

KIMBOLTON SCHOOL BOARD OF TRUSTEES

MINUTES OF MEETING

Date:

13th October 2025

1. Present:

Greg Codyre, Wayne Jenkins, Kirsty Early, Josh Brennan, Sara Martin, Nat Masters, Fiona Quarrie and Judy Rush

Kirsty read a Karakia.

2. Apologies:

Nil.

3. Late Items

Property item.

4. Minutes of the Previous Meeting:

Documentation: Minutes of the BOT meeting held on 8th September 2025.

Recommendation: That the minutes of the meeting held on 8th September 2025, subject to amendments, be confirmed as a true and correct record.

MOVED: Wayne Jenkins

SECONDED: Sara Martin

Carried.

5. Matters arising from the Minutes

We are still working on the quotes for the new hot water cylinder for the school house.

The 'Managing Injuries and Illness' policy has been updated on the school website.

6. Principal's Report

Taken as read.

Current underuse for banked staffing is \$2000.

Greg & Kirsty have renewed their first aid certificates.

The provisional attendance report was presented. Our rating was 47% for regular attendance.

Notification of building compliance received.

Greg presented a letter from a member of the public praising our staff and students for their conduct at the recent Makino Pool visit.

Schoolwide Academic Data - these results were presented and discussed.

We haven't heard whether the grant for \$5000 for the swimming lessons has been accepted yet.

The government has given schools a Property Maintenance grant. We were allocated \$5000. This will be used to pay for tree removal.

We currently have \$8000 in our van account. It is intended to increase this by \$10,000 per year. Greg asked whether we should remove \$80,000 from our operating account and put this into a term deposit or savings account? Greg would also like to ask the KSSC if they would consider contributing towards the purchase of a new bus.

We have money left over from the toilet upgrade. Greg would like to gut out the shelving from the resource room and replace these with 2 x large cupboards and a table and chairs for teachers to work with students. Also at the back of the school where the concrete is broken, replace the concrete and build an extension room to store large equipment. There is also the option of a new storage cupboard in each classroom. This would enable the teachers to keep the resources they use in their own classroom.

MOTION: That the Board approve that we use the Ministry 5YA allowance to do the renovations mentioned above, up to the value of \$25,000.

MOVED: Greg Codyre

SECONDED: Josh Brennan Carried.

MOTION: That Sara and Greg work out the figures to potentially invest \$80,000 in a term deposit or savings account, with the maximum term being 3 years.

MOVED: Greg Codyre

SECONDED: Kirsty Early Carried.

Recommendation: That the Principal's report be received.

MOVED: Greg Codyre

SECONDED: Fiona Quarrie Carried.

7. Presiding Members Report:

Taken as read -

Points of consideration for the upcoming term.

Strategic Plan

Strategic plan formulation has now been put off until next year. Personally, I thought that aligning this with board elections and using the fresh mandate that the elections provide would be a good idea, but it is not to be.

Academic Data

As a part of school boards self-assessment checklist, under the leadership section, question ten asks do the board use academic data to make informed decisions around funding and planning. It is important to look at the results as a tool for improving the school. As it turns out we have a much-improved outlook compared to the first half of the year, but it is an ongoing journey of improvement. It may not be realistic to have all students above expectation but as a school, it is the goal to be heading towards. We are well resourced despite some opinions, and a lack of real community feedback adds a lot more importance to the decisions we make at board level.

Draft Budget

Now is the time for us to consider preparing a draft budget for 2026. This should be ready for use from Jan 1 2026 awaiting staffing and entitlements allocation confirmation.

Student Attendance

Boards are required to have an attendance Management plan in place by Term 1 2026.

Recommendation: That the Presiding Member's Report be received.

MOVED: Wayne Jenkins

SECONDED: Sara Martin Carried.

8. Finance Report:

Account Balances:

Cheque Account - \$280,245.00

Construction Contract Retention - \$7,939.00

Van Account - \$7,908.00

Cyclical Maintenance - \$27,340.00

Online Saver - \$16,480.00

Results for September 2025

For the month of September the deficit totals (\$11,555) compared with the budgeted deficit of (\$7,462). For the year to 30 September 2025 the surplus totals \$72,024 compared with the budgeted surplus of \$43,071. We are nine months through the year or 75% through the annual budget. For the year to date 77% of the annual budgeted revenue has been received and 71% of the annual budgeted expenditure has been spent.

The school has a working capital of \$266,984 and total uncommitted funds of \$236,326.

Notes:

The contract retention account has received \$0.00 interest since 30/6/25, while all other accounts (apart from cheque account) have received interest payments. On the topic of the cheque account not receiving interest, should we be at least moving a good portion of the balance to an interest bearing account?

I know we have repeatedly discussed term deposits, but at least in say the online saver account, it would be earning interest instead of sitting there unrewarded, and would be easily accessible if needed.

Recommendation: That the Finance Report and September financials be received and accepted, and payments approved.

MOVED: Sara Martin

SECONDED: Kirsty Early

Carried.

9. Property Report:

Property was covered under the Principal's report.

10. Bus Report

There are now new school bus turning signs in the Rangiwahia Village. This has come after a long time and work from Lissah Blanchard and the Rangiwahia Community.

Lynn Williams from NZTA is coming out on Thursday 16th October to perform a compliance review for our TSL (Transport Service Licence). Judy will provide her with our Bus Health & Safety policy, Drug & Alcohol policy and she will be checking our driver log sheets and a selection of vehicle receipts. She will also do a walk-around inspection of our school buses. Naomi has just replaced 2 x tyres and had a wheel alignment done, and Judy's bus is due for a COF on 22nd October.

Recommendation: That the Bus Report be received.

MOVED: Nat Masters

SECONDED: Fiona Quarrie

Carried.

11. Health & Safety Report

Greg & Kirsty have renewed their First Aid certificates.

12. General Business

No general business to discuss

MEETING CLOSED: 8.30pm

MOTION: That we move into Public Excluded

MOVED: Wayne Jenkins

SECONDED: Josh Brennan

Carried.

MEETING CLOSED: 9.00pm

13. Date of Next Meeting:

Monday 17th November 2025 at 7.00pm

Venue: Kimbolton School

Minute Secretary – Judy Rush

Signed _____

Date _____