



Kaitaia Primary School

Kia Ngawari (Be Understanding)

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5 Church Road - Kaitaia

Office Phone: 09 408-0228

BOARD MEETING

Board Minutes:

Date: 1.07.2024

Present: Ian, Riana, Tui, Martha, Te Waru, Mel, Brendon, Chantal

Apologies:

Karakia/Whakawhanaungatanga: Te Waru

Minutes of Previous Meeting

Motion that Minutes accepted as true and correct:

Moved: Riana **Second:** Martha **Carried**

Action Plan / Matters Arising

Correspondence:

Inwards:

[Email from Fiona McGrath re our Strategic and Annual plans 2024](#)

[Email from Colliers re our School Houses](#) - Discussed as a board - Moving forward - Our response is that the current circumstances are we don't need the houses at this present time. But, could need them in the future.

[Letter of request from Noel Te Tai - pt.1](#)

[Letter of request from Noel Te Tai pt.2](#)

Motion: That the board supports Noel - Brendon and Ian will work on this.

Outwards:

[Letter of complaint to MOE re school closure 20.06.2024](#)

Motion: That Correspondence inwards and outwards be received:

Moved: Brendon

Second: Martha

Carried

Finance Report:

"That the 31 December 2023 annual financial statements as prepared by Ask Accounting and audited by Silks Audit Chartered Accountants Ltd be accepted".

Motion:

Moved: Ian

Second: Te Waru **Carried**

"That the 2024 Budgeted Balance Sheet and 2024 Cash Flow Budget as prepared by Ask Accounting be accepted".

Motion:

Moved: Tui

Second: Mel **Carried**

"That the 2024 final budget be approved with a \$55,475 deficit be accepted".

Motion:

Moved: Brendon

Second: Riana **Carried**

“That the Kaitaia Primary School Board gives approval for Sharon Patrick to apply to Oxford Sports Trust to have additional security cameras installed to the existing system for \$14025.00”.

Motion: **Moved:** Martha **Second:** Brendon **Carried**

Resolution to Oxford Sports Trust Ltd

Motion: **Moved:** Te Waru **Second:** Mel **Carried**

RTL B Report: None

Health and Safety Monthly Report

Motion: That the Health Report prepared by Leanne Baker is accepted.

Moved: Riana **Second:** Te Waru **Carried**

Principal’s Report

Term 2	Attendance %	No.Students	Days Open
Week 1 (29 April - 3 May)	84.97%	287	10/10
Week 2 (6 - 10 May)	83.54%	287	10/10
Week 3 (13-17 May)	85.38%	293	10/10
Week 4 (20-24 May)	85.68%	292	8/8
Week 5 (27-31 May)	82.61%	295	10/10
Week 6 (3-7 June)	76.53%	300	8/8
Week 7 (10-14 June)	81.00%	299	10/10
Week 8 (17-21 June)	80.54%	297	8/8
Week 9 (24-28 June)	86.69%	298	8/8

WEATHER EVENT

KPS PROMO EVENT - Whanau Day

Paid Union Meetings

Self Review

I’ve recently been looking at our systems when dealing with severe behaviour interventions. We currently have 2 high-level interventions happening at school following recent incidents at school. Senior staff and I are working with MOE, whanau, IWS, Te Roopu Kimiora, The Miriam Centre, our Social Worker in School (SWIS) as well as the RTL B to help deliver in-class support programmes for our tamariki who need them at this time. I am personally involved in the 2 high-level interventions and have timetabled significant time towards them over the remaining 3 weeks of this term (about 12 hours per week). Both high-level interventions have a 3-step structure (Respite, Repair and Rebuild). The long-term plan is for successful re-integration of our 2 students, but staff and I are aware that the process needs to be managed with care and time enough to evaluate each step of the way. I’m also in the process of applying for some Safety Intervention Training for staff working with tamariki in this space. I would like to discuss information around the next IWS meeting this Wednesday 3rd July, in-committee.

[In-committee](#) - July 1st

Personnel

With a few Teacher Aide's moving on from school at the end of this term and with the arrival of new children with learning needs, the Senior Management team met to discuss what our needs are for Teacher Aides in Term 3. We have advertised 3 Fixed-Term Teacher Aide positions to begin in Term 3 to replace staff who are moving on and to cover extra support time in class. 2 x 25 hours per week jobs, 1 in the Junior School and 1 in the Middle School (5 days per week)
1 x 15 hours per week job to help support students with needs in the Junior School (3 days per week)
Interviews for these positions will take place this week.

We are also interviewing this week for our new Assistant Carteraker/Cleaner - 18 hours per week (Tuesday-Thursday). This position will start in the second week of the upcoming school holidays. Have employed Mr Victor Lewis for this position. We've also found a part-time position for 12 hours per week for Angel West who has been working in our school, supporting our Caretaker, recently. This means we will have 30 hours of support for our school Caretaker.

Property

Ministry approval has been given for our Amended 5YA application. Our new Covered Learning Area in the Middle school was advertised through GETS and we have chosen to go with Shade Systems, who built our Covered Learning Area in the Junior School. Shade Systems have stated that they can complete our project before the end of this year.

Our Project Manager (Tristan Simkin from Arcline Design) has engaged with Rogers and Rogers plumbing to help sort our drainage project in the Junior School. Tristan has engaged with Stonecraft to help sort our upgrades to the path going down to our bottom fields.

The remaining project is the extension deck to our School Library, which will feature in upcoming property discussions with MOE, our Project Manager and myself. As always, I welcome any Board member who would like to be part of the team creating the upcoming property projects at school.

Our Caretaker is on Annual Leave in the first week of these holidays so I will be managing the onsite work.

We have new carpet tiles being installed in Rooms 1-4 + the Junior School Whare Manaaki. This area will be done first during the last week of this term. Rooms 9-14 will be next, followed by Rooms 18-21 and the computer bay between Rooms 20 and 21. Room 16 (Blomfields) will also be done. This project will run right through the holidays and into week one of Term Three.

We also have some playground equipment maintenance being done by Don Mackenzie in the holidays and some plumbing installation of new cisterns in the senior school area.

Indi and I are hoping to get the new boards (painted teal) installed under the Room 18-21 deck area including 2 gates for accessing utilities under the deck.

Policy Review

[Sensitive Expenditure Draft Policy](#)

[Property Management Policy](#) - Revisit this Policy at the next BOT meeting.

[Classroom Release Time Policy](#)

[Police Vetting Policy and Appendix Notes](#)

[Police Vetting Flow Chart](#)

[Principal's Professional Growth Cycle Policy](#)

Physical Restraint Incidents Reported: None

Motion: That the policies be read and received by the Board: **Moved:** Martha **Second:** Mel **Carried**

General Business:

Meeting finished: 06:43 pm: **Next meeting,** 05:15 pm.

Closing Karakia:

Signed as true and correct

Ian Kaihe-Wetling
Presiding Member
Date: 02/07/2024