

CONFIRMED MINUTES

KWS BOARD MEETING - 17 FEBRUARY 2025



At the **KWS Board Meeting - 7 April 2025** on **7 Apr 2025** these minutes were **confirmed as presented**.

Name:	KingsWay School Board
Date:	Monday, 17 February 2025
Time:	6:30 pm to 9:00 pm (NZDT)
Location:	Senior Campus Staff Room , 100 Jelas Road, Red Beach
Board Members:	Paul Claydon, Graeme Budler, Hayley Cross, Amira McMurray, James Kimber, Jordan Barley , Nicholas Bradley , Philip Mark Bradley, Raelene Beguely, Vanessa Gatman , Stella Park
Attendees:	Chris Martin , Colette Budler , Cynthia Venter, Lisa Lambert
Apologies:	Neels Janse van Rensburg

1. Opening Meeting

1.1 Devotions

Paul Claydon opened the meeting in prayer.

Graeme Būdler shared a devotion on **2 Corinthians 4 - Strong and Weak**.

Graeme unpacked what the treasure is referred to in verses 7 to 9 - it is strong. But unfortunately it is carried in jars of clay. Clay is weak and vulnerable, hence we are reliant on Christ for His strength and power. It is important to be cognizant of this and humble.

1.2 Meeting Admin

KWS Board Meeting - 9 December 2024 9 Dec 2024, the minutes were confirmed as presented.

Apologies: Neels Janse van Rensburg.

Welcomed: Stella Park, our student rep for 2025.



The Board approved the In-Committee Minutes dated 9 December 2025,
as a true and fair reflection.

Decision Date: 17 Feb 2025
Mover: Paul Claydon

Outcome: Approved



The Board confirms the Executive Principal's and Sub-committee delegations as they currently stand

Delegations of Authority schedule enclosed refers.

Decision Date: 17 Feb 2025

Mover: Paul Claydon

Outcome: Approved

1.3 Interests Register

2. Matters Arising

2.1 Action Points from last meeting

3. School Curriculum Reports / Portfolio Reports / Evaluations

3.1 Three-Year Strategic Plan

Three-Year Strategic Plan, Annual Workplan and Strategic Poster circulated and taken as read.

Graeme pointed out the three areas that the Board need to input is:

- Stewardship Training (Special Character, compliance, NZSBA training) - Philip Mark will take the lead on the stewardship training target
- Hāutu - Jordan will look into Hāutu and what it entails
- School Policies and procedures - the A&RC will tackle the policies and procedures in conjunction with the EP



The Board approves the Three-Year Strategic Plan,

as presented

Decision Date: 17 Feb 2025

Mover: Philip Mark Bradley

Seconder: Paul Claydon

Outcome: Approved

3.2 Portfolio Presentations

Colette Büdler shared a PowerPoint and an outline of Effecting Teaching / Curriculum.

Colette explained:

- The High Impact Teaching Strategies that KWS are including.
- Observations came out as most effective.
- Small amounts of PD are preferred using the - "you do, we do, I do" methodology.
- Help staff focus on what is important: SC, Structured Maths & Literacy

7:10pm Colette left the meeting

4. Finance Report

4.1 Finance

Finance Report for period ending December 2024, circulated and taken as read. Sam Bandara (Acting Director of Finance) was in attendance.

Sam noted that the figures presented are still the preliminary results for 2024.

Board questions:

- Uniform Shop discussed
- Working capital is better than expected and in keeping with the Board's \$500 per student protocol. The figure has been agreed by the Board.

7:01pm Sam left the meeting.

5. Executive Principal's Report

5.1 Executive Principal's Report

Executive Principal's Report circulated and taken as read.

Roll Numbers - note the increase of 166 more students. The EP commended the SLT.

Questions / discussion:

The progress of repairing the PA system was queried. The Proprietor assured the Board it is in hand. The EP pointed out that we are doing a Health and Safety review this year. The Trust is focusing on health & safety for the entire group.

5.2 Personnel



The Board approves the following permanent teaching positions:

- Deidre Prius and Robyn Human have accepted permanent positions as Primary School Teachers
- Lee-Anne Rafferty has accepted a permanent position as Head of Faculty – Biblical Studies in the Senior School (starting T3 2025)
- Diane Scarrow has accepted a permanent part-time position as a Specialist Teacher in the Middle School

Decision Date: 17 Feb 2025
Mover: Graeme Budler
Seconder: Jordan Barley
Outcome: Approved

Other Appointments for Board Information Only

Fixed Term Teacher Positions:

- Beth Hoffman, Wes Braddock, and Jackie Lloyd have accepted fixed-term part-time teaching roles in the Senior School.
- Yvonne Neville and Jayne Charles have accepted fixed-term part-time teaching roles in the Middle School.
- Raelene Beguely and Claire Torckler have fixed-term part-time teaching roles in the Primary School.
- Jana Guillermo and Elijah Taula have accepted positions as Teacher Trainees.

Support Staff Positions:

- Tryphine Nota has accepted a part-time position as Hospitality Technician and Support
- Rachael Terry has accepted a part-time position as Junior Campus Reception
- Amy Peterson has accepted a part-time position as Junior Campus Nurse
- Jennifer Reed has accepted a part-time position as Health Care Assistant
- Hannah Bassett has accepted a part-time position as Sports Administrator
- Karen van Wyk has accepted a part-time position as Pathways Administrator

Internal Staff Movements:

The following staff have accepted new roles:

- Tania Schollum-Hollier – Primary ESOL Co-ordinator
- Sarah Lynne – has taken on the additional role of ESOL Administration Assistant
- Cynthia Venter – has had a change of job title and is now the Director of Ancillary

Resignations:

Jared Grant resigned at the end of Term 4 and relocated to Timaru.

Leave Requests:

A part-time permanent teacher has requested six weeks off which equates to six days out of the classroom.

Supporting documentation is attached in BoardPro.

(Requests for leave and employment matters are considered while the public are excluded)

6. Proprietor Update

6.1 Proprietor Update against Policy One and 2030 SGDP

The Proprietor shared a PowerPoint indicating all capital maintenance and improvements done in 2024, together with planned improvements for 2025.

7. Discussion / Other Items

7.1 Policy Updates

Raelene has gathered info on the credit card policy and will finalise this for the next meeting. SchoolDocs' Term 1 review is mainly focused on H&S and the A&RC are looking into these recommendations / changes.

7.2 In-Committee (as needed basis)

7:57pm The Board moved to In-Committee

8:12pm The Board moved out of In-committee



The Board approves the leave request as presented

Refer to documentation in Boardpro

Decision Date: 17 Feb 2025

Mover: Paul Claydon

Outcome: Approved

8. Correspondence

8.1 General Correspondence

9. Close meeting

9.1 Close the meeting

Next meeting: KWS Board Meeting - 7 April 2025 - 7 Apr 2025, 6:30 pm

- Next meeting on Monday, 7 April 2025 – 6:30pm
- Next Devotions: Vanessa Gatman

Signature:_____

Date:_____