



Kaitaia Primary School

Kia Ngawari (Be Understanding)

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BOARD MEETING – 18th September 2019

Present: Brendan Morrissey, Martha Popata, Ngauru Heka, Deric Ashley, Zoë Brown, Michael Herring

Apologies: Nadia Thomas

Karakia: Brendan

Minutes of Previous Meeting

Minutes accepted as true and correct: Moved: Michael **2nd:** Ngauru Motion Carried

Action Plan / Matters Arising-

Brendan had a property visit with Michael Strider in regards to role growth classrooms. Michael advised that Brendan can determine our number of overall teaching spaces. Michael said we are scheduled to receive 3 or 4 more prefab classrooms by term 2 next year 2020. Our BOT property team can decide where these new classrooms can be located.

Correspondence -

Inward

-STA News –August 2019

-Vanya Sullivan-continuation of working hours.

The Board of Trustees went into Committee to discuss a confidential issue relating to staffing at 5.49pm

The Board of Trustees came out of committee having discussed and resolved this issue. 5.52pm

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Late correspondence:

1. Camp proposal from Whaea Martha.

Motion that the board agrees the camp proposal is a great idea, they delegate that the principal final sign off of paperwork. Moved: Michael 2nd: Derek, Motion: Carried

Motion that correspondence be accepted: Moved: Michael 2nd: Ngauru

Reports:

Finance:

1.

Motion: "That the Kaitaia Primary School Board of Trustees nominate Brendon Morrissey (principal), Delwynne Stevenson (deputy principal) and Cherie Duncan (assistant principal) as cheque signatories to all bank accounts and credit cards."

2. **Motion:** "That the Kaitaia Primary School Board of Trustees has elected to opt into the Ministry of Education Donations scheme for 2020 but will continue to ask families and whanau for donations for overnight school camps" **Moved:** Brendan **2nd:** Martha **Motion:** Carried

Motion that financial report be accepted. Moved: Martha 2nd: Derek Motion: Carried

Principal (including Health Report NAG 5)

NAG 1 (Curriculum) Mid-year data report (attached)

NAG 2 (Self Review) Charter update- mid year review notes (attached)

NAG 3 (Personnel)

Jobs to be advertised include: Room 12 (2020 and beyond, premenant from start of 2020)
Room 10, Room 13 and Room 20 permanent to start in 2020

The Board moves that Brendan can advertise these positions, **Moved:** Ngauru **2nd:** Zoë **Motion:** Carried

The Board of Trustees went into Committee to discuss a confidential issue relating to finance and staffing at 6.27pm
The Board of Trustees came out of committee having discussed and resolved this issue. 7.06pm

NAG 4 (Finance and Property)

Following recent discussions with staff at KPS a budget for 2020 is being created which has a clear focus of “staff well being”. This proposal will be presented at the October meeting.

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 our roadside boundaries. Hopefully all of this work will be complete by the end of August

Our property Modification Advisors (Bohdan Pasternak and Pieter Van Den Bosch) visited at 10am on Tuesday 10th September. The visit covered the new roadside fence and gates being installed. We also discussed a recent issue where a student climbed over our river boundary fence and left school grounds.

The fencing company are going to instal internal fencing free of charge, around the house and rooms 9 and 10.

NAG 5 (Health and Safety)

Health report compiled by Mrs Baker and Mrs Patrick

MISCELLANEOUS

Correspondence between BM and MOE (secretary of education and associate minister of education Tracy Martin) re. principles collective Agreement and Learning Support Coordinators (attached). This is something our Ministers are continuing to work and improve on. We may very well be involved in the next roll out of Learning Support Coordinators.

Recently our local MOE Learning Support Coordinator (Tony Hassen) contacted me. He requested the Kaitaia Primary School become a base for the new Kaitaia Learning Support Hub. We will need to provide a space for the learning support team to work with children and meet with families. I believe that this will help ensure more regular expert help onsite at KPS to support a number of our children with learning, behavioural and/or health needs. It is something I will discuss further with Tony and share more details as they become known.

Our current school stands at 396, which is 17 less than this time last year.

Motion that Principal’s report accepted. Moved: Michael ***2nd:*** Derek ***Motion:*** Carried

Policy Review

- Nag 4/2 School Parent Donations Policy
- Nag 3/19 Child Protection Policy (Draft)
- Nag 6/6 Suspension of Students Policy
- Nag 6/9 Privacy Act Policy

**Motion: That the above policies with links are minuted as received Moved: Ngauru 2nd: Michael
Signed: Chairperson (to be signed). Motion: Carried**

General Business:

Board of Trustees Hours for August Meeting (Minutes)

Name	Preparation for Meeting	Meetings with Principal or Chair	HR Interviews	Property Meetings	Total
NT	30		420		450
NH	30	180	960		1170
MH	30	180	420		630
ZB	120	180	540		840
DA	30	180			210
MP	30	180			210

Next meeting = Wednesday 16th October @ 5.15pm

Signed: Chairperson: _____