



# Kaitaia Primary School

Kia Ngawari (Be Understanding)

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## BOARD MEETING – 12th December 2022

**Present:** Brendon, Chantal, Ian, Melanie, Delwynne, Wendy, Martha, Haley, Riana,

**Apologies:** Derek

**Karakia:** Ian

**Minutes of Previous Meeting**

**Minutes accepted as true and correct: Moved: Ian Second: Riana**

### Action Plan:

- Ian to send out the link to the facebook messenger for everyone to find the board pack online via Google Drive
- Brendon was able to combine both policies sexual harrasment + harrasment are all now under the harassment policy.
- Changed the meetings to Monday, 04th week of each month unless falls in school holidays.

**Moved:** Melanie **Second:** Brendon

### Election Of Officers:

**Presiding Member:** Ian

**Deputy presiding member:** Melanie

**Finance - Sharon**

**No Property Member**

**Secretary:** Chantal

**Moved:** Martha **Seconded:** Haley

### Reports:

#### Finance:

- Monthly financial report, our income is over budget 103% and will still climb to around 110% by the end of next month. We are still to receive the December outcome.
- Surplus deficit should be able to go under 20K by the end of next month
- We will have pay come out to payout fixed term staff (holiday pay) and other December payments.

**Motion that financial report be accepted.**

**Moved:** Ian **Second:** Riana

1. That the Kaitaia Primary School Board of Trustees gives approval for Sharon Patrick to apply to Pub Charity Limited for \$4,923.03 for technology and mathematics equipment".

**Motion that financial report be accepted.**

**Moved:** Melanie **Second:** Martha

### Principal

#### NAG 1 (CURRICULUM)

Annual Curriculum (Nag 1) plan for 2023 - attached

- Annual curriculum was designed by Delwynne for next year.
- This comes under three main headings. Learners at the center. Barrier free access + Quality teaching & leadership.
- We have used this set up for the last 05 years to set us up for the years coming up in the near future.
- This is used to see how far we go in our teaching / learning in the near future & years afterwards.

**Analysis of Variance 2022 - Attached**

- Goals we did set for our students this year to focus on
- Data has been collected in all areas - for this report it is only based on children in January and was still here enrolled at KPS in November.
- Diverse learners have been included in this report. Some are autistic and others with other learning needs.
- Our focus is on moving up sublevels - Our teachers are too kind when it comes to marking work.

## **NAG 2 (SELF-REVIEW)**

### **Draft Strategic Plan 2023-2025 attached**

- Self review, health + safety, Personnel,
- Throughout the next year, this could change for strategic plan
- Next year our targets will be in Reading, Writing & Math
- Whether the child is behind or where they should be, each student has a goal to work towards
- Positive relationships with families + our community.
- We would like the writer's toolbox to come in 2024 / 2025.

### **Tumuaki / Principal Induction - attached**

- This is the form that Brendon is going through with Delwynne + Wendy.
- Tomorrow Sharon will be at the Ministry with Brendon, Delwynne, Wendy.
- Talking points that all senior management can go through to ask questions before the start of next year.

### **Principal's Appraisal 2022 - attached**

- Brendon has had Mike Skaddon for years, but he suffered a stroke and this is his final year.
- We are finding someone independent (or out of school) to do the principal's appraisal.
- Appraisals are used for support staff now. Teachers + Principals have PGC.
- This is the sort of framework that is used which involves the culture of the school.
- Principal report has been tabled.

## **NAG 3 (PERSONNEL)**

We have 2 new Teachers starting in 2023. Cynthia Rose will be teaching Y5/6 students in Room 9. Kelsey Murray Le Gros will be teaching Y3/4 students in Room 11, Whaea Aissha will be her tutor teacher.

In 2023 we will have the following staff changes also:

Mrs Delwynne Stevenson will be Acting Principal:

Ms Wendy Burnage will be Acting Deputy Principal:

If Ms Cherie Duncan comes back to work, she will resume as Assistant Principal and the duties it entails. If Ms Duncan doesn't return in 2023, additional release time may be assigned to other senior teachers to complete management tasks on behalf of the Acting Principal Mrs Stevenson.

- First wait and see if Cherie returns then we will see from there if extra release time is given.
- Will be waiting for the medical certificate from Cherie to see what happens from here.

## **MISCELLANEOUS**

Our current school roll stands at 320 which is 28 less than this time last year.

**Motion that Principal's report accepted. Moved: Brendon 2<sup>nd</sup>: Haley**

### **General Business:**

Two changes: Brendon brought over a few things from sexual harrasment + added it to the harrasment policy.

**Meeting finished: 06:28 pm: Next meeting, 27th February. 05:15 pm.**