

BOARD MEETING – 14th August 2019

Present: Brendon, Michael, Zoe, Ngauru, Nadia, Martha, Derek, Katharina (NZSTA)

Apologies:

Karakia: Brendon

Election of Officers 2019:

Duly elected were:

BOT Chairperson: Derek	Nominated by: Ngauru	2nd: Martha
Deputy Chairperson: Michael	Nominated by: Zoe	2nd: Nadia
Property and Health and Safety: Michael	Nominated by: Brendon	2nd: Ngauru
Minutes Secretary: Zoe	Nominated by: Martha	2nd: Nadia
Finance: Ngauru	Nominated by: Derek	2nd: Zoe
Iwi Liaison: Nadia	Nominated by: Zoe	2nd: Derek

Minutes of Previous Meeting

Minutes accepted as true and correct:

Moved: Brendon

2nd: Michael

Motion: Carried

Action Plan / Matters Arising-

Michael contacted local council last week about the noxious weeds which need to be removed along the riverbank behind junior school. No reply at this stage.

Michael contacted LJ Hooker about work being done at 29 Dominion Road. No reply so far.

Correspondence

Inward

STA News-July 2019

Wellbeing budget pg 8

Conflicts of interest pg 10 and 11 + BOT Meeting Policy and Procedures

Ministry of Education-2nd August 2019- Learning Support Coordinators

This connects to the emails between Brendon and Secretary for Education

Late correspondence:

Moved: Brendon

2nd: Derek

Motion: Carried

BOT Training: NZSTA (Essential Governance and Managing Complaints)

Guest presenters from NZSTA: Katharina Friedli

Whanaungatanga: Introduction of who we are and why we want to be a BOT member. Katharina talked about her background and strength in legal knowledge.

Essential Governance:

Governance can look different from school to school but must be within legal parameters. The Principal is responsible for the day to day running of the school.

Managing Complaints:

Knowing what level a complaint is helps to send the complainant to talk to the right person. All letters directed to the BOT Chair come to the BOT for discussion. Not all complaints will be resolved to everyone's satisfaction. Document all actions as best you can. All meetings are subject to the OIA.

Reports:

Finance:

BOT By-election held for Staff rep. As there was one nomination, Martha Popata was duly elected.

We received \$10,382.61 from Oxford Sports Trust for Rms 9, 10, 20 and 21 travel to and from camp (Motutapu Island).

Resolution:

That the Kaitaia Primary School Board of Trustees gives approval for Sharon Patrick to apply to the Four Winds Foundation for \$1,478.26 for bus travel for Rooms 11, 13 and 14 to go to camp.

Moved: Zoe 2nd: Michael Motion: Carried

That the Kaitaia Primary School Board of Trustees accepts the 2019 balance sheet budget as prepared by Edtech Financial Services Ltd.

Moved: Brendon 2nd: Derek Motion: Carried

Novopay spreadsheet Plan C devised on Monday 5th August.

Move CB to BG	8 pay periods @\$2,344	\$18,752
MW keep at BG	13 more pay periods @ 2,141	<u>\$27,833</u>
		\$46,585

Novopay spreadsheet with changes for TM to 1.0, LS to 1.0, DS to .7 (.3 from here RTLB) and adding an additional .4 to sick leave For remainder of 2019 -	overuse	\$ 4,407
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Relieving Sick budget to 3100719 up to and including pp092020		<u>\$20,740</u>
	Total expense	\$71,732
	Budget Relieving sick	<u>\$64,693</u>
	Over budget	<u>\$ 7,039</u>

We had approximately \$18K worth of adjustments in our favour following higher roll numbers at March and July. This means we can cope financially with our staffing additions and will have about \$11K to deal with any further overspends in relievers through to the end of this year.

Motion that financial report be accepted.

Moved: Derek

2nd: Michael

Motion:Carried

Principal (including Health Report NAG 5)

NAG 1 (CURRICULUM)

Mid-year data report (attached)

Ngauru asked about the split for 1B, 1P and 1A in Reading as a teacher discussing this with colleagues at school. Brendon referred Ngauru to talk with Delwynne and Cherie about more details.

Mid Year reports – Quick 60 programmes (Reading results attached)

NAG 2 (SELF-REVIEW)

Charter update – mid year review notes (attached)

Kaitaia Primary School – Attendance Report for Term 2 (attached)

NAG 3 (PERSONNEL)

T3 Plans for Junior and Senior Syndicate, 2019 (attached)

Correspondence between BM and MOE (Secretary of Education) r.e Principal's Collective Agreement (attached)

PROPERTY:

Our blue roadside fencing is being replaced at the moment. Lots of temporary fencing is in place to ensure there are no gaps for our "runners" to escape to our roadside boundaries. Hopefully all of this work will be complete by the end of August.

Our MOE Property Advisors (Karen Bennet and Michael Stride) will be visiting at 11am on Thursday 22nd August. This visit will cover aspects of roll growth and additional classrooms for our school.

NAG 5 (HEALTH AND SAFETY)

Health Report – compiled by Mrs Baker and Mrs Patrick – attached

Motion that Principal's report accepted.

Moved: Brendon

2nd: Michael

Motion: Carried

Policy Review

- Nag 3/3 Equal Employment Opportunities Policy
- Nag 4/5 Staff Use of School Property Policy
- Nag 5/1 Health and Safety Policy
- Nag 5/5 Administering Medication Policy

Motion: That the above policies with links are minuted as received

Moved: Martha

2nd: Michael

Motion: Carried

General Business:

6.30pm The Board of Trustees went into Committee to discuss a confidential issue relating to staffing.

8.05pm The Board of Trustees came out of committee having discussed and resolved this issue.

Motion: "That the Board ratifies the decisions made in committee."

Moved: Michael

Seconded: Zoe

Motion: Carried

Board of Trustees Hours for August Meeting (Minutes)

Name	Preparation for Meeting	Meetings with Principal or Chair	HR Interviews	Property Meetings	Total
NT	60	180			240
NH	90	180			240
MH	60	270			330
ZB	90	180			210
DA	30	90			120
MP	120	180			300

Next meeting = Wednesday 18th September @ 5.15pm

Signed: Chairperson: _____