the year-end.

Kevin also presented his **draft operating budget for 2020**. The bottom-line was for a small operating surplus of \$7,115. He explained that increased operational grant funding along with an increased school roll combined with reduced staffing costs resulting from lower workforce changes had enabled to the small surplus figure to be reached despite expectations for a markedly lower donation rate going forward. Annamaria MacLean asked how he had calculated the donation rate and Kevin explained that, of course, it could only be as estimate but that it was based on the enrolment week revenue in the current year as compared to that in the previous year. He added that obviously the year's actual collection rate could indeed vary to expectations but if that were the case the likelihood was for an improved figure rather than a lower figure. This opinion was based partially on the success in the last few weeks of a collection effort being carried out by Lynne Potts in relation to 2019 costs. Of course, he added, should 2020 collection rates disappoint, then future year projects and budgets would need to be adjusted accordingly.

Kevin also explained that fixed assets (ie capital expenditure) items for 2020 were still being collated and that these would be emailed out to board members before the end of the year. He added that capital expenditure only impacted the operating budget through the depreciation category, but given the current small projected surplus the operating budget may need to be tweaked to allow for the board's capital expenditure priorities and preferences. Also, of course, capital expenditure

would directly impact on the school's working capital position and the board would need to agree its minimum level of comfort with that (ie for an emergency provision) when confirming its capital expenditure priorities.

Kevin concluded by saying that full sign-off of both operating and capital expenditure would be sought at the first meeting of the new year which is likely to be held in late February. Board discussion took place regarding the draft of the 2020 operating budget.

Annamaria MacLean moved that the Finance report be accepted/Seconded Jared Cuff. Carried unanimously.

Lynne Potts was acknowledged by the board for the collection of outstanding costs owed.

STAFF REPORT: Marc Rowlinson presented his report to the Board.

TAKIGAWA DANA JUNIOR HIGH SCHOOL VISIT: 106 Takigawa Junior High School students, 6 Teachers, 2 Tour Guides, School Nurse and a photographer were all welcomed to our school on the 11 to 16 November 2019. There was only one complaint the whole visit from a Japanese student who complained that the bed was too soft. Marc Rowlinson congratulated Sharon Hines and Anna Inger for arranging all the wonderful homestays. The Japanese teachers were all extremely impressed with our school and our students.

SKILLS BRIGHT SPARKS 2019: Four of our students were selected as New Zealand finalists for the 2019 Bright Sparks Technology Competition. Angelina Yang, won the People's Choice Award and the Most Outstanding Engineering Award. Our four finalists were acknowledged for their amazing success as young women in S.T.E.M. Wednesday 13 November, Angelina, Casey, Isabella and Summer along with Sonia Gobindlal and Marc Rowlinson travelled to Wellington for the day. We met up with Astrid Visser from Massey University's School of Design. The girls were taken to meet with Graduate students and Lecturers to explore the endless opportunities available in STEM and Design.

ANZAC COMMEMORATION STONE: When the stone is unveiled all BOT members will be invited to attend the ceremony.

READING SUPPORT PARENT INFORMATION EVENING: Invitations were given to some students that had just completed a 15 week Reading Intervention on how they could help their children at home with practical teaching strategies on how to use the software together with their children as a maintenance programme.

Marc Rowlinson moves that the Staff report be accepted/Seconded Gavan Brunton. Carried unanimously.

GENERAL BUSINESS:

HEALTH & SAFETY MEETING: This was held on the 20 November 2019 with Rachel McKenlay being the BOT Representative. Minutes of this meeting have been included for you to peruse.

2020 BOARD OF TRUSTEE MEETING SCHEDULE: Christina England and Lynne Potts are to peruse the school calendar and provide a list of meeting dates for 2020. The list once finalised will be emailed out to the Board.

END OF YEAR BOARD BREAKFAST: This will be held on Wednesday 11 December 2019 at 7.30 a.m. Lynne Potts will email you the menu so that you can pre order your breakfast and beverages.

SPORTS AWARDS: This ceremony will take place in the PAC on the 5 December 2019 starting at 7.30 p.m. All Board members are welcome to attend.

ACCADEMIC PRIZEGIVING: This will be held in the PAC on the 10 December 2019 starting at 7.00 p.m. All Board members are welcome to attend.

CORRESPONDENCE:

RESIGNATION: Kelly Shin.

RESIGNATION: Vanessa Fowles.

THANK YOU: David Oakley took the opportunity of thanking everyone on the Board of Trustees for all their help and assistance this year.

PROPOSED PLAYGROUND: Discussion took place by the Board and it was decided that the Board has agreed in principle but it will be subject to finance being available. Further investigation will now be initiated with the Playground People regarding this project. Moved Jared Cuff/Seconded Annamaria MacLean. Carried unanimous.

Meeting Closed at 8.35 p.m.

Next meeting to be advised.

Signed:

Chairperson:

Dated: