



MINUTES OF THE OPEN SECTION OF A MEETING OF THE
KAIKORAI VALLEY COLLEGE BOARD
HELD ON TUESDAY 25 FEBRUARY 2025 AT 5.30PM

PRESENT Mark Rogers (Presiding Member), Jatin Bali, Tracy de Woeps, Scott Gordon,
Josh Hopping, Maree Kleinlangevelsloo, Nicole Lowrey, Sarah Moreton, Sefton Vuli

APOLOGIES

IN ATTENDANCE Janette Potter (Deputy Principal), Katherine-Mary Molloy (Minute Taker)

1. **BOT GUIDANCE COUNSELLING REPORT 2024** - *Moved to the March meeting*
2. **PHOTO FOR THE WEBSITE** - *Moved to the March meeting*
3. **BOARD CODE OF BEHAVIOUR POLICY 2025** - *Moved to the March meeting*
4. **BOARD DELEGATIONS** - *Moved to the March meeting apart from the Principal's delegation.*
 - 4.1. The Principal's Delegation was approved as set out in the Schedule of Board Delegations (Annual Delegation of Authority of the Principal – Page 2; 1-2.14) with the change
 - 2.7.1: *Medical Certificate for an absence on sick leave in excess of **three (to five)** days*
 - 2.7.2 *Discretionary leave not exceeding **three (to five)** days*
 - Moved** Tracy de Woeps **SECONDED** Sefton Vuli
(All Aye)
 - 4.2. Mrs de Woeps will assume the Chair of the Health and Safety Committee delegation.
5. **BOARD TASK CHECKLIST TERM 1, 2025** - *Moved to the March meeting*
6. **MENETI O TE HUI** - Minutes
The minutes of the OPEN part of the meeting held on 26 November 2024 were confirmed as a true and accurate record.
Moved Maree Kleinlangevelsloo **SECONDED** Tracy de Woeps
(All Aye)
7. **MATTERS ARISING:**
 - 7.1. (4.2.6). *Mr Rogers said new RAMS forms will likely come out from School Docs in mid-January and will forward them to the Board.* Mr Rogers will talk to Mr Bali and Mrs de Woeps about this. Mrs Kleinlangevelsloo mentioned the geopolitical climate and any possible ramifications for the Chinese trip.
 - 7.2. Mr Bali will advise staff about the MOE Donations scheme.
8. **FINANCE**
The finance committee minutes from Tuesday, 25 February, were tabled, discussed, and accepted.
 - 8.1. Mr Gordon has been seconded to the Finance Committee.
 - 8.2. The draft budget was tabled. This year's surplus is greater than that of previous years. Mr Vuli said it is prudent to acknowledge the potential for unforeseen expenditures throughout the fiscal year, particularly concerning property maintenance (10YPP).
 - 8.3. Mr Vuli will check with Mr Lee whether the school asset register is up-to-date.
9. **MONITORING**
 - 9.1. Principal's report (*tabled as read, discussed and accepted*)
 - 9.1.1. Mr Bali advised the Board that attendance data is now uploaded to the Ministry of Education daily. Mrs. Nicholson and Mrs. Smith are handling this very well. Mr Bali will report attendance data to the Board once per term.
 - 9.1.2. Mr Bali advised the Board of Mr Rod Stewart's resignation effective from the end of Term 2. Mr Rogers will write a letter thanking Mr Stewart for his tenure.



- 9.2. Staff report (*tabled and accepted*)
- 9.3. Student report (*tabled and accepted*)
- 9.4. Health and Safety report (*nil*)
- 9.5. Property report (*tabled and accepted*)

10. CORRESPONDENCE

11. STRATEGIC FOCUS

12. KAUPAPA HERE - POLICIES AND PROCEDURES

- 12.1. Firearms Policy update - *Moved to the March meeting*

13. ANY OTHER BUSINESS

- 13.1. Attendance Rules Guide Draft 1 (*noted*)
- 13.2. Updated Board Election date: The Ministry has moved the election date to 10 September. The Kaikorai Valley College Board will adopt the same date.
MOVED Mark Rogers **SECONDED** Nicole Lowrey
(All Aye)
- 13.3. Contract a company to run an election: Mr Rogers will contact NZSTA to confirm which of the proposed election providers are MOE approved.
- 13.4. Mrs Potter reported on the NCEA results and will share the ERO report on endorsements and unit standards. Mrs Potter will meet individually with HODs and review the NCEA results over the next few weeks.
- 13.5. HOD Curriculum Reports: Mrs Potter and the Board discussed a new summary introductory chapter:
 - No list of staff
 - Keep the subject path rates (performing well and not well)
 - Keep literacy and numeracy co-requisites and achievement standards and CAAs
 - No subject most credits
 - No tracking EasTTle results (not accurate)
 - Keep table at /below/above
 - Keep department concerns

14. RAMS

The OPEN session of the meeting ended at 6.20pm

15. DATE OF NEXT MEETING

25 March 2025

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.

(PRESIDING MEMBER)

(DATE)



POINT	WHO	ACTION
7.2	Jatin Bali	Mr Bali will advise staff about the MOE Donations scheme.
8.3	Sefton Vuli	Mr Vuli will check with Mr Lee whether the school asset register is up-to-date.
9.1.1	Jatin Bali	Mr Bali will report attendance data to the Board once per term.
9.1.2	Mark Rogers	Mr Rogers will write a letter thanking Mr Stewart for his tenure
13.3	Mark Rogers	Mr Rogers will contact NZSTA to confirm which of the proposed election providers are MOE approved
13.4	Janette Potter	Mrs Potter will share the ERO report on endorsements and unit standards