



Kaitaia Primary School

Kia Ngawari (Be Understanding)

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BOARD MEETING – 20.02.2019

Committee Members Present: Brendon Morrissey, Michael Herring, Cherie Duncan, Lesley Tipene, Melissa Johns, Yvonne Erstich, Rell Paki

Committee Member Apologies:

Karakia:

Minutes of Previous Meeting:

Change of date for the next meeting from February 27th to February 20th.

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

Moved: Yvonne Erstich

Seconded: Brendon Morrissey

Motion: Carried

Action Plan / Matters Arising:

- Long Term Maintenance Plan for 29 Dominion Rd: TBD
- Clearing of weeds and trees on river bank by Junior School. Still to be done. The NRC are now saying that this may not be done at all or will only be done if there is funds available. The BoT would like this to be done and will look at alternatives to get the NRC to come to the party.

CORRESPONDENCE:

Inward

- STA News-Nov/Dec 2018
 - Trustee Remuneration (pgs 16,17)
 - Students with Behavioural Needs (pgs 14,15)
 - Principal Appraisal (pgs 18-20)
- Pat Conrad re: ALS increase to non-preference roll

Motion: "That the Kaitaia Primary School BoT agrees to the 10% increase in the non-preference roll of Abundant Life School."

Moved: Michael Herring

Seconded: Cherie Duncan

Motion: Carried

Late Correspondence

- Rell Paki: Letter of resignation from the BoT as of 20.02.2019.
 - The Board of Trustees accepts this resignation and thanks Rell for all her work.
- Sharon Patrick: Leave request
 - The Board accepts this request for leave.

Motion: "That all correspondence be accepted."

Moved: Lesley Tipene

Seconded: Rell Paki

Motion: Carried

REPORTS:

Finance:

1. **Finance Report:**

- **Fixed Assets purchased:**
 - 4 ActivPanels Rms 1,3,6,21
 - New Lawnmower purchased after trading in the previous model.
 - Replacement heat pumps Rm 1,3,9
- **Lease to Own from Equico**
 - 25 classroom computers and 25 iPads

- Application to Oxford Sports Trust

Motion: "That the Kaitaia Primary School Board of Trustees gives approval for Sharon Patrick to apply to Oxford Sports Trust for 30 Apple iPad and cases for \$14,370.00 for school wide use".

Moved: Cherie Duncan

Seconded: Rell Paki

Motion: Carried

Resolution moved: Cherie Duncan

Seconded: Rell Paki

- Extraordinary Roll Growth
 - We received \$2,422.00 for this from the end of 2018
- Funding for PRT Programme
 - We have been turned down for this programme after originally being approved for \$20,000.00, due to their having been appointed prior to 27th November.
 - Brendon has sent emails to the Minister of Education and Associate Minister of Education to express our dissatisfaction about this.
- Final 10% for JS refurbishment
 - This has finally been paid by the MoE

2. Monthly Reconciliation:

Motion: "That the Financial report be accepted."

Moved: Michael Herring

Seconded: Yvonne Erstich

Motion: Carried

Principal's Report:

- **NAG 1 (Curriculum):**
 - ToD
 - ETP visit to historic sites and activity (attached)
- **NAG 2 (Self-Review):**
 - 2018 Analysis of Variance

Motion: "That the 2018 Analysis of Variance be accepted."

Moved: Melissa Johns

Seconded: Lesley Tipene

Motion: Carried

- Principal's Annual Report 2018

Motion: "That the 2018 Principal's Annual Report be accepted."

Moved: Rell Paki

Seconded: Yvonne Erstich

Motion: Carried

- Kiwisport Report 2018

Motion: "That the 2018 Principal's Annual Report be accepted."

Moved: Melissa Johns

Seconded: Cherie Duncan

Motion: Carried

- RTL B Annual Report for Cluster 1

Motion: "That the 2018 RTL B Annual Report for Cluster 1 be accepted."

Moved: Brendon Morrissey

Seconded: Melissa Johns

Motion: Carried

- RTL B Annual Plan for Cluster 1

Motion: "That the 2018 RTL B Annual Report for Cluster 1 be accepted."

Moved: Brendon Morrissey

Seconded: Cherie Duncan

Motion: Carried

- 2019 School Charter

- With Achievement targets in Writing. These are based on our results from the end of 2018.

Motion: "That the 2019 KPS School Charter be accepted."

Moved: Brendon Morrissey

Seconded: Lesley Tipene

Motion: Carried

- **NAG 3 (Personnel):**
 - Principal Appraisal
 - Will begin in Term 2
 - Staffing
 - Jacqueline Irwin employed to teach in Room 13
 - Michelle Hammond job share in Rm 5 for Terms 1 & 2 also PRT Release for Jacqueline Irwin for Term 1.
 - Vanya Sullivan has returned from Maternity Leave and is working part-time job sharing with Michelle Hammond.
 - New Office Position
To be advertised.

- Concurrence Request

7:01pm The Board of Trustees went into Committee to discuss an issue related to staffing.

7:05pm The Board of Trustees came out of Committee and made recommendations.

- **NAG 4 (Finance and Property):**
 - Building Plans for 2019
 - Brendon and Michael to contact Tristan to discuss costings re: the split of Rm 15
 - Heat Pumps installed and the gate is finally working.
- 6.30: Yvonne Erstich left the meeting.
 - **NAG 5 (Health and Safety):**
 - Health Report
 -
 - **MISC:**
 - Roll is now at 372
 - 'No Fees...' Article in Sunday Star Times has generated a lot of interest.

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

Moved: Rell Paki

Seconded: Brendon Morrissey

Motion: Carried

Policy Review:

-Nag 1/2-Curriculum Delivery Policy

-Nag 1/3 – Assessment and Evaluation Policy

-Nag 1/9-Treaty of Waitangi Policy

Motion: "That the above policies to be accepted and minuted as received."

Signed by Chairperson

Moved: Michael Herring

Seconded: Cherie Duncan

Motion: Carried

General Business:

- Our Schooling Future: Stronger Together
 - The Tomorrow's Schools Review
 - There is an online survey available for everyone to fill out. Brendon is going to work with the Staff on getting them to fill in a copy of this and strongly encourages the BoT to also complete a survey. To this end, he has forwarded a copy of the link to the survey.
- Te Oneroa a Tohe Haereinga Initial Proposal 2019

Motion: "That the Board of Trustees delegates final sign off authority to Brendon Morrissey for this camp."

Moved: Michael Herring

Seconded: Cherie Duncan

Motion: Carried

Next Meeting: Wednesday, March 27th at 5.15pm

Meeting Closed: 7:15pm