



# Kaitaia Primary School

Kia Ngawari (Be Understanding)

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## **BOARD OF TRUSTEES MEETING – Tuesday 26<sup>th</sup> October 2021**

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

**Meeting started at:** 5.20 pm

**Apologies:** Derek Ashley

**Karakia:** Brendon Morrissey

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

**Correction 1:** The Kaitaia Primary School – Board of Trustees went into committee at 5.28pm to discuss letters submitted by KPS staff members.

**Correction 2:** It was agreed that a BOT meeting dedicated to the above will be held on Tuesday 26<sup>th</sup> October.

**Moved:** Brendon Morrissey

**Seconded:** Shantel Naera

**Action Plan / Matters Arising** – Brendon has followed up with Hinemoa Tipene re taking over Flourish who directed Brendon to contact Angela Phillips from Building Safer Communities under Te Rarawa who confirmed MSD do not have contracts for this. Brendon and Sharon have had a meeting with Ruth Pirini from Flourish where she submitted financial accounts. Brendon has compiled different plans with trying to keep this service which has been discussed at senior management level. Will discuss options further in general business.

**2022 staffing and budgets.** To be discussed in general business in more detail.

**Correspondence - Inward – Nil**

**Late Correspondence – Inward**

- Covid-19 Public Health Response Amendment Order.
- NZEI mandatory Vaccinations in Schools

**Motion that the late correspondence be accepted:**

**Moved:** Ngauru Heka

**Seconded:** Shantel Naera

**Finance:**

**Motion that financial report be accepted.**

**Moved:** Michael Herring

**Seconded:** Martha Popata

# Principal (including Health Report NAG 5) PRINCIPAL'S REPORT – October 2021

## PRINCIPAL'S REPORT - October, 2021

### **NAG 1 (CURRICULUM): Writing icons**

Across all levels of writing, our children have different things that they are focusing on in their learning. We have developed some icons = simple pictures, which help remind our students what to do when they are crafting a piece of writing. Teachers choose 2 or 3 icons for each student to focus on when writing based on their current writing ability and habits.

What we are finding already is that the icons are being used by our tamariki to check their own work. Even our 5-year-old students can tell us what an icon they are using means and show us how it looks in their piece of writing. The icons are a very powerful tool to help teach our students how to do better writing. We are continuing to develop more of these icons in Levels 2 and 3 for our middle and senior school children.



Read my story to someone

**Read my story to someone**

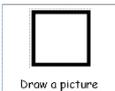


Punctuation



Editing

**Punctuation and editing**



Draw a picture

**Draw a picture**



How did you feel?



Share your idea

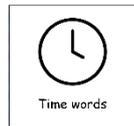
**How did you feel? Share your ideas**

ideas



Write the words we know

**Write the words we know**



Time words



5 w's

**Time word 5 Ws (who, what, where, when, why)**



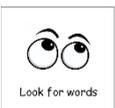
Think of what to write

**Think of what to write**



Link my writing to my plan

**Link my writing to my plan**



Look for words

**Look for words**



Write the sound and carry on

**write the sound and carry on**



Sound out the main sounds

**Sound out the main words**



Finger Space

**Leave finger spaces**



**Adjectives    Subject Specific words**

### **NAG 2 (SELF-REVIEW)**

Strategic Planning from 2023 onwards (NZSTA webinar attachment for discussion)  
ERO – self audit “Further Thinking” sections in section 2 (discussion topics over the time of the review) = attached – pages 9, 18, 26, 31 and 37) **These pages have been discussed at this BOT meeting and added to in preparation for Brendon to send completed self audit to ERO.**

### **NAG 3 (PERSONNEL)**

A staff vaccination register will be added to our personnel records this term. We already keep registers for Teacher Registration and Police Vetting so this will be another to be stored securely onsite. I will be following up with MOE how to cover this with our outside contractors. My suspicion is that it will work similarly to Police Vetting. As I learn further information from MOE, NZSTA and NZEI, I will share their recommendations with the BOT and we will then need to make an amendment to a few policies – Appointment of Staff Policy (Nag 3/4) and our Health and Safety Policy (Nag 5/1).

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

Our draft budget for 2022 is tight. Because we have fewer students than in 2021 our budget has been cut back a bit. Sharon and I have had several budget meetings and Sharon has also had a few discussions with our accountants to verify facts and figures. I am still waiting on our new 10YPP from Arcline which includes provision for cyclical maintenance. We have accumulated a lot of funding for this and not spent much over the last 10 years. I am aiming for our contributions over the next 10 years to be significantly less so that we can catch up on the spending in this area. We currently have \$140 000 in the cyclical maintenance account and we put aside \$25 000 per year which is way too much. I am aiming for that figure to be dropped to be \$5000 per year, saving us \$20 000 per year for the next 10 years. Cyclical maintenance is for interior painting which we get done usually through 5YA projects. We will struggle to spend what we’ve got and continuing to pile more money than what is needed on top of it makes no sense. We can easily afford to drop our cyclical maintenance contributions to \$5K per year for the next 10 years and still have enough money to pay for what we need.

Landscaping around our new classrooms have been happening over the holiday break. The railing on the decks is nearly all finished. Latches to hold exterior doors open have been installed and some other minor repairs have been done. We still have to be done as well as new double gates by Rooms 22 and 23 and some line marking in our carparks to be done. I will continue to talk to our project manager Shayne about getting these things completed.

Tristan from Arcline is still working through all the necessary info from Pacific Membrane Structures about our new shade structure project in the Junior School area. This is progressing, although slowly. We are hopeful to get it done this summer in readiness for the 2022 school year. A lot will depend on the Alert Level status we have to operate under.

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

Health Report – compiled by Mrs Baker – attached

### **MISCELLANEOUS**

Our current school roll stands at 347 which is 44 less than this time last year.

**Motion that Principal's report be accepted.**

**Moved: Brendon Morrissey**

**Seconded: Ngauru Heka**

**Policy Review:**

-Nag 1/6 Policy on Literacy and Numeracy **Alter guidelines 3. Change from appraisal to performance management.** Agreed to at this BOT meeting.

-Nag 3/4 Appointment of Staff Policy **Awaiting advice to amend policy re Covid vaccinations. Review at November 2021 BOT meeting**

-Nag 3/5 Staff Induction Policy

***Motion: That the policies Nag 1/6 and Nag 3/5 are minuted as received and approved:***

***Moved: Brendon Morrissey***

***Seconded:***

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

**General Business:**

**-Staffing options 2022 (in committee)**

**"The Kaitaia Primary School Board of Trustees went into committee at 7.05pm to discuss staffing and budgets for 2022 and came out of committee at 7.35pm"**

**Moved: Brendon Morrissey**

**Seconded: Michael Herring**

**"That the Kaitaia Primary School 2022 draft budget with a deficit of \$119,604 be accepted".**

**Moved: Brendon Morrissey**

**Seconded: Michael Herring**

Gifts will need to be purchased for any staff leaving.

Invite Petricevich whanau to a prizegiving and present with a gift.

BOT has agreed to paying half share of end of year luncheon to be held at Beachcomber.

KPS social club will pay the other half.

KPS prizegiving will be split into 3 areas of the school over 3 different days. Brendon will confirm if parents/visitors/whanau have to be double vaccinated to attend prizegiving.

**Board of Trustees Hours for 26<sup>th</sup> October 2021 Meeting (Minutes)**

Name	Preparation for Meeting	Meetings with Principal or Chair	HR Interviews	Property Meetings	Total hours
NH	30				30
MH	30				30
SP	60				60
DA	0				0
MP	30				30
SN	30				30

**Next meeting: Tuesday, 30<sup>th</sup> November 5.15pm**

**Meeting finished: 7.45pm**

**Signed as true and correct:**