



Kaitaia Primary School

Kia Ngawari (Be Understanding)

Email:
kaitaiaps@xtra.co.nz

Church Road - Kaitaia

Office Phone:
09 408-0228

Office Fax:
09 408-2361

BOARD MEETING – 22.05.2019

Committee Members Present: Brendon Morrissey, Michael Herring, Cherie Duncan, Yvonne Erstich, Melissa Johns, Lesley Tipene (arrived at 5:40pm)

Committee Member Apologies:

Karakia:

Board of Trustees Hours for May Meeting (Minutes)

Name	Preparation for Meeting	Meetings with Principal or Chair	HR Interviews	Property Meetings	Total
Lesley Tipene					
Cherie Duncan	60				60
Michael Herring	60				60
Melissa Johns	30				30
Yvonne Erstich	30				30

Welcome to our visitors who have come along to the BoT Meeting to see what it is about in relation to nominations for the BoT elections.

Minutes of Previous Meeting:

Motion: "That the Minutes of the previous meeting be accepted."

Moved: Michael Herring

Seconded: Yvonne Erstich

Motion: Carried

Action Plan / Matters Arising:

- Long Term Maintenance Plan for 29 Dominion Rd: TBD Michael to contact LJ Hooker to see where we are at in terms of the up-grade.
- Clearing of weeds and trees on river bank by Junior School. Still to be done.
 - Peter Weissing is planning on organising the removal of some the trees to be done Saturday 30th March. This has not yet been done.

CORRESPONDENCE:

Inward:

- STA News- April 2019
 - *Apology in regard to guidance around stand-downs and exclusions (pg13)*
- Tammara Nix 1st May 2019-Letter of Resignation
- Land Information New Zealand – 6th May 2019-Encouragement of disposal of teacher houses.
 - The MoE are trying to encourage schools to sell their non-core housing.
 - Michael and Brendon will contact the MoE to get further information.

Motion: "That the Board of Trustees elects to keep the non-Core housing."

Moved: Brendon Morrissey Seconded: Cherie Duncan

Motion: Carried

Late Correspondence:

- Rangiaata Nathan – Leave request
- He Panui
 - This is information around the consultation hui in regard to see the Learning Support Services and the RTLB and how changes could be made to these services to make them work better for children and young people, whanau, schools and ECE.
 - There will be a meeting here on June 11 at 6pm.
- 29th May Strike

Motion: "The Board of Trustees closes the school for the day on Tuesday May 29th."

Moved: Brendon Morrissey

Seconded: Michael Herring

Motion: Carried

Motion: "That all correspondence be accepted."

Moved: Lesley Tipene

Seconded: Yvonne Erstich

Motion: Carried

REPORTS:

Finance:

1. Finance Report:
2. Monthly Reconciliation:

Motion: "That the Financial report be accepted."

Moved: Yvonne Erstich

Seconded: Michael Herring

Motion: Carried

Principal's Report:

- **NAG 1 (Curriculum):**

- Effective Teacher Profile Matrix (ETP)

- This is the work that Cherie, Delwynne and Brendon have been working on with the teachers. The matrix is the culmination of all the work that the staff have been doing around this over the past year as part of the Curriculum Re-design.

- **NAG 2 (Self-Review):**

- Mid-Year School Report Format

- This format is directly linked to the Musac Edge SMS.

- **NAG 3 (Personnel):**

- Principal Appraisal 2019

- Brendon has three Teaching as Inquiries in relation to his Appraisal this year. He explained these to the Board.

- Staffing

6:20pm The Board of Trustees went into Committee to discuss a confidential issue related to staffing.

6:25pm The Board of Trustees came out of Committee having discussed and resolved this issue.

Motion: "That the Board ratifies the decision made in committee."

Moved: Yvonne Erstich

Seconded: Michael Herring

Motion: Carried

6:25pm The Board of Trustees went into Committee to discuss a confidential issue related to staffing.

6:45pm The Board of Trustees came out of Committee having discussed and resolved this issue.

Motion: "That the Board ratifies the decision made in committee."

Moved: Lesley Tipene

Seconded: Cherie Duncan

Motion: Carried

6:45pm The Board of Trustees went into Committee to discuss confidential matters related to a schooling issue.

7:05pm The Board of Trustees came out of Committee having discussed this issue.

Motion: "That the Board ratifies the decision made in committee."

Moved: Yvonne Erstich

Seconded: Michael Herring

Motion: Carried

- **NAG 4 (Finance and Property):**

- Building Plans for 2019

- Windows for Room 4/Weatherproof external walkway project

- We have received a quote from Craig Maisey Builders for this job.
 - The Weatherproof external walkway will not be covered by the 5YA and we will need permission from the MoE to use the Working Capital to pay for this project.

Motion: "That the Board applies to the Ministry of Education to use the Working Capital for this project."

Moved: Yvonne Erstich

Seconded: Lesley Tipene

Motion: Carried

Motion: "That the Board accepts the quote from Craig Maisey Builders and Glass for the Walkway and windows project."

Moved: Yvonne Erstich

Seconded: Lesley Tipene

Motion: Carried

- Whare Marino/Rm 15 redevelopment

Motion: "That the Board contracts Arcline Design to do the design plans for the upgrade to the Whare Marino and complete ammendments to the existing 5YA to reflect the project."

Moved: Yvonne Erstich

Seconded: Michael Herring

Motion: Carried

○ Gates/Fences for Property Mods

- Bhodan Pasternak and Sarah Bufton are working on this project.

● **NAG 5 (Health and Safety):**

- Health Report

● **MISC:**

- Roll is now at 385
- Equity Index discussion

Motion: "That the Principal's report be accepted."

Moved: Yvonne Erstich

Seconded: Cherie Duncan

Motion: Carried

Policy Review:

- Nag 3/11 – Safe Practice for Staff Policy
- Nag 6/3 – Copyright Policy
- Nag 1/13 – Bilingual Education Policy
- Nag 2/6 – Board of Trustee Meeting Procedures Policy
- Nag 3/18 – Good Employer Obligations

General Business:

- Rooms 11,13-14 Camp proposal for Lonsdale Camp

Motion: "That the Kaitia Primary BoT delegates responsibility for the signing off of this camp to Brendon Morrissey.

Moved: Michael Herring

Seconded: Yvonne Erstich Motion: Carried

- MoE Work in Wellington
- New Photocopier Contract
 - This is with Fuji-Xerox
- BoT Elections
 - Nominations close on Friday May 24th

Next Meeting: Wednesday, June 26th 2019

Meeting Closed: 7:35pm