



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: 18th March 2024

Present: Chantal, Ian, Riana, Melanie, Martha, Te Waru, Brendon

Apologies: Tui

Karakia: Ian

Minutes of Previous Meeting

Motion that Minutes accepted as true and correct.

Moved: Riana

Second: Brendon

Motion: Carried

Action Plan / Matters Arising

Correspondence:

Inwards:

Outwards:

Motion: That Correspondence inwards and outwards be received.

Moved: Te Waru

Second: Mel

Motion: Carried

Finance Report:

"That the Kaitaia Primary School Board of Trustees accepts the 29th February 2024 Financial report as prepared by Ask Accounting be accepted"

Motion:

Moved: Mel

Second: Martha

Motion: Carried

"That the Kaitaia Primary School Board of Trustees accept the draft 2023 Annual financial statements as prepared by Ask Accounting".

Motion:

Moved: Mel

Second: Martha

Motion: Carried

RTL B Report:

Cluster Managers Forum in Waitangi 2024

Motion: That RTL B Report be accepted.

Moved: Martha

Second: Te Waru

Motion: Carried

Health and Safety Monthly Report

We have had one child slip on the pool ladder while getting into the pool. She was bleeding and bruised. Her nana was rung and Nana took her to A and E to be checked out.

A girl arrived at school with a homemade bandage on her arm. She had fallen off her scooter at home. Her arm was very swollen and had grazes on elbow. Her family were contacted and asked if they would take her to the nurse or doctors to be checked.

One of our boys was carried to the sick bay by staff members with a very sore knee and leg. He had been sitting on a stool and class and stood up and started screaming. He was in extreme pain and very upset. Staff members could only support his body and be with him and awahi. His nana arrived and took him straight to A and E. The doctor found his knee was dislocated and after pain relief they were able to manipulate it back into place.

We have had tummy bug, flu and covid doing the rounds at school . Children who have been to the sick bay and are unwell have been sent home.

Leanne Baker

1st Aid Kaitaia Primary

Principal's Report

Term 1	Attendance %	No.Students	Days Open
Week 1 (30 Jan - 2 Feb)	80.50%	283	8/8
Week 2 (7 - 9 Feb)	84.67%	280	6/6
Week 3 (12-16 Feb)	86.47%	287	10/10
Week 4 (19-23 Feb)	88.17%	280	10/10
Week 5 (26 Feb - 1 Mar)	86.16%	281	10/10
Week 6 (4-8 Mar)	84.95%	283	10/10
Week 7 (11-15 Mar)	84.53%	284	10/10
Overall	85.06%	284	64/64

WEATHER EVENT

KPS PROMO EVENT - Whanau Day

Paid Union Meetings

Curriculum: [Term 1 Staff Meeting Plan](#)

Staff meetings so far have focused on topics such as Writing programmes in-class, progressions of learning in swimming, Prime Maths and Reading Comprehension. Along with our localised curriculum, staff have been looking at all the new MOE directed information around the "one hour per day of Reading, Writing and Maths".

Personnel:

Covid has taken a few staff out of action along with a few medical procedures but we have managed to cover everything internally thus far. Helen Smith is now back in Room 5 after being stuck in the USA for longer than planned. Big thanks to Whaea Theona for being our go to person for Room 5 while Helen was away.

We are advertising for a new Assistant Caretaker with the recent resignation of Phil Symes. Shortlisting and interviews will happen before the end of this term.

I will be away at the [NZPF MOOT in Wellington](#) this Thursday and Friday 22nd March. Monday to Thursday 28th March in Waitangi at the [TTPA Conference](#).

Property:

Schoolwide painting is still going, likely to be finished by the end of Term One. The new colour scheme looks great!

[Updated 5YA plan](#) is being submitted to the MOE. It features the new project to fix the pathway to the bottom fields and pushes our Whare Marino project back to our next 5YA. Quote from Stonecraft for repairing the concrete pathway down to the bottom field has come in at \$47800. Tristan from Arcline and I are working on revising our current 5YA to incorporate changes from last year and already existing approved projects listed on our 5YA.

Hannah Williamson from MOE is working on a drainage upgrade project for the area behind our Junior School. This is separate to our 5YA.

Northscape are working on a [planting plan](#) for our eroded bank in the Junior School. Early costings indicate the job will cost our school about \$17000 which will have to come out of our existing school budget.

Sharon Patrick and I have begun negotiations with photocopier providers who would like to be our partner for the next 5 years. A decision about this will be made by the end of this term.

Physical Restraint Incidents Reported - None

Policy Review

[Policy on Literacy and Numeracy](#)

[School Self Review Policy](#)

[Management Unit Allocation Policy](#)

[Financial Management Policy](#)

[Theft and Fraud Policy](#)

[Cellphones Away For The Day Policy](#)

Motion: Riana has been appointed as someone who will check in with Sharon Patrick regarding finances prior to each monthly meeting.

Moved: Ian **Second:** Martha **Motion:** Carried

Motion: That the policies be read and received by the Board.

Moved: Ian **Second:** Riana **Motion:** Carried

General Business:

[EOTC event proposal for Room 13 and Room 20](#). Still seeking an alternative bus quote and final from Willow Park Camp in Howick in order to make a motion for applying for grant funding.

Motion: The board gives Brendon approval to give the final authorisation for the camp to go ahead.

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

Y5 and 6 Noho proposal

Motion: The board gives Brendon approval to give the final authorisation for the camp to go ahead.

Moved: Ian **Second:** Riana **Motion:** Carried

Meeting finished: 06:15 p:m: Next meeting, April, 08th 05:15 pm.

Closing Karakia: Te Waru

Signed as true and correct



Ian Kaihe-Wetting, Presiding Member

Date: 5/04/2024