

## BOARD MEETING MINUTES – 23<sup>rd</sup> February 2022

**Present:** Brendon, Derek, Martha, Shantel, Chantal, Michael

**Apologies:** Ngauru

**Moved that apologies be accepted.**

**Moved: Brendon Morrissey**

**2<sup>nd</sup>: Derek Ashley**

**Motion: Carried**

**Meeting Started:** 05:23pm

**Karakia:** Derek Ashley

### **Election of Officers**

2022 BOT Chairperson = Derek

2022 Deputy Chairperson = Michael

2022 Minute Secretary = Chantal

**Minutes of Previous Meeting:** Adjustment to minutes, last page - Change from MH to NH.

**Minutes accepted as true and correct: read and accepted as true and correct.**

**Moved: Martha Popata**

**2<sup>nd</sup>: Derek Ashley**

**Motion: Carried**

### **Action Plan / Matters Arising:**

Conversations about RAT testing, Using contact tracing where we can, but if it hits school it could be different due to sharing buses with children from different areas of the school. Connecting with other children from other schools is making it hard to keep "bubbles" together. Devices will be sent out if school goes into lockdown. But data is going to be the issue. Just making sure that the learning packs are all prepared incase we do have to go to remote learning whether these are online or hard copies. Remembering the masks in classes, on the buses and down at the town pools is a must. Having a good air flow or having the classrooms shut up completely so the aircon will cool down the classroom, But having the aircon set at 20 is the best number. Indi is coming around and changing the filters and spraying with disinfectant. Brendon spoke about the CO2 machines and how they work within classrooms.

March Roll return: 280 students for 2022. 324 students for 2021. Covid has raised everyone's anxiety levels and some parents are too anxious to send their children back to a learning environment. Spoke about the correspondence paperwork that people are having to go through to try and get home schooling.

We have received a few retirement letters from RTLB staff and we will discuss them in-committee. Brendon will keep in contact with RTLB regarding this.

### **Correspondence**

#### **Inward:**

**MOE – Bulletin – 15<sup>th</sup> Feb – covid updates**

#### **Late correspondence:**

1. Managing Covid-19 – a public health toolkit for schools and kura
2. Covid-19 Flowchart for whanau
3. Cluster One RTLB Annual Report 2022 + RTLB Annual Report Declaration 2022

Using Managing Covid-19 in a public health toolkit for schools and kura. Who's roles and responsibilities. Good scenario questions on pages 12, 13 & 14 but once Phase three comes in only household contacts will be close contacts. Brendon will be working alongside the ministry to make the right calls at the right time. The board will be included in the school covid-19 response. The Te Tai Tokerau principals will be using the ' what do I need to do if' paperwork. This has been sent out for other schools to use and change to suit. Annual reports need to be sent to Wellington regarding the RTLB cluster.

**Motion: That the Cluster One RTLB Annual Report for 2022 be accepted and that the RTLB Annual Report Declaration be signed.**

**Moved: Derek Ashley**

**2<sup>nd</sup>: Shantel Naera**

**Motion: Carried**

**Motion that all correspondence listed above be accepted:**

**Moved: Michael Hearing**

**2<sup>nd</sup>: Martha Popata**

**Motion: Carried**

### **Reports:**

#### **Finance:**

1. We will have last year's budget to discuss at our March BOT meeting and it should be very close to what we set. Looking through the current financial position, our current position is where it should be by this time of the year. Brendon and Sharon Patrick are chipping away at the deficit set for 2022. We have received extra money due to the after school program which added \$6000 to the extra budget. The March roll return will determine how much money we are going to end up with. We will have until July to get our roll numbers up.

**Motion that financial report be accepted.**

**Moved: Derek Ashley**

**2<sup>nd</sup>: Martha Popata**

**Motion: Carried**

### **Principal's Report (including Health Report NAG 5)**

#### **NAG 1 (CURRICULUM)**

Prime Mathematics Programme – outline attached

Sentence Structure professional development in Writing – PowerPoint attached

**There is a growing awareness that not all curriculum areas are going to be taught just in school, some will feature regular components of online learning (this refers back to Prime Math + Stepsweb).**

Discussions were had regarding how we placed our children into the different math book levels. Using pretests. Bookwork for the teachers is all mapped out so the teachers are able to teach with universal language. We will now cover all math strand areas in one year instead of over a two year period. Teachers are able to find small lessons on Youtube so the students' children can pick up the lessons later on if need be.

**If anything is going to be live - Teachers are to check in with how the children are doing. Keep it about Whakawhanaungatanga.**

**The Sentence Structure Power Point shows how we are able to practice the different teaching strategies to help move our children from writing Level 1 sentences to being able to write a Level 2 sentence by adding extra bits in.**

**This will help the parents at home when teaching Writing to their children. It's like following a recipe and adding extra bits to up the levels of writing. Using staff meetings to help us go back to the building blocks so we are able to teach the students with confidence. Similar to learning Te Reo Maori (SVO). This is also helping us to all be on the same page.**

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

Analysis of Variance 2021 – (2021 results from T4 and the narrative behind our 2022 targets).

I move that this report be accepted

Principal's Annual Report 2021 – I move that this is accepted

Kiwisport Report 2021 – I move that this is accepted

2022 School Charter – complete with achievement targets in Writing and Mathematics - I move that this is accepted

2022 Community Survey – discussion + move to accept

**Community Survey, is what is involved in the community survey still valuable? Is there anything else we can change? Using the knowledge of whanau and ourselves to help our future curriculum developments.**

**Parent teacher conferences: Feedback from the board. Can we do some online and some in person? Can try other programmes but both parties have to be able to access the online meeting platforms.**

**Phonebooks + School sports teams. We are needing more support. - One year 52 surveys were returned from over 300 children. Discussions regarding making the Community survey online as well. - Could we use different vouchers to try to get parent feedback back?**

### **NAG 3 (PERSONNEL)**

Principal's Appraisal 2021 – Mike Scaddan's report (attached to discuss in-committee). Mike will be doing my Professional Growth Cycle process this year. I will be doing the PGC's for DP, AP and SP.

The vaccine mandate now includes booster shots for staff. These have to be done within 6 months of receiving your 2<sup>nd</sup> vaccination shot. We are encouraging staff to get this done ASAP and to bring proof in to Sharon Patrick who is updating our staff register.

RTLB resignation letters – to be discussed further in-committee

Mediation meetings – in-committee discussion

Principal's concurrence payment request for 2022 – I move that the BOT discuss this in-committee

**The Kaitaia Primary Board of Trustees went into committee at 06:30pm to discuss the matters listed above.**

**The Kaitaia Primary Board of Trustees came out of committee having discussed the matters concerned at 07:10 pm.**

### **NAG 4 (FINANCE AND PROPERTY)**

#### **New classrooms – update**

The new car park behind the Library is now complete and the fence around the school house is in place. A brand new woodshed/storage shed has also been added by the school house.

#### **Junior School Shade Canopy - update**

Building Consent for this project is still being processed by the FNDC.

- **Are e still waiting on the consent of things**

#### **Awanui River Flood Scheme Upgrade - update**

Stage One is now complete – affected area = Matthews orchard area down on the bottom field. Stage Two work will start later this year and will affect the area where the old "Adventure Playground" used to be, in the bowl area at the Junior School end of the bottom field.

#### **Safety/Boundary Fencing Project - update**

The new fencing scheduled to stop our Junior School students accessing the carpark area plus the replacement of fencing in the carpark by the Dental Clinic and along the roadside boundary in the Junior School area, is due to start in March.

**Brendon is waiting for the plans to come so he is able to complete his side of things.**

#### **New 10PP/5YA - update**

Tristan from Arcline is currently sorting some costs for upgrades to our Whare Marino area.

On the new plan we have some remedial work as outlined by our local specialists (roofing, electrical work, heating and some concrete replacement. We are including a new weatherproof shade canopy in the Middle School area and a new enclosed deck for our School Library.

Once Tristan has final costings for these projects we will be able to make choices about what we can achieve in property upgrades over the next 5 years at KPS.

**We will be able to do some mahi on Whare Marino once the funding gets approved (toilets, showers, wharekai) will be about \$600K. Which will help us with all year activities, and outside assemblies instead of using the hall all the time.**

### **NAG 5 (HEALTH AND SAFETY)**

Health Report – compiled by Mrs Baker and Mrs Patrick – attached

### **MISCELLANEOUS**

Our current school roll stands at 293 which is 38 less than this time last year. 22 students have yet to land back at school however.

**Motion that Principal's report accepted.**

**Moved: Derek Ashley**

**2<sup>nd</sup>: Martha Popata**

**Motion: Carried**

## **Policy Review**

-Nag 1/2 Curriculum Delivery Policy

-Nag 1/3 Assessment and Evaluation Policy

-Nga 6/5 Smoke Free Environmental Policy

- **Smoke Free policy now involves vaping. Just added in other forms of learning we do e.g Quick 60 for the Assessment and Evaluation Policy.**

**Motion: That the above policies with links are minuted as received.**

**Moved: Derek Ashley**

**2nd: Shantel Naera**

**Motion:**

- 1 hour per board member

- Derek had an 1 hour meeting on Tuesday with Brendon + Board reading. Derek = 2hours.

Spoke about keeping the board meetings on Wednesdays - starting them at 05:00

## **General Business:**

- None

**Minutes Signed as accepted by BOT at March meeting: \_\_\_\_\_ (Chairperson)**

**Next board meeting; March 23rd, 05:00 - 05:15pm.**

**Meeting closed; 07:35pm**