



Kaitaia Primary School

Kia Ngawari (Be Understanding)

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BOARD OF TRUSTEES MEETING – Monday 27th September 2021

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: Nil

Moved: Ngauru Heka

Seconded: Michael Herring

Action Plan / Matters Arising –

Brendon to email Louella re maternity leave request.

Brendon to email Sarah Doak re leave request.

Brendon to email Rob MacDonald the progress of the MOE letter re concurrence and email letters to MOE requesting this. (Upon further investigation with MOE, approval was not required by them. Sharon Patrick lodged this request through Novopay and has now been actioned).

Correspondence - Inward –

- Letter of resignation from staff member – In committee
- Letter from staff member – In committee
- Commuter Tours letter – closure of business.

The Kaitaia Primary School Board of Trustees went into committee at 5.28pm to discuss letters submitted by a KPS member.

The Kaitaia Primary School Board of Trustees came out of committee at 5.30pm having discussed the correspondence.

Late Correspondence

The Education and Training Act 2020.

Healthy Lunches in Schools. Bells Produce will be contracted to continue providing KPS with school lunches until the end of 2023.

Flourish – their last day of after school care at KPS will be 24th December 2021. Brendon has offered to check with some franchises that might be interested in taking this over.

Motion that the late correspondence be accepted:

Moved: Ngauru Heka

Seconded: Michael Herring

Finance:

“That Sharon Patrick has performed a physical stocktake of Kaitaia Primary School Assets and all impaired assets have been disposed of, in addition to assets on the fixed asset register that were not found”.

Moved: Michael Herring

Seconded: Ngauru Heka

“That the fixed asset policy and rates have been reviewed and the depreciation rates remain unchanged for 2021”.

Moved: Michael Herring

Seconded: Ngauru Heka

Motion that financial report be accepted.

Moved: Shantel Naera

Seconded: Martha Popata

Principal (including Health Report NAG 5) PRINCIPAL’S REPORT – September 2021

PRINCIPAL’S REPORT - September, 2021

NAG 1 (CURRICULUM)

T4 Staff meeting plan (attached)

NAG 2 (SELF-REVIEW)

Strategic Planning from 2023 onwards (NZSTA webinar attachment for discussion)
ERO – self audit “Further Thinking” sections (attached – pages 4, 6, 11, 17 and 23)
School bus runs for KPS in 2022 – new bus contractor (Ritchies)

NAG 3 (PERSONNEL)

Staff have settled in well following our recent lockdown break. We have lost of our students back (just 17 to go) so classes are back into full swing. More and more children have been returning each day as our whanau realise it is okay for them now to be back in school. I will continue to add weekly postings on Facebook about exciting happenings at school.

A letter of resignation has been received which we need to discuss further in-committee. The resignation takes effect from the end of this year and is of significant importance to our school. I move that we go into committee to do so. (This letter will be shared at the BOT meeting)

NAG 4 (FINANCE AND PROPERTY)

Fix-ups on our new classrooms have been happening over the past few weeks. 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 have a dead rat in a wall cavity in Room 6. This is causing quite a smell and we have relocated Room 6 into Room 7 for the time being. I have notified Shayne from A-Line construction who is forming a plan to sort this problem out.

I have done all the due diligence for our new carpark with our tenants at the school house. They will be losing a shed which they have been using to store wood in. They are happy with a replacement shed being installed closer to the house itself. This could be a smaller version just big enough to put wood in for the house fireplace.

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. Attached is a copy of their schedule of works for our project to be done this summer.

NAG 5 (HEALTH AND SAFETY)

Health Report – compiled by Mrs Baker and Mrs Patrick – 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: Martha Popata

Policy Review:

- Nag 1/5 Policy on Assessing Achievement Levels of Maori Students – macrons have now been added as requested at 02.09.2021
- Nag 5/14 Non-violence Policy
- Nag 5/18 Traumatic Incidents Management Policy
- Nag 5/19 Custody & Access Policy
- Nag 6/1 Attendance Policy
- Nag 6/4 Animal Welfare Policy
- Nag 6/9 Privacy Policy

Motion: That the above seven policies are minuted as received and approved:

Moved: Brendon Morrissey

Seconded:

Signed: Chairperson (to be signed).

General Business: Nil

Board of Trustees Hours for 27th September 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	30				30
MP	30				30
SN	30				30

Next meeting: Tuesday, 26th October 5.15pm

Meeting finished: 7.40pm

Signed as true and correct: