



Kaitaia Primary School

Kia Ngawari (Be Understanding)

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BOARD MEETING MINUTES – 23rd March 2022 @ 5.15pm

Present: Ngauru, Shantel, Chantal, Brendon, Michael, Martha

Apologies: Derek

Karakia: Shantel

Minutes of Previous Meeting

Motion: That the February BOT minutes are accepted as true and correct.

Moved: Brendon Morrissey

2nd: Martha Popata

Motion: Carried

Action Plan / Matters Arising-

- Brendon has put in the complaints procedure which was added from our last board meeting.

Correspondence -

Inward –

-Ministry of Education Covid 19 update 15.03.22

Late correspondence:

Ministry of Education covid update for 23.03.22.

Brendon has highlighted important parts in the ministry, there's a section in there about children who are vaxxed and who are not. NZ Soccer team still need to change their stance on unvaccinated players playing soccer this year. Now that the mandates are coming to an end this should happen before the season kicks off. We have 2 CO2 units on order from the MOE, but they want them only used in high usage areas such as staffrooms. Our power bills are going through the roof due to everyone having their air conditioning units on, and having the doors and windows open for fresh air to go through the classrooms. We are looking to get ducting systems that can get inside and outside air flow through our air conditioning units. Last month's power bill was too high and our budget cannot sustain this as an ongoing cost.

Brendon spoke about whether schools have to re-employ the people that left last year regarding the mandates. Some schools will have some issues if they finished with their staff on bad terms when the mandate came in. Following April 4th vaccine passes and mandates are out so camps can carry on as normal with parents not having to provide any documentation. We are now able to go back to bigger crowd activities we do in school. eg: Cross Country. Brendon is going to be observing staff to make sure that all staff are comfortable with each other (vaxxed or not vaxxed)

Motion: That correspondence be accepted.

Moved: Shantel Naera

2nd: Michael Herring

Motion: Carried

Reports:

Finance:

"The Kaitaia Primary School Board of Trustees gives Sharon Patrick approval to apply to Oxford Sports Trust for \$5,192.30 for technology and math's equipment."

Moved: Michael Herring

Seconded: Ngauru

Resolution to Oxford Sports Trust

Moved: Michael Herring

Seconded: Ngauru

Our banking staffing is being underused at the moment to help compensate for the extra Teacher we have employed this year for Room 19. We currently have only 2 new entrant classrooms open but we should be opening up a 3rd new entrant classroom by the end of the year. We have budgeted for the Room 19 teacher. The financials are looking like we have a lot of money in the bank which means the school is in a good position. When property projects are slightly more expensive than we thought then we can put in an application to the ministry to top up any funding out of the school account to get the job completed. We have done this in the past.

Motion: That financial report be accepted.

Moved: Martha Popata

2nd: Michael Herring

Motion: Carried

Principal (including Health Report NAG 5)

NAG 1 (CURRICULUM)

Our daily curriculum in-class is a mixture of teacher led learning and online learning. This is so our students are used to doing their learning online for a portion of each day. This will help them be more successful with their online learning at home when those instances happen.

Classroom teachers have organised split packs for children to use at school when their teacher is away. Classroom teachers have organised homework packs for students who are at home sick but not Covid-positive.

The MOE learning packs are being delivered to whanau when they have a positive Covid-19 case at home and they have to self-isolate. The MOE packs have approximately 4 weeks' worth of activities in them including reading books, writing and art materials, exercise books and a homework activity book. Whanau can choose which activities they would like to do with their tamariki each day. Once students are back in school, classroom teachers will look at displaying some of the work done away from school.

NAG 2 (SELF-REVIEW)

Day-by-day, senior management are meeting each morning to discuss staffing and coverage across the school. We have been seeing daily attendance rates drop to around 50% and we have had enough staffing to cover our classes so far.

Splitting classes and combining classes has become more commonplace in our daily set-up and teachers are focussing on teaching the children who are in front of them each day. This means that each teacher has to teach on a more individual basis which requires extra planning and organisation. We have had lots of talks with our students in class about why our learning situations may change from day to day. Feedback from our tamariki has shown that they understand the situation. I have just asked them all to do their best each day in whichever room they are placed in.

We had 100 children away today 23/03 but last week we had between 120 - 150 so the parents are getting their confidence back to sending their children. Brendon, and senior management are having to have meetings daily to make a plan of who's classes are getting split etc. Our classes are slowly getting back up to 14 - 16 children. So the classrooms are growing. Using opportunities with other teachers to team teach so one teacher can be released and make split packs etc. Our roll is sitting at 280 children because of the students getting taken off the roll because of them being absent for 20 days. Brendon is worried about the staffing getting cut later in the year because of the positions not being available due to the number of students. Our schools have students enrolled but they are not physically in the classroom.

NAG 3 (PERSONNEL)

We currently have 4 teachers in self-isolation. We have had 2 teachers return to school this week following their turn in self-isolation. We have 3 Teacher Aides in self-isolation currently and 2 Teacher Aides that have recently returned from self-isolation. Our Middle School cleaner tested positive and couldn't come in for her last week of service. I have employed a new cleaner for that area and they started straight away so there was no disruption to the classroom cleaning regime. One of our Teacher Aides has moved to Auckland and has resigned from her position at our school. I have received funding from the MOE for a male Maori mentor in our senior school. He will be working in support of our senior boys with behavioural issues during Terms One and Two. Unfortunately, he had to go into self-isolation on his second day at work because of a positive household case. He should be back in school next week.

As mentioned earlier, Senior management have a daily meeting at 9.30am to confirm where staff are being utilised each day at school. This is our "new normal" and will continue to be so for the rest of this term.

NAG 4 (FINANCE AND PROPERTY)

Our caretaker purchased specialist deep-cleaning spray units. These are used in classrooms where a positive case has been identified. These spray units cost \$460m + the cost of the bio-friendly chemical recommended to use for the deep-clean, but are well worth the extra peace-of-mind they give our staff who know that our classrooms are safe to work in. Our current building projects are in a state of flux with Omicron decimating workforces and supply chains. It's just a matter of being patient and waiting for information to come through about when projects can get started. I suspect that we may have to wait until the upcoming holiday break before anything will restart and it may even be longer. We don't have any emergency property needs currently, so we can afford to be patient at this time.

Brendon is going to be following up with the company that is meant to be doing the sunshade. Our deep-cleaning spray units have become our new deep cleaning tool used in the classrooms. Brendon is encouraging the staff to wipe down the tables and stuff with warm soapy water. For our positive classes or high usage area's we are using the deep-cleaning units. Each cleaner for each area of the school. Brendon is looking at getting some PPE for our cleaners so they are more comfortable with cleaning in positive areas.

NAG 5 (HEALTH AND SAFETY)

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

MISCELLANEOUS

Our current school roll stands at 280 which is 54 less than this time last year. We have had a number of students come off our roll recently because they have been away from school for more than 4 weeks. I have only had 1 application for home-schooling which means that once things settle down again we should have some re-enrolments. At a recent Principals Council meeting in Whangarei our council decided to write a letter to the MOE requesting a moratorium on school staffing for the 2022/2023 school year to allow schools to maintain current resourcing levels and the ability to welcome back students when whanau feel it's safe to re-enrol them back in school again. We are hopeful because it is an idea built around reassurance to whanau and communities around the country.

B. Morrissey

Brendon and Sharon are trying hard to save money through the school. Brendon will be involved in interviewing three more new RTLB members to add to the staff.

Motion: That the March Principal's report is accepted.

Moved: Ngauru Heka

2nd: Shantel Naera

Motion: Carried.

Policy Review

-Nag 1/9 Treaty of Waitangi Policy - **All students participate in Tikanga Maori.**

Nag 3/7 Complaints Policy - **Code of practice, Being a positive role model. Brendon spoke about the grumble tree and the mediation rules and recording templates have been added to this policy.**

-Nag 3/11 Safe Practice for Staff Policy - **This goes along with our playground policy and involves the EOTC ones as well.**

-Nag 6/3 Copyright Policy - **Licences are up to date. We can make copies for usage in schools but cannot sell them.**

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

Moved: Shantel Naera

2nd: Martha Popata

Motion: Carried.

Signed: Chairperson (to be signed).

General Business:

-Room 11 and 12 Camp proposal

Their camp will be based in Hokianga. They do have some parent helpers. The RAMS form will be completed by Aissha + Zoe and Brendon will awahi with the other RAMS needed. Brendon is encouraging camps to go ahead in hope that this will bring the classrooms back to normal.

Motion: That the BOT delegate the final sign off to this camp to the Principal.

Moved: Shantel Naera

2nd: Michael Herring

Motion: Carried

Miriam Centre Meeting

Brendon met with Patsy from the Miriam Centre recently and following discussions, the Miriam Centre would like to have a full time counselor based on site at Kaitaia Primary which will work with multiple children and then we can use that same room to send our Male Maori Mentor teacher to so he can be used in other areas. Not just being with certain children. Our teachers help

children day to day but with the counselors they can go more in depth. When not in a counselling session with a student there is an opportunity for shared learning between our SENCO/ORS Specialist Teachers and the Counsellor from the Miriam Centre (Counselling students and the Mana Potential Programme).

Board of Trustees Hours for March 2022 Meeting (Minutes)

Name	Preparation for Meeting	Meetings with Principal or Chair	HR Interviews	Property Meetings	Total
NH	30				30
MH	30				30
DA	0				0
MP	30				30
SN	30				30
CD	30				30

Time meeting finished: 6.15pm

Next meeting: Wednesday 25th May, 5.15pm