

BOARD OF TRUSTEES MEETING - 26.06.2019

Karakia: Brendon Morrissey

Present: Brendon Morrissey, Michael Herring, Ngauru Heka, Nadia Thomas, Zoe Brown, Rob MacDonald, Sharon Patrick (as minutes secretary).

Minutes of the previous meeting:

Motion : "That the minutes of the previous meeting be accepted as true and correct with the amendment that the motion be added "That the policies above are accepted"

Moved: Brendon Morrissey **Seconded:** Michael Herring

Motion: Carried

Action Plan / Matters Arising:

1. Long term maintenance plan for 29 Dominion Rd: Michael to contact LJ Hooker to see where we are at in terms of the up-grade.
2. Brendon to contact Craig Maisey re Room 4/5 project. Done.
3. Brendon to contact Tristan @ Arcline re plans for the Whare Marino and %YA amendments. Done.
4. Clearing of weeds and trees on river bank by junior school. Michael and Brendon to speak to Peter Weissing to arrange a time.

Introductions – who we are and what we aim to bring to the BOT

Brendon Morrissey: As principal of KPS for 10 years, my aim is to try and get as much approved for our tamariki through the board of trustees. I will help guide you through the processes.

Michael Herring: To continue my work on the property at KPS and be of assistance to anywhere and anyone I can.

Nadia Thomas: Wants to part of a successful team and be hands on. Passionate about the kids.

Zoe Brown: Primary School teacher trained, relieved in East Coast Schools, currently working in ECE at Mission Place Kindy. Want to give back to the school, keen to learn about the BOT.

Derek Ashley: Absent

Ngauru Heka: Primary School trained teacher, currently teaching at Oturu School. Children and whanau are my heart. Want to help and encourage people to make a better future for their children.

Robert MacDonald: Varying roles in teaching in different places. Currently working as RTLB manager of cluster one (for past six years) and wants to share his knowledge in this area.

RTLB report. Rob explained RTLB who, what and how of these positions by providing a detailed pamphlet. Each term Rob furnishes a report of the RTLB via way of graphs, which is approved at this BOT meeting before sending the reports to principals.

Rob MacDonald presented his report and explained the models of how the reports were based.

Moved: Michael Herring **Seconded:** Ngauru Heka

Motion: Carried

Rob left the meeting at 6.10pm

Staff Rep – to be confirmed following a bi-election.

Motion "There were no nominations for a staff representative to the 2019 BOT elections a casual vacancy has occurred. This position must be filled by having a by-election. The election date will be Monday 29th July. We engage Sharon Patrick to be the Returning Officer for this by-election".

Moved: Zoe Brown

Seconded: Nadia Thomas

Motion: Carried

Correspondence Inward:

1. Governance Manual (KPS) **Given to each BOT member**

2. STA News – May 2019. **Tomorrows Schools task force report, Suspensions, sexual education, BOTs legal responsibilities, fixed term appointments.**
3. Lesley Tipene – Resignation from BOT 22nd May 2019. **Accepted Moved:Ngauru Heka. Seconded: Zoe Brown. Motion: Carried**
4. NZSTA – Professional Development 4th September 2019 Te Tai Tokerau – 19th June 2019. **BOT training .More information should come out about this.**
5. Ministry of Education – RTLB Funding Agreement. **Funding agreement for next two years, do we show our expression of interest? LSF funding, principal and admin time and effort needed to perform all tasks efficiently is well under funded. Workloads far out way the money we receive. Brendon and Sharon will discuss this and further information will be emailed to Board members before we complete the expression of interest and send to MOE. All present agreed.**

Late correspondence:

1. NZEI Action for Principals **Principal's did not accept the MOE offer. More info due out Monday 1st July.**
2. Programmed Property Services – Dominion Rd quote

Motion “ That KPS BOT include 29 Dominion Rd painting in the same Programme Maintenance Services schedule as KPS ”.

Moved: Brendon Morrissey Seconded: Michael Herring Motion: Carried
Agreement signed by Michael Herring for Brendon to send back to Programmed Maintenance Service.

3. Te Hiku Hauora – Health checks for staff. **Lisa Deans to attend staff morning tea on Thursday 27th June to explain.**

Moved that correspondence is minuted as received:

Moved: Ngauru Heka Seconded: Nadia Thomas Motion: Carried

BOT Review:

1. The Role of the Board
Chairperson, Deputy Chairperson, Property, Health and Safety, Finance, Iwi Liaison and Community Partnerships

Motion: “That BOT elect officers for the roles listed above at our next BOT meeting in August.”

Moved: Brendon Morrissey Seconded: Zoe Brown Motion: Carried

2. The National Education Goals
3. The National Administration Guidelines

Finance Report

That all BOT members agree that one payment of their meeting fees be paid in one lump sum after the December meeting.

Motion: “That the 2018 annual report and financial statements prepared by Edtech Ltd and audited by PKF Francis Aickin be accepted”.

Moved: Michael Herring Seconded: Brendon Morrissey Motion: Carried

Motion: “That the 2019 draft budget be altered by increasing expense codes RTLit Admin by \$51.00 to \$3,347.00, RTLit Travel by \$1,396.00 to \$13,259.00, reducing Health & PE expenses by \$9,500 to \$8,750.00, reducing Health & PE income by \$3,700.00 to nil, increase Technology expenses by \$800 (\$400 each for Room 14 and Room 20) to \$11,000.00 and increase Bulk Grant income by \$16,575.00 from \$865,796.00 to \$882,371.00.”

Moved: Micahel Herring Seconded: Nadia Thomas Motion: Carried

Motion: “That the financial report be accepted”.

Moved: Ngauru Heka Seconded: Brendon Morrissey Motion: Carried

“That the Kaitaia Primary School Board of Trustees gives approval for Delwynne Stevenson to apply to Oxford Sports Trust for \$10,382.61 for bus and ferry travel to Motutapu Island for Rooms 9,10,20 and 21 camp”.

Moved: Ngauru Heka

Seconded: Zoe Brown

Motion: Carried

Resolution moved: Ngauru Heka

Seconded: Zoe Brown

Motion: Carried

Principal's Report

NAG 1 (CURRICULUM)

Term 2 staff/syndicate meeting overview - attachment

NAG 2 (SELF-REVIEW)

RTLB report – Rob McDonald (presentation) **See above**

NAG 3 (PERSONNEL)

A new Teacher Aide position has been advertised in the Northland Age with a closing date of Wednesday 26th June. This is to support a sight impaired student attending our school.

NAG 4 (FINANCE AND PROPERTY)

Our blue roadside fencing and gates are flimsy in their construction and have some damage due to vandalism. The fence and gates are not secure, safe or self-closing anymore. Bohdan Pasternak from the MOE has put a proposal together to replace our roadside fence-line and gates with the galvanised steel style gate and fence we have in our carpark by the old dental clinic. This work has been approved and is due to start in Term 3.

Mike Glover from MOE has engaged in a very early conversation with me about roll growth classrooms for KPS. He has mentioned that the MOE are looking to add 5 new classroom spaces to our current setup. More information will be shared with BOT in upcoming months.

NAG 5 (HEALTH AND SAFETY)

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

Roll is now 393

“Moved that the Principal’s report be accepted.”

Moved: Brendon Morrissey

Seconded: Michael Herring

Motion: Carried

Policy Review

1. NAG 4/3 Fundraising Policy
2. NAG 4/2 Policy

“That the Fundraising Policy 4/3 be accepted and the Parent donation policy 4/2 be deferred until the MOE puts out more guidance and legislation “.

Moved: Brendon Morrissey

Seconded: Nadia Thomas

Motion: Carried

General Business:

Staffing.

7.40pm The Board of Trustees went into Committee to discuss a confidential issue relating to staffing.

7.42pm 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: Brendon Morrissey

Seconded: Ngauru Heka

7.43pm The Board of Trustees went into Committee to discuss a confidential issue relating to staffing.

7.45pm 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: Brendon Morrissey

Seconded: Ngauru Heka

7.46pm The Board of Trustees went into Committee to discuss a confidential issue relating to staffing.

7.48pm 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: Brendon Morrissey

Seconded: Zoe Brown

7.49pm The Board of Trustees went into Committee to discuss a confidential issue relating to staffing.

7.51pm 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: Brendon Morrissey

Seconded: Michael Herring

Board of Trustees Hours for June BOT Meeting (Minutes)

Name	Preparation for Meeting	Meetings with Principal or Chair	HR Interviews	Property Meetings	Total
Ngauru Heka	90				90
Zoe Brown	90				60
Michael Herring	60				60
Nadia Thomas	60				60

Sharon explained this table to BOT members. This will become part of the monthly minutes from here forward.

Next Meeting: Wednesday 14th August at 5.15pm

Meeting closed: 8.00pm