


Kaitaia Primary School

Kia Ngawari (Be Understanding)

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BOARD MEETING – 22nd October 2019

Started: 5.35pm

Present: Brendon Morrissey, Nadia Thomas, Ngauru Heka, Derek Ashley, Zoë Brown, Martha Popata,

Apologies: Michael Herring

Karakia: Brendon

Minutes of Previous Meeting

Minutes accepted as true and correct: Moved: Ngauru 2nd: Nadia, Accepted with amendmements

Action Plan / Matters Arising-

We are now part of MOE donation scheme

Michael Strider (MOE) phoned BM, they want the work done by the end of term 1, 2020. There will be a site visit.

Education Support Hub- these are now within our community but no correspondence about when open and available.

Correspondence -

Inward

-STA News-September 2019

-NZSTA Professional Development –Te Tai Tokerau Board Training. Whole BOT encouraged to attend as many as possible, 'Charter, Strategic Planning and Review'

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Late correspondence:

Letter from Jenny Puckey, request to have days off in 2020

The Board of Trustees went into Committee to discuss a confidential issue relating to staffing at 6.06

The Board of Trustees came out of committee having discussed and resolved this issue at 6.08

Motion that correspondence be accepted: Moved: Martha 2nd: Ngauru, Motion Carried

Reports:

Finance:

2020 Budget,

1. "That the 2020 Kaitaia Primary School draft budget for 2020 be accepted"

Moved: Brendon

Seconded: Derek

Motion:

Carried

2. Monthly reconciliation.

"That the Financial report ending 30th September 2019 be accepted".

Moved: Nadia

Seconded: Ngauru

Motion: Carried

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

Principal (including Health Report NAG 5)

Nag 1 (Curriculum)

T4 Staff and syndicate meeting plan- attached

Nag 2 (Self-review)

EOTC report from Senior Camp to Motutapu Island- attached

The follow up from camp was very much appreciated and we look forward to seeing more, other formats such as video are encouraged. The BOT who attend the camp really appreciated the lovely letters of thanks from tamariki.

Nag 3 (Personnel)

Jobs advertised recently were for room 12 and 13 (Permanent yr3/4 Teachers)- these have been offered to our two best applicants. Both jobs will begin at the start of 2020.

The Board of Trustees went into Committee to discuss a confidential issue relating to staffing at 6.58pm

The Board of Trustees came out of committee having discussed and resolved this issue at 7.08pm

The fixed term Yr5/6 position is as yet not filled.

The Permanent Y5/6 Teaching jobs close on Friday 25th October. Shortlisting and interviews will happen in week 3. If any BOT members would like to help with this process, please let me know when you are available.

Nag 4 (Finance and Property)

Finance:

From budget options presented last month for 2020, I have decided to pursue option 3 which sees an extra (partially BOT funded teaching position) Y5/6 class open in Room 19 to start the 2020 school year. This means lower class numbers across the senior school.

Property:

Blue roadside fencing has been replaced along with pedestrian gates, they are stronger and taller at 1.50m.

Property team met during the term break to discuss options for Whare Marino upgrades to be done before the start of school next year. Designs are simple with new light fittings, wall linings and flooring throughout. There will be new furniture and a new Activ Panel. Arcline Design are doing costings and plans. Project is being covered our own working capital funds with Principal approaching MOE to capitalise our building work for accounting purposes.

Nag 5 (Health and Safety)

Health report- compiled by Mrs Baker and Mrs Patrick- attached

Miscellaneous

Our current school roll stands at 400, which is 19 less than this time last year.

Principal (including Health Report NAG 5)

Motion that Principal's report accepted. Moved: Zoe 2nd: Nadia Motion: Carried

Policy Review

- Nag 5/4 Sick Bay/ Medical Room Policy
- Nag 5/9 Sun Smart Policy
- Nag 5/15 Harassment Policy

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

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	45	120			165
NH	30	120	120		270
MH	30	120			150
ZB	90	120			210
DA	60	120			180
MP	30	120		60	210

Prizegiving: Friday 6th December **Junior** 9.30-10.30 **Senior** 11am-12.30

Staff Lunch: Friday 13th from 1pm-3pm

Next meeting: Wednesday 4th December **5.15pm**

Time meeting FINISHED: 7.35pm