

BOARD MEETING – Wednesday 30th June 2021

Present: Brendon Morrissey, Michael Herring, Martha Popata, Ngauru Heka, Zoë Brown, Derek Ashley

Meeting started at: 5pm

Apologies: Shantel Naera and Derek Ashley

Karakia: D.A

Minutes of Previous Meeting

Minutes accepted as true and correct: Moved: Michael Herring 2nd: Brendon Morrissey

Action Plan / Matters Arising-

n/a

RTLB-Rob MacDonald

The Kaitaia Primary Board of Trustees went into committee to discuss staffing at pm

The Board of Trustees came out of Committee at pm

Correspondence -

Inward – Maunga Taniwha ki Rangaunu Trust -21st May 2021-seeking support for a Nursery Hub. A letter of support from behalf of Kaitaia Primary will be written in show of support.

-Staff correspondence

The Kaitaia Primary Board of Trustees went into committee to discuss staffing at 5.10pm

The Board of Trustees came out of Committee at 5.18pm

-STA news –May 2021

Late correspondence:

1. Notification from ERO, school evaluation.

Motion that correspondence be accepted: Moved: Michael Herring 2nd: Martha Popata

Finance:

1. "That the 2020 annual report prepared by Ask Accounting Ltd and audited by PKF Francis Ltd be accepted".

Moved: Michael Herring

Seconded: Brendon Morrissey

2. "That the fixed asset policy be altered to show that any item with an individual value in excess of \$1,000 be capitalized on purchase".

Moved: Michael Herring

Seconded: Brendon Morrissey

Motion that financial report be accepted. Moved: Brendon Morrissey 2nd: Ngauru Heka

Principal (including Health Report NAG 5) PRINCIPAL'S REPORT - June, 2021

NAG 1 (CURRICULUM)

Study Centre – initial data and programme outline

NAG 2 (SELF-REVIEW)

Behaviour Management Policy and Procedures

NAG 3 (PERSONNEL)

New record for KPS – we have 4 staff currently on ACC leave. Sharon and I believe this is the most ever at one time.

Confidentiality issue + SMT process followed

The Kaitaia Primary Board of Trustees went into committee to discuss a process update and staffing at 6.15pm

The Board of Trustees came out of Committee at 7.00pm

Grumble tree mahi – a recent process update

NAG 4 (FINANCE AND PROPERTY)

I met with Tristan (Arcline Design) and Michael H on Friday 25 th June to discuss the new fencing project (attached) as well as the new car park layout for our current roll growth classroom project. We will continue working with the MOE to see if we can combine elements of the two projects to make them work at a lesser cost. We also discussed the new Shade Structure plans for the Junior School (info attached). Michael and I will be meeting with Tristan in upcoming weeks to get our next 5YA underway.

NAG 5 (HEALTH AND SAFETY)

Emergency Evacuation Policy and Procedures

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

MISCELLANEOUS

Our school has been selected to have a full-time student counsellor. This is a newly funded position and will really help our tamariki here at KPS. The MOE will be working to sort out the regional providers over the upcoming term. Hopefully we will have somebody for our school to start in Term 4. Our current school roll stands at 340 which is 40 less than this time last year.

B. Morrissey

Motion that Principal's report accepted. Moved: Michael Herring 2nd: Ngauru Herring

Policy Review:

-Nag 3/13 Principal Professional Growth Cycle Policy

-Nag 3/15 Classroom Release Time Policy

-Nag 3/16 Policy on Police Vetting

-Nag 4/4 Property Management Policy

-Nag 4/7 Fixed Asset Policy

-Nag 5/16 Behaviour Management Policy

-Nag 5/17 Cybersafety Policy

Motion: That the above policies with links are minuted as received Moved: Brendon Morrissey 2nd: Martha Popata

Signed: Chairperson (to be signed).

General Business:

Room 12 & 14 camp proposal Brendon Morrissey moves that the board allocate responsibility to him to see the camp proposal meets health and safety requirements.

The Kaitaia Primary Board of Trustees went into committee to discuss a process update and staffing at 7.34pm

The Board of Trustees came out of Committee at 7.48pm

Board of Trustees Hours for March 2021 Meeting (Minutes)

Name	Preparation for Meeting	Meetings with Principal or Chair	HR Interviews	Property Meetings	Total hours
NH	30				3.5hrs
MH	30			60	4.5 hrs
ZB	60				4 hrs
DA	30				.30 mins
MP	30				3.5hrs
SN	30				

Next meeting: Thursday 26th August, at 5pm

Time meeting **FINISHED: 8pm**