



# Kaitaia Primary School

Kia Ngawari (Be Understanding)

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**BOARD OF TRUSTEES MEETING** – Thursday 2<sup>nd</sup> September 2021 held via Zoom meeting due to Covid lockdown level 4.

**Present:** Brendon Morrissey, Michael Herring, Martha Popata, Ngauru Heka, Sharon Patrick, Derek Ashley, Shantel Naera

**Meeting started at:** 5.20 pm

**Apologies:** Nil

**Karakia:** Brendon Morrissey

**Minutes of Previous Meeting read and accepted as true and correct with amendments as below:**

“That the members “present” at 30<sup>th</sup> June 2021 be changed as Derek Ashley was not present as he sent his apologies”.

**Moved:** Ngauru Heka

**Seconded:** Michael Herring

That Miscellaneous which was Seconded by Ngauru Herring, be changed to Ngauru Heka.

**Moved:** Michael Herring

**Seconded:** Shantel Naera

**Action Plan / Matters Arising- N/A**

**Correspondence - Inward –**

- **STA news – June 2021.** Education and Training Act - as of 2023 will have a new format for School Charters and Strategic Plans. BOT needs to familiarise themselves with these. Article on Ombudsman outlines he can intervene if disputes can't be settled. School Housing. Privacy Information – disposing of student records.
- **STA news – July 2021.** Inclusiveness article – largely about special needs students, which KPS are most accepting of. Having Blomfield onsite means we can transition students from KPS to Blomfield or in the first instance recommend Blomfield to caregivers. MOE is restructuring.
- **Maternity leave correspondence** – In committee.

The Kaitaia Primary School Board of Trustees went into committee at **5.42 p.m.** to discuss a letter submitted by a KPS member.

The Kaitaia Primary School Board of Trustees came out of committee at **5.44 p.m.** having discussed the correspondence.

**Motion that correspondence be accepted: Moved: Ngauru Heka Seconded: Michael Herring**

**Finance:**

1. "That the 2021 Balance Sheet Budget and Cash Flow Budget prepared by Ask Accounting Ltd be approved".

**Moved: Martha Popata**

**Seconded: Shantel Naera**

2. "That the Kaitaia Primary School Board of Trustees gives approval for Sharon Patrick to apply to Oxford Sports Trust for \$4,840.87 for travel and accommodation for Rm12 and Rm14 camp".

**Moved: Shantel Naera**

**Seconded: Martha Popata**

Resolution to Oxford Sports Trust

**Moved: Shantel Naera**

**Seconded: Martha Popata**

3. "That the Kaitaia Primary School Board of Trustees gives approval for Sharon Patrick to apply to Pub Charity Ltd for a donation of \$4,202.42 for music equipment".

**Moved: Derek Ashley**

**Seconded: Shantel Naera**

Resolution to Pub Charity Ltd

**Moved: Derek Ashley**

**Seconded: Shantel Naera**

**Motion that financial report be accepted. Moved: Shantel Naera Seconded: Martha Popata**

**Principal (including Health Report NAG 5) PRINCIPAL'S REPORT – August 2021**

PRINCIPAL'S REPORT - August, 2021

**NAG 1 (CURRICULUM)**

Reading, Writing and Maths (Mid-Year data review – attached)

**NAG 2 (SELF-REVIEW)**

Strategic Plan – Nag 2 onwards (attached)

Every Day Matters – Attendance report for Term 2, 2021 (attached)

Our ERO Evaluation Partner, Mrs Kay Lowe has been in for her first visit to our school. Early meetings will be about getting to know our school and then we can begin conversations about forming our shared goals with the ERO team. This is a very new model and there will be lots of learning along the way. The new operating model for ERO is attached.

**NAG 3 (PERSONNEL)**

2 x new RTLB have been employed to join the Kaikohe team in Term 4 this year. They are Mrs Margaret Cassidy (currently teaching at Kaikohe East School) and Mrs Karen Vincent (currently teaching at Kerikeri Primary School).

Jonathan Pirini begins music academy classes here at KPS on Friday 13<sup>th</sup> August (0.2 FTTE contract for T3 has been given)

Gill Wiki has been given some part-time work with the RTLB team this term (0.1 FTTE contract for T3 has been given).

#### **NAG 4 (FINANCE AND PROPERTY)**

Our recent Whakatuwhera for our new classrooms was a great success. Lots of happy visitors joined us for the morning of celebration. Everyone involved did a fantastic job. The follow-up article from the Northland Age is attached.

I met with Bohdan Pasternak and Pieter Van Den Bosch on Tuesday 3<sup>rd</sup> August to discuss the new fencing project (attached) as well as the new carpark layout for our current roll growth classroom project. We also discussed the gaps in the fencing behind our new classrooms in the Junior School area and they have both agreed to add to their existing plans and replace all the roadside fencing with more robust galvanised steel fencing at 1.8m high. This won't be done until the project tender is taken up late in October this year.

#### **NAG 5 (HEALTH AND SAFETY)**

The MOE have compiled a summary report for the Child and Youth Wellbeing Symposium run during Term 2 (attached)

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

#### **MISCELLANEOUS**

Our current school roll stands at 350 which is 44 less than this time last year.

A lot of NZSTA BOT training sessions have been cancelled, so they will be contacted to see if Katarina from NZSTA will do on-site training at KPS.

**Motion that Principal's report be accepted. Moved: Brendon Morrissey Seconded: Derek Ashley**

#### **Policy Review:**

- Nag 1/5 Policy on Assessing Achievement Levels of Maori Students – Deferred until next BOT meeting as macrons need to be added.
- Nag 1/12 Children at Risk Policy – with removal of SLS in “guidelines (2)”.
- Nag 3/17 Resource Teacher for Literacy Policy
- Nag 4/9 Special Need Education and Funding Policy

***Motion: That the above three policies with links are minuted as received and approved:***

***Moved: Brendon Morrissey Seconded: Martha Popata***

***Signed: Chairperson (to be signed).***

#### **General Business:**

- Covid Alert Levels
- Yr5/6 Camp
- RTLB Expression of Interest
- ERO Audit
- RLTB letter
- Staff letter

Covid Alert Levels: MOE bulletins are being received daily so Brendon will keep our staff, students and their caregivers updated via emails and face book posts.

Year 5 and Year 6 camp – Rm 10,19,20,21 and 22 proposal. Awaiting information for some aspects of the camp so the BOT moves to allocate responsibility to Brendon to do the final sign off for this camp.

**Moved: Brendon Morrissey Seconded: Michael Herring**

RTL B Expression of Interest for the next two years has been signed and sent to MOE. This agreement will come back countersigned with funding and guidelines for this time frame.

ERO Self Audit. Board assurance report. Give BOT members a chance to look at this and revisit at the next BOT meeting. Brendon has highlighted questions on pages 4,6,11,16 and 23 at this point which will need answering, so please make notes and bring back to next BOT meeting.

The Kaitia Primary School Board of Trustees went into committee at 6.57 p.m. to discuss a letter submitted from RTL B Cluster 1 Manager and a letter received from a KPS staff member

The Kaitia Primary School Board of Trustees came out of committee at 7.10p.m. having discussed the correspondence.

**Board of Trustees Hours for September 2021 Meeting (Minutes)**

Name	Preparation for Meeting	Meetings with Principal or Chair	HR Interviews	Property Meetings	Total hours
NH	30				
MH	30			30	
SP	60				
DA	30	30			
MP	30				
SN	30				

**Next meeting: Monday, 27<sup>th</sup> September 5.15pm**

**Meeting finished: 7.15pm**

**Signed as true and correct:**