



MINUTES OF THE OPEN SECTION OF A MEETING OF THE
KAIKORAI VALLEY COLLEGE BOARD
HELD ON WEDNESDAY 9 APRIL 2025 AT 5.30PM

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

ABSENT Josh Hopping

IN ATTENDANCE Stewart Tagg (Assistant Principal), Margaret Beagley (Careers, STAR, Gateway), Katherine-Mary Molloy (Minute Taker)

1. CAREERS STAR AND GATEWAY REPORT (Margaret Beagley)

1.1. Mrs Beagley was congratulated on her sabbatical, and the Board looks forward to hearing about it. Mrs Beagley said she appreciated the Board's support.

1.2. Learner licence courses are working well, with many students signing up. Twenty-eight students have completed Gateway, with 24 funded. All of the businesses are very supportive. It is not just for trade; it offers other career pathways. Many students sign up for the Redshirts programme, which is also very supportive.

1.3. The Otago Student Tertiary Education (OSTC) programme has the biggest cohort – students really enjoy this programme. Employment Services come into the school once a fortnight to spend half an hour with students to review subjects such as CVs and AA Learner's licences. It works well as a team.

1.4. Workforce Central – Trades Free courses for skilled labour for the hospital rebuild.

1.5. Careers NZ website. Mrs Beagley is part of the rebuild, which will be rolled out in 2025. It will be easy to navigate and easy to find where jobs are for specific industries.

1.6. Hands-on Otago. Two students have been selected. 1200 students applied for 500 places.

1.7. Career events. Not all events can happen in 2025, as funding has been cut, and as of June, a wonderful resource person is no longer available.

1.8. Mr Rogers said that Mrs. Beagley does a great job and the department improves every year.

Mrs Beagley left the meeting at 5.45pm

2. PHOTO FOR THE WEBSITE - deferred

3. BOARD CODE OF BEHAVIOUR POLICY 2025 – Trustees have signed.

4. BOARD DELEGATIONS

4.1. The delegations were signed as set out.

4.2. The International Department's terms of reference delegation will be discussed at the next International Department meeting.

4.3. Mr Rogers will put the delegation's information into new folders.

4.4. Trustees to email Mr. Rogers information they think would be helpful, to put in the new folders.

5. BOARD TASK CHECKLIST TERM 1, 2025

5.1. SchoolDocs will be sent out in Term 2 once they have been ratified and released by SchoolDocs.

5.2. Mr Rogers will continue as Presiding Member until the 10 September 2025 Board election.

6. MENETI O TE HUI - MINUTES

The minutes of the OPEN part of the meeting held on 25 February 2025 were confirmed as a true and accurate record.

Moved Tracy de Woeps
(All Aye)

SECONDED

Sarah Moreton



7. MATTERS ARISING:

- 7.1. Change 7.2 to the “Chinese” portion of the European trip.
- 7.2. (8.3) carried forward
- 7.3. If any trustees would like to attend Mr Stewart’s farewell afternoon tea, it will be at 3.10 p.m. on Friday, 11 April. Mr Rogers will send Mr Stewart an exit interview question sheet.
- 7.4. Mr Bali will discuss the future of NCEA endorsements and unit standards with staff in Term 2.

8. FINANCE

The February finance report was tabled, discussed, and accepted.

- 8.1. Results are tracking well and are ahead of budget.
- 8.2. The Board ratified creditor payment of \$469,025.82 for the month of February 2025, payment of the accounts having been processed as per Board of Trustees’ policy and procedures.

MOVED Sefton Vuli **SECONDED** Tracy de Woeps
(All Aye)

- 8.3. The 2024 draft annual accounts were tabled and discussed

- 8.4. The 2026 budget was ratified.

MOVED Sefton Vuli **SECONDED** Tracy de Woeps
(All Aye)

- 8.5. At a recent meeting, Hannah Levy from the Ministry of Education postulated that Kaikorai Valley College was technically bankrupt as all funds were committed for 10 years, and the signed painting contract is a liability (borrowing into the future). The finance team set the record straight. The team indicated to Hannah that her accounting differed from the correct accounts.
- 8.6. The school would need to apply to the Ministry for more funds to pay for any capital works or unexpected maintenance moving forward, as no funds are left. All other ratios have vastly improved. Finance will have a look at future predictions. Labour costs are paid out of these funds. Coding needs to be restructured.
- 8.7. Hannah offered the finance team financial guidance and support. The finance team will demonstrate their capability and invite her to a finance meeting every two months.

9. MONITORING

- 9.1. Principal’s report *(tabled as read, discussed and accepted)*

- 9.1.1. Mr Bali explained the tables – testing three times per annum and reporting. This is a work in progress. Not all classes are recorded; Mr Bali will follow up on this.

- 9.1.2. Mrs Lowrey has been running PLD workshops on structured Literacy (reading, writing, spelling) with good results. The Ministry of Education has funded teacher release time. Mr Watts will have similar training so that he can deliver PLD for mathematics. The newsletter has widely advertised the literacy and numeracy programme

- 9.1.3. There is a homework push for Years 9 and 10 to reinforce what has been taught during the week, gearing up for NCEA. Whānau times can be used for homework as a group, with seniors and teachers helping juniors. This momentum is designed to improve students’ study habits and knowledge in preparation for NCEA.

- 9.2. Staff report *(tabled and accepted)*

- 9.2.1. The Board asked about the well-being of staff. Mrs Lowrey said that the staff are doing pretty well, but a lot is happening, and many changes are taking place.

- 9.3. Student report *(tabled and accepted)*

- 9.4. Health and Safety report *(tabled and accepted)*

- 9.4.1. Mrs de Woeps and Mr Reddington will be going on RAMS, or what will be called Risk Management, training. The Board is not required to sign off on NZ-wide RAMS forms; this can be delegated to the Principal. Mr Rogers and Mrs Lowrey will check this, and the Senior Leadership Team will also check the policy afterwards. The Board must still approve overseas trips.

- 9.4.2. Staff have been reminded to delete photos of students they have on their personal phones



and not to share (even by looking).

9.4.3. The revenue the gym raises was discussed, as many external providers use the gym. Wait until the price of hiring the gym is raised. Mrs Johnson will give an induction before anyone uses the gym. Mrs Potter and Mrs Hunter will talk with her about this. It must be a formal process.

9.5. Property report (*tabled and accepted*)

9.5.1. Ministry contractors will inspect the gym foyer and give a quote. The school will be responsible for 18% of the cost.

MOVED Sarah Moreton

SECONDED

Tracy de Woeps

(All Aye)

10. CORRESPONDENCE

11. STRATEGIC FOCUS

12. KAUPAPA HERE - POLICIES AND PROCEDURES

12.1. Firearms Policy update

12.1.1. Add that no guns are allowed at the camps to the EOTC policy. (Mrs Lowrey)

12.1.2. The Firearms policy will be emailed to the community for feedback. (Ms Molloy)

13. ANY OTHER BUSINESS

13.1. The Ministry of Education has not yet approved any Election providers and has advised schools not to sign a contract with any of them until they have been approved. The Board will defer this decision until the Ministry has advised. Mr Rogers suggested hosting another whānau evening for the upcoming trustee election. Advertise through Facebook, newsletter, email, TikTok, flyers, social media, and supermarket noticeboards. It was suggested that a video could be made of a Board interview. Use NZSTA links. Mr Rogers will send Mr Bali the NZSTA advertising links.

13.2. The April meeting will be devoted to ratifying the SchoolDocs policies and procedures, and the May meeting will be for HOD Curriculum reports with Mrs Potter.

13.3. Mr Bali will talk with Mrs Beagley about unit standards and Gateway before she leaves.

13.4. Mr Tagg tabled a proposal about wet weather gear for staff and asked whether the Board would subsidise the cost. He said there was good interest from staff in the product. The Board agreed to subsidise the wet weather gear for \$10 for the purchase of one item per person.

MOVED Sarah Moreton

SECONDED

Tracy de Woeps

(All Aye)

14. RAMS

14.1. The RAMS forms for the Cycle Trip were approved

14.2. The RAMS forms for the Tautuku Camp were approved

The OPEN session of the meeting ended at 7.55pm

DATE OF NEXT MEETING

30 April 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
4.2	Maree Kleinlangevelsloo	The International Department's terms of reference delegation will be discussed at the next International Department meeting.
4.3	Mark Rogers	Mr Rogers will put the delegation's information into new folders.
4.4	Board	Trustees to email Mr. Rogers information they think would be helpful, to put in the new folders.
7.3	Mark Rogers	Mr Rogers will send Mr Stewart an exit interview question sheet.
7.4	Jatin Bali	Mr Bali will discuss the future of NCEA endorsements and unit standards with staff in Term 2
8.7	Sefton Vuli / Brian Lee	Hannah offered the finance team financial guidance and support. The finance team will demonstrate their capability and invite her to a finance meeting every two months.
9.1.1	Jatin Bali	Not all classes are recorded in the tables from the Principal's report, and Mr Bali will follow up on this.
9.4.1	Mark Rogers, Nicole Lowrey, SLT	The Board is not required to sign off on NZ-wide RAMS forms; this can be delegated to the Principal. Mr Rogers and Mrs Lowrey will check this, and the Senior Leadership Team will also check the policy afterward.
9.4.3	Janette Potter and Cat Hunter	Mrs Johnson will give an induction before anyone uses the gym. Mrs Potter and Mrs Hunter will talk with her about this.
12.1.1	Nicole Lowrey	Add that no guns are allowed at the camps to the EOTC policy.
12.1.2	Katherine-Mary Molloy	The Firearms policy will be emailed to the community for feedback. ✓
13.1	Mark Rogers	Mr Rogers will send Mr Bali the NZSTA advertising links for trustee elections.
13.3	Jatin Bali	Mr Bali will talk with Mrs Beagley about unit standards and Gateway before she leaves.