



# Karakaka School

EMBRACING LEARNING. BUILDING RESILIENCE. ACHIEVING EXCELLENCE.

"Ka whangaia, ka tupu, ka puawai."

Board of Trustees Meeting, Monday, 07 May 2018

Meeting Opened 5.03pm

**Present:** Adele Loveridge, Gaylene Murdoch, Scott Penney, Emma Burn, Sarah Hynds, Carla Cook

**Apologies:** Darlene Clark

**Visitors:** Jeff Stirling (Edtech Financial Services Ltd), Debbie Withers (Karakaka School)

Agenda Items	Discussion Points	Actions to be Taken
<b>1. <u>Administration</u></b>		
1.1 Present	As above	
1.2 Apologies	As above	
1.3 Declaration of Interests	-	
1.4 Confirmation of minutes	Minutes of meeting 14th March 2018 confirmed and a true and correct record Moved EB Seconded GM	
1.5 Matters Arising: See Action Plan	-	
1.6 Correspondence	<u>NZSTA AGM</u> Karakaka BOT are invited to attend AGM on Saturday 21 July. Decline with thanks.  <u>NZEI</u> - support staff, teachers and Principals large compangn for Primary Sc	

	<p>Paid union meetings notifications. Staff are entitled to attend - a school afternoon close maybe required SH to advise.</p> <p>Auckland Council - AL negotiated and received amended invoice with credit. Well done.</p>	
<p>2. <u>Strategic Discussions</u></p> <p>2.0 Financial Discussion</p>	<p><u>Jeff Stirling, Edtech Financial Services</u></p> <p>Clarification of hall depreciation/write off of some assets that were disposed of and how this has created a deficit.</p> <p>Important that the asset register does have to be updated and kept current but doing this impacts the bottom line.</p> <p>In accounts but not in the 2017 budget - Hall impairment so actual value not the same as what's in books. The Hall is part owned by MOE and Karaka School (awaiting clarification what percentages of ownership from MOE). Hall now fully written off on direction of auditors - based on a report that MOE say is flawed but Auditors have to work on assumption that the info they have is correct. Hall at zero value is good and won't impact budget in the future.</p> <p>Hall was written off at \$98k per year for 4 years. In first 3 years this was achieved within the budget but in the 4th year (2017) the full budget was spent which is acceptable but therefore could not absorb the write off causing a deficit. However this is not an overspend - this is a book/paper entry.</p> <p>Overall we have a healthy working capital which is very good for school this size.</p> <p>Explanation of "bank" staffing - basis is</p>	

	<p>FTE hours ie how many teachers are required for the role not on salaries. Teacher Aids have to be funded from Operational funds.</p> <p>Cyclical maintenance was not done when it was budgeted for ie school painting was saved up and did whole school at one time. \$15k is put into cyclical maintenance each year - we are using 5YA funds for refurbishment not cyclical maintenance funds.</p> <p>Quick Ratio (acid test) looks at working capital. Current ratio 3 meaning we have assets to cover liabilities 3 times. This is very good. Must always have ratio of 1 ie enough assets to cover liabilities once.</p> <p>BOT are planning for a deficit in 2018 but have funds to cover this. MOE only funds for teachers you need as per your roll - if school want additional staff this is BOT funded teachers but it is not sustainable long term.</p> <p>Always better to buy equipment rather than lease - especially if you have funds available. Too many hidden costs and there is no financial gain because schools do not pay tax.</p>	
<p>2.1 E Motions</p>	<p>Nil</p>	
<p>2.2 Self Review Calender</p>	<p>Adjustments; Add Cyclical Maintenance Review</p>	
<p>2.3 Policy Reviews</p>	<p>2 new policy reviews</p>	
<p>2.4 Proposed meeting dates 2018</p>	<p>NS unavailable for minutes 18 June - ask Lynne to provide cover. Monday, 5pm</p>	<p>Action: <u>DC</u> Hautu - Review/research how we are tracking</p>
<p>2.5 PTA Quiz Night &amp; Meetings</p>	<p>BOT representative to attend Quiz Night and thanks PTA. BOT to send report to each PTA meeting (for circulation in advance) but not attend unless for specific</p>	<p>Motion: <u>AL</u> Approve PTA to apply for Liquor License for Quiz Night on Sat, 30th June</p>

<p>2.6 Student Achievement</p> <p>2.7 SENCO Report</p>	<p>discussion.</p> <p>Clarification from CC regarding cohort groups. Groups are;</p> <p>Maths target - Yr 7 and 8 Maths Writing target - males Reading target - Maori males and after 2yrs students</p> <p>Report very comprehensive thank you - the SENCO role has become extremely busy this year and CC has done an outstanding role co-ordinating this and all the different connections.</p>	<p>All in favour</p>
<p>3. <u>Monitoring</u></p> <p>3.1 Property report</p>	<p>Working with Keith Hay homes re defect list. Worked through holidays with a few things still to complete. Also working with Watershed. CCC received from new build and renovations.</p> <p>10YPP has been started. Condition Assessment Reports done. This is being worked on and will be circulated to BOT for feedback. No drainage work required. Tui and Ruru identified to be updated, some roofing repairs, fencing main carpark. Asbestos in Weta and that whole building needs to be removed (was also part of agreement on getting new build done). Weta space will be returned to grass and then assess.</p> <p>Hall issues in Prendoss Report were discussed with MOE to identify extent and cost of hall repairs (MOE Anthea disagreed with Prendos Report). Ownership percentage was believed to be 66% BOT vs 33% MOE - MOE states it is 90% Karaka School vs 10% MOE. Impacts as school now needs to cover 90% of costs build/repairs.</p>	<p>Action: SH Look at archives regarding hall ownership percentages. Also go back to Anthea re locating steel portal report.</p>

	<p>MOE has recommended BOT engage building report. There is no leaking inside, guttering problem has been fixed. Material quality - is there actually a problem?</p> <p>Previous MOE Property person (Karl) noted potential earthquake issue around steel but no record of this went to Anthea.</p>	
3.2 Schoolhouse report	3mth inspection done. Property is excellent. Doors have borer may need to be replaced in the future. Guttering needs cleaning	Action: SH Ask Mr Jeff to look at guttering
3.3 Finance report	Covered with Edtech discussion	
3.4 Principal's report	<p>Shared and taken as read</p> <p>Discussed CoL. No legal requirement at this stage to be part of a CoL but Karaka School sees benefits of being part of it including networking and information sharing.</p> <p>Motion - Rosehill Pathway Kahui ako: Due to the changing political climate along the Ministry's reluctance to constructively discuss alternate leadership models, the Rosehill Pathway Kahui ako moves that we pursue the following options in this order;</p> <ol style="list-style-type: none"> <li>1. Await outcome of most recent approach to Ministry regarding our alternate model once we have complied with the request for additional information</li> <li>2. Become autonomous with existing members using our development alternate leadership model, with the understanding that this will attract no further funding from the Ministry</li> <li>3. As (2) above and open to all member schools of Papakura Principal Association</li> </ol>	<p>Seconded GM All in favour / SH abstain 5 in favour/1 abstain Motion is carried</p>

3.5 Health & Safety	Mr Jeff working through check sheets. Weekly walk around on both playgrounds and monthly thorough check of all aspects.	
4. <u>Publicly Excluded Business</u>  4.1 Commercial Sensitivity (if required)  4.2 Personnel (if required)	<u>Into Committee; 6.59pm</u> <u>Out of Committee; 7.09pm</u>	<u>Motion AL</u> Motion that the public be excluded for Agenda Items for commercial sensitivity correspondence section 48 of the Local Government Official Information and Meeting Act. The reason being to discuss a matter of commercial sensitivity. All in favour
5. <u>Meeting Closure</u>  5.1 next meeting		

Meeting Closed: 7.10pm

Next Meeting: Monday, 18th June 2018

Certified as a true and correct record:

Signed:  ..... Dated: 18.6.18 .....