



# Kaitaia Primary School

Kia Ngawari (Be Understanding)

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## BOARD OF TRUSTEES MEETING – Tuesday 30<sup>th</sup> November 2021

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

**Meeting started at:** 5.20 pm

**Apologies:** Derek Ashley

**Karakia:** Brendon Morrissey

**Minutes of Previous Meeting read and accepted as true and correct**

**Moved:** Shantel Naera

**Seconded:** Ngauru Heka

**Action Plan / Matters Arising : Nil**

**Rob MacDonald- RTLB update / Funding Agreement.**

2021 Report tabled. 2022 draft budget presented. Graphs re LSF funding and trends. Vision statement being worked on due to turnover of staff, as they don't have ownership of the current one. Request of services – at time of report there were 240 allocated cases and 216 have been closed during the year, so total for year was 456 cases. During 2021 the Yr 3 and Yr 4 groups received most of the teacher aide funding. Will start 2022 with one staff member short as applicants for this position haven't been suitable. Surplus of 2021, \$20,000 of this will be allocated to transition and LSF for Term 1, 2022. Money has been saved on travel due to down time due to Covid 19 and the transferring of most of the lease vehicle to hybrid vehicles, therefore cheaper fuel.

“The 2022 RTLB draft budget be set with a deficit operating budget of \$10,852. With the carried forward surplus of an estimate of \$115,753 and the deficit as above, the carried forward balance to 2023 will be \$104,901.”

**Rob moved that his report be accepted**

**Moved:** Robert MacDonald

**Seconded:** Ngauru Heka

**Brendon moves that the RTLB Funding Agreement from 1 January 2022 to 31 December 2023 be signed and accepted and sent to the MOE.**

**Moved:** Brendon Morrissey

**Seconded:** Martha Popata

**Rob MacDonald left the BOT meeting at 5.55pm**

**Correspondence - Inward – Nil**

## **Late Correspondence – Outward – The Year That Was 2021 article**

**Motion that the correspondence be accepted:**

**Moved: Ngauru Heka**

**Seconded: Martha Popata**

**“That the Kaitaia Primary School Board of Trustees gives Sharon Patrick approval to apply to Pub Charity for \$5,143.57 for sports equipment”.**

**Moved: Brendon Morrissey**

**Seconded: Michael Herring**

**Resolution to Pub Charity Ltd**

**Moved: Brendon Morrissey**

**Seconded: Michael Herring**

**Finance:**

**Motion that financial report be accepted.**

**Moved: Martha Popata**

**Seconded: Ngauru Heka**

### PRINCIPAL’S REPORT - November, 2021

#### **NAG 1 (CURRICULUM): End of year results**

Reading, Writing and Maths results for 2021 - attached

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

Curriculum refresh – this will be the driving focus for our Teaching team over the next 4 years. It is also the focus for all schools across Aotearoa. A framework for the review is attached.

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

All meetings with unvaccinated staff have now happened and follow-up emails have been sent. I move that we go into committee to discuss further details.

We have several letters from staff, I move that we discuss these further in-committee also.

The Kaitaia Primary School Board of Trustees went into committee at **6.20 p.m.** to discuss letters written regarding unvaccinated staff members and several other letters from staff.

The Kaitaia Primary School Board of Trustees came out of committee at **7.15 p.m.** having discussed the correspondence.

**Moved: Brendon Morrissey**

**Seconded: Michael Herring**

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

We have employed a new Caretaker who will start work on Monday 29<sup>th</sup> November. He will work alongside our current Caretaker (Mr Lewis) until the end of this year. Mr Lewis has offered to mentor our new Caretaker and pass on his knowledge. This is a very fortunate position for our school to be in. Michael Herring and I went through the following process to employ our new Caretaker:

First, the position was advertised in our local newspaper and local social media.

Once the application process closed, Michael and I reviewed each application separately, summarising the +’s, -’s and things of interest for each candidate.

Next, Michael and I met to compare notes and to shortlist the top 3 applicants who we wanted to interview. We also wrote out the specific questions we wanted to ask during the interview process.

All interviewees were contacted and interview times and dates were set up.

Michael and I interviewed each applicant and asked the questions we had put together to ask. We took notes during each interview.

After all 3 interviews were done, we compared the answers given from each and had a discussion about who overall was our best applicant. The decision was unanimous and the offer was made to the best applicant, who has since accepted our job offer and will start on Monday 29<sup>th</sup> November. Both unsuccessful applicants who were interviewed were contacted personally via phone and emailed to say that they were unsuccessful at that time. Both applicants were thankful for the opportunity and wished our school well. All other applicants were emailed to let them know that our employment process was now concluded and that we had chosen another applicant for the job.

In summary, Michael and I feel that we have followed our employment process with fairness and equality for all involved.

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

Health Report – compiled by Mrs Baker - attached

#### **MISCELLANEOUS**

Our current school roll stands at 347 which is 37 less than this time last year.

### **Principal (including Health Report NAG 5) PRINCIPAL’S REPORT – November 2021**

#### **Motion that Principal’s report be accepted.**

**Moved: Brendon Morrissey**

**Seconded: Ngauru Heka**

#### **Policy Review:**

-Nag 3/4 Appointment of Staff Policy

-Nag 3/6 Discretionary Leave Policy

-Nag 5/9 Sun Smart Policy

-Nag 6/5 Smoke Free Environmental Policy will be amended to include non-vaping and reviewed at the February 2022 BOT meeting

**Motion: That the first three policies are minuted as received and approved:**  
**Moved: Brendon Morrissey                      Seconded: Michael Herring**  
**Signed: Deputy Chairperson (to be signed).**

**General Business:**

**Teaching Positions for 2022 – discussed in committee as above.**

**All the below reports were tabled for BOT members to read and discuss at the February 2022 BOT meeting.**

**2021 Annual Principal report**  
**2021 Kiwi Sport funding report**  
**2021 Analysis of Variance report**  
**2021 Principal Appraisal report has been received.**  
**2021 Senior School SENCO report**

**Board of Trustees Hours for 30<sup>th</sup> November 2021 Meeting (Minutes)**

Name	Preparation for Meeting	Meetings with Principal or Chair	HR Interviews	Property Meetings	Total hours
NH	30		6	1	7 hrs30
MH	30				30
SP	30				30
DA	30				30
MP	30				30
SN	30				30

**Next meeting: Wednesday 23<sup>rd</sup> February, 2022 at 5.15pm**

**Meeting finished: 7.45pm**

**Signed as true and correct:**