

CONFIRMED MINUTES

KWS BOARD MEETING - 26 MAY 2025



At the **KWS Board Meeting - 23 June 2025** on **23 Jun 2025** these minutes were **confirmed as presented**.

Name:	KingsWay School Board
Date:	Monday, 26 May 2025
Time:	6:30 pm to 8:59 pm (NZST)
Location:	Senior Campus Staff Room , 100 Jelas Road, Red Beach
Board Members:	Amira McMurray, Graeme Budler, Hayley Cross, James Kimber, Jordan Barley , Neels Janse van Rensburg , Nicholas Bradley , Paul Claydon, Raelene Beguely, Stella Park , Vanessa Gatman
Attendees:	Chris Martin , Colette Budler , Cynthia Venter, Lisa Lambert
Apologies:	Philip Mark Bradley

1. Opening Meeting

1.1 Devotions

Neels opened the meeting in prayer.

Amira shared a devotion on 1 Samuel - Hannah's Prayer, and explained the lessons in leadership woven throughout.

Verse 4: . In the world we often value strength, self-sufficiency, and outward success. But Hannah reminds us that God delights in lifting the humble and bringing low the proud.

Verse 8: This is a powerful picture of redemption and elevation. In this we see that God's heart is for the lowly, for the poor, the down trodden. Do we reflect God's heart in our leadership? Do we empower others?

At the end of the song, Hannah proclaims God's ultimate sovereignty and justice. And while that is a liberating thought it is also quite sobering.

Hannah's song serves as a profound reminder that leadership is not about status, power, or self-exaltation, but about humility and trust in God. Hannah highlights the danger of pride, and that God delights in lifting up the ones often overlooked by the world. She reminds us that leaders are placed by God, that their authority is entrusted to them, not earned on their own.

Amira closed in prayer.

1.2 Meeting Admin

KWS Board Meeting - 7 April 2025 7 Apr 2025, the minutes were confirmed as presented.

Apologies: Philip Mark Bradley

Guest: Vanessa Venter (Refer Paul Claydon) She is doing an MBA and needs to observe Board Meetings for one of her papers.



The Board approved the In-Committee Minutes dated 7 April 2025, as a true and fair reflection.

Moved by the Presiding Member. All in favour. Carried.

Decision Date: 26 May 2025

Mover: Paul Claydon

Outcome: Approved

1.3 Interests Register

2. Matters Arising

2.1 Action Points from last meeting

3. Finance Report

3.1 Finance

The Financial Report, for period ending April 2025, circulated and taken as read. The Director of Finance, Sam Bandara, was in attendance to answer any questions.

There have been some unbudgeted expenses, approved by the Board, but the Admin Budget is still under budget for this year, and YTD spend is less than the same time last year.

Neels complimented Sam on the new and improved reporting format.

Our staffing entitlement was based on a higher estimated roll, than our current actual roll. This means we have slightly more staffing entitlement which allows us to cover some relief.

Capital Works: JC COLA - use for assemblies, dance and drama and therefore would like to add wiring for sound. Quote for \$114k for Astro Turf. Need the facilities for sports too. Safe surface.

A discussion on KWT spending ensued. It was suggested to ask the Trust whether we can use Policy One money to fund the balance of the Primary astro turf. The wiring is more critical to install as it is time sensitive.

A Board member disclosed that they have written to the MoE regarding Policy One spending and read out an email reply. Another member stated that the integration agreement is grey and our requirement of the Trust is to ensure they are maintaining the buildings to an acceptable standard and that if the Trust could provide more finance at this point in time they would. A few members requested greater transparency of how Policy One money is spent. The Presiding member wrapped up and assured the Board that all money has been given back to the school.

The EP explained there are three areas that the Board may contribute Crown funds to: shade coverings, hard surfaces/astro, and playgrounds.

Sam pointed out a typo on page 2 of the Finance Report. Total known materials gains should read \$115k (not \$135k).

7:48pm - Sam Bandara left the meeting



The Board agrees to fund the Junior Campus COLA and Astro court as follows:

- Pre-fit the COLA for the sound system, as quoted at \$12k
- Fulfil the remaining Astro that was not covered by the PTA, which equates to \$58k

Note: One Board member abstained due to a conflict of interest, and one member objected, but a quorum was reached, and the motion was carried.

Decision Date: 26 May 2025
Mover: Graeme Budler
Seconded: Hayley Cross
Outcome: Approved



The Board approves the users, as stated below, to have access to EdPay

to fulfil the biannual compliance requirement.

- Graeme Būdler
- Abbie Cooper (Payroll)
- Sam Bandara (Director of Finance)
- Christine Jordaan (Accounts officer)
- Aimee Walker (HR Director)

Decision Date: 26 May 2025
Mover: Jordan Barley
Seconded: James Kimber
Outcome: Approved



EdPay - can users have limited levels of permissions pertaining to their job requirements

Director of Finance to investigate whether users can have limited levels of permissions.

Due Date: 26 Jun 2025
Owner: James Kimber

4. School Curriculum Reports / Portfolio Reports / Evaluations

4.1 Annual PAT Report

The Annual PAT Report circulated and taken as read. Lisa Lambert, Associate Principal with Assessment Portfolio, was in attendance to answer questions.

The Board gave Lisa speaking rights.

This year is the first year that schools began using the new revised Reading Comprehension Progressive Achievement Tests. Due to new Ministry of Education requirements to administer standardised tests (not necessarily PAT's) twice each year from 2026, we are doing PATs twice this year as part of our investigation.

- Progress has been made at all year levels with areas of particular strength and pleasing progress in various PATs, cohorts, and quartiles.
- Listening Comprehension has shown some improved results compared to recent years.
- We will look at including separate data for priority learners next year.
- 53% of Primary School students are ESOL.

7:58pm - Lisa Lambert left the meeting

4.2 Portfolio Presentations

Colette Būdler, Associate Principal, shared a PowerPoint on student Leadership and Service.

Leadership

- Years 5 and 6 - Councils.
- Year 9 and 10 (Year 9 Councils).
- Year 11-13 (Year 13 Councils).
- Introduction of Peer Support in Year 12 this year.
- Wider Learning opportunities and courses.

Service

- Through all the councils – Years 5, 6, 9, 10, 12 and 13.
- SVA – Years 8-13 (most hours of any school in the country in 2024).
- Wider Learning Years 9-13.
- Worship teams, media, prayer groups, SALT, Beach clean-up, Jump jam at Primary, student tuition, duty, events (e.g. NZACS Conference, PTA, World Vision, etc).
- SVA- encourages service in the community = church, children's ministries, coaching etc.

8:06pm - Colette left the meeting.

5. Executive Principal's Report

5.1 Executive Principal's Report

The Executive Principal's Report was circulated and taken as read.

The EP highlighted the following areas of his report:

- Special Character continues to flourish.
- We have 1000 students on the waitlist and have just had the biggest open day attendance ever. We will need the roll increase to be approved.
- Kahui Ako has been disestablished to allow a greater focus on funding Learning Support. The Learning Support co-ordinator will be funded by the MoE instead of by the school.
- Arts Block - the Trust continues to wait for building consent, but we are still on track for completion for the start of February 2026.
- The Learning Support Hub is on track and the designs provided by the proprietor are great.

A board member flagged that the PA systems are still on the Hazard register. The proprietor got quote, which is way more than anticipated. The proprietor is looking at other options. The EP is confident that the school is compliant but the school is still using work-arounds.

5.2 Personnel



The Board approves the permanent appointment of a Middle Years teacher

Leana Strydom - starting in Term 3.

Decision Date: 26 May 2025
Mover: Paul Claydon
Outcome: Approved

The following appointments are for Board information only, and do not require ratifying.

Fixed Term Teacher Positions:

- Jenn Liddle, has accepted a fixed term full-time teaching position (until 6 June 2025) in the Primary School to cover the leave of an existing staff member.

- Lyn Ashford, has accepted two fixed term part time teaching positions in the Primary School.
 - o 0.4 FTE until 13 June 2025 to cover the extended leave of an existing staff member
 - o 0.4 FTE until 14 December 2025 to cover release of two teachers who have additional responsibilities
- Sung Chun, has accepted a fixed term part time 0.4 teaching position in the Primary School to cover recruitment until the end of 2025.
- Carmen Humphry, has accepted a full-time fixed term position in the Primary School until 14 December 2025.
- Claire Sheppard, has accepted a full-time fixed term position in the Primary School until 14 December 2025.
- Lorraine Price, has accepted a full-time fixed term position as a Senior School Teacher, until 25 June 2025.

Support Staff Positions:

- Sally Wiggett, Wanja Senekal, and Marion Brown have accepted fixed term part-time positions as Specialist Learning Assistants.

Resignations:

- George Debenham has resigned from his permanent Teacher (Middle Years) position (relocation, overseas).
- Christina Vivian has resigned from her permanent Teacher (Junior Secondary) position (family season).
- Tessa Hansson has resigned from her permanent Counsellor position (relocation, overseas).

6. Proprietor Update

6.1 Proprietor Update against Policy One and 2030 SGDP

7. Discussion / Other Items

7.1 Policy Updates

The EP requested that the A&RC assist in reviewing the Board policies so that they are ready for the next board takes office. Once the EP has updated them, he will give them to the A&RC to check, and present to the Board at the next meeting.

7.2 In-Committee (as needed basis)

8:24pm - The Board meeting moved to In-committee (a public-excluded session) under Part 7, Section 48 of the Act, Section 9(2)(a) to discuss Staffing / Personnel / Employment Issues.

8:56pm - The Board meeting moved out of In-committee (a public-excluded session).

8. Correspondence

8.1 General Correspondence

9. Close meeting

9.1 Close the meeting

Next meeting: KWS Board Meeting - 23 June 2025 - 23 Jun 2025, 6:30 pm

Approved decisions made between meetings



Approve the Annual School Report for 2024

The Board approves the KingsWay Annual School Report 2024, as presented

12 Supported: Amira McMurray , Graeme Budler , Hayley Cross , James Kimber , Jordan Barley , Neels Janse van Rensburg , Nicholas Bradley , Paul Claydon , Raelene Beguely , Stella Park , Vanessa Gatman , Philip Mark Bradley - Great document.

0 Opposed:

0 Abstained:

Decision Date: 9 Apr 2025

Outcome: Approved



AIMS 2025 Proposal to KWS Board

The KWS Board approves KWS participation at AIMS in 2025 based on the conditions (1-5) as stated in the proposal presented.

12 Supported: Amira McMurray , Graeme Budler , Hayley Cross , James Kimber , Jordan Barley , Neels Janse van Rensburg , Nicholas Bradley , Paul Claydon , Philip Mark Bradley , Raelene Beguely , Stella Park , Vanessa Gatman

0 Opposed:

0 Abstained:

Decision Date: 12 May 2025

Outcome: Approved

- Next meeting on Monday, 23 June 2025 – 6:30pm
- Next Devotions: Paul Claydon

Signature: _____

Date: _____