

		<h1 style="margin: 0;">Kaitaia Primary School</h1> <p style="margin: 0;">Kia Ngawari (Be Understanding)</p>	
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BOARD MEETING – 27.03.2019

Committee Members Present: Brendon Morrissey, Michael Herring, Cherie Duncan, Yvonne Erstich,

Committee Member Apologies: Lesley Tipene, Melissa Johns

Karakia:

Minutes of Previous Meeting:

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

Moved: Yvonne Erstich

Seconded: Cherie Duncan

Motion: Carried

Action Plan / Matters Arising:

- Long Term Maintenance Plan for 29 Dominion Rd: TBD
 - Michael attempted to do a site visit in order to plan for the LT Maintenance, but the dogs prevented him from entering the property.
 - The renter is causing problems with the Contractors trying to do the maintenance, by either not being there or by making changes to what the contractor has been asked to do.
 - LJ Hooker is suggesting that we consider ending the tenancy and doing the bulk of work and then doing up the property and putting up the rent as it is at the low end of the rent spectrum in Kaitaia. The suggestion is that we put aside the money from the rent for the rest of the year, give termination notice in September to save up and then use this to pay for redecorating etc, which would be done over the holidays.

Motion: "That the rent money is put aside for the rest of the year to pay for the upgrades and then the Tennant is given notice to vacate in September."

Moved: Yvonne Erstich

Seconded: Cherie Duncan

Motion: Carried

- 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.

CORRESPONDENCE:

Inward:

- STA News- March 2019
 - *Education Reforms (p.g 12)*
- University of Waikato-Outline selection process and the implication to the VCA 2014.
- Sharon Patrick: Application for returning officer for Board of Trustees parent and staff elections 2019

Motion: "That Sharon Patrick will be appointed to the position of Returning Officer for the 2019 Board of Trustees Elections for Kaitaia Primary School".

Moved: Michael Herring

Seconded: Cherie Duncan

Motion: Carried

Late Correspondence:

- KPS Draft Annual Report
- RTLB March 2019 Report

Motion: "That all correspondence be accepted."

Moved: Brendon Morrissey

Seconded: Yvonne Erstich

Motion: Carried

REPORTS:

Finance:

1. **Finance Report:**

- Draft 2018 Financial Statements for Audit:

Motion: "That the Kaitaia Primary School Board of Trustees approve the Draft 2018 financial statements as prepared by Edtech Financial Services Ltd for audit".

Moved: Cherie Duncan

Seconded: Yvonne Erstich

Motion: Carried

- Application to Oxford Sports Trust
 - Grant received from this trust for \$14,370.00 for iPads and cases.
 - Working Capital
 - Currently at \$212,000.00. Hopefully the 1 March Return will increase our working capital.
2. Monthly Reconciliation:

Motion: “That the Financial report be accepted.”

Moved: Yvonne Erstich

Seconded: Michael Herring

Motion: Carried

Principal’s Report:

- **NAG 1 (Curriculum):**
 - Continued work on the School-wide Curriculum.
- **NAG 2 (Self-Review):**
 - Tomorrow’s Schools Review
 - RTLB Report (Presented by Rob MacDonald)
 - Principal Induction Hui
 - First Study Group Block Course
 - Peer Review Visit from Dr Sarah Grant, Gisborne Cluster Manager
 - In-Class Support
 - Formation of new Cluster Advisory Group
 - General Data for the Board’s Information from the Cluster
- **NAG 3 (Personnel):**
 - Principal Appraisal 2019
 - Will begin in Term 2

Motion: That the KPS BoT accepts Mike Scadden as the Principal Appraiser for 2019.

Moved: Cherie Duncan

Seconded: Michael Herring

Motion: Carried

- Staffing
 - Kura Martin is resigning as cleaner in Middle School; the position will be advertised to start in Term 2.
 - Admin Clerk: Interviews for this position are being held and the BoT will be notified of successful applicant.
 - Concurrence Request

7:20pm The Board of Trustees went into Committee to discuss an issue related to staffing.

7:25pm The Board of Trustees came out of Committee having accepted the correspondence from the MoE.

- **NAG 4 (Finance and Property):**
 - Building Plans for 2019
 - Windows for Room 4
 - Weatherproof external walkway project
 - Whare Marino/Rm 15 redevelopment
 - Discussion around this and possible ideas.
 - Discussion also around what the level of Working Capital that would be acceptable to the BoT. Brendon says that he and Sharon Patrick have discussed this and feel that \$80,000.00 would be an acceptable amount.
 - Gates/Fences for Property Mods
- **NAG 5 (Health and Safety):**
 - Health Report
- **MISC:**
 - Roll is now at 370

Motion: “That the Principal’s report be accepted.”

Moved: Cherie Duncan

Seconded: Yvonne Erstich

Motion: Carried

Policy Review:

- Nag 3/11 – Safe Practice for Staff Policy
- Nag 6/3 – Copyright Policy

To be completed at the next meeting

General Business:

- Kaitaia Primary School BoT Elections
 - Proposed Date:

Motion: "That the Kaitaia Primary School elects the 7th June 2019 to be election day for both parent and staff representative BOT elections".

Moved: Michael Herring **Seconded:** Yvonne Erstich **Motion:** Carried

- Returning Officer Fees

Motion: "That the returning officer be paid the returning officers fee calculated on the basis of 50% of the base amount plus 25% of the per-student amount set by the Ministry of Education".

Moved: Brendon Morrissey **Seconded:** Cherie Duncan **Motion:** Carried

Next Meeting: Wednesday,

Meeting Closed: 7:15pm