



Kaitaia Primary School

Kia Ngawari (Be Understanding)

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5 Church Road - Kaitaia

Office Phone: 09 408-0228

BOARD MEETING

Board Minutes: September

Date: 23.09.2024

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

Apologies:

Karakia/Whakawhanaungatanga: Te Waru

Minutes of Previous Meeting

[August Board Meeting Minutes](#)

Motion that Minutes accepted as true and correct:

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

Action Plan / Matters Arising

Correspondence:

Inwards:

Letter from a staff member - to be discussed [in-committee](#)

Another letter from a staff member - to be discussed in-committee

Outwards:

Motion: That Correspondence inwards and outwards be received:

Moved: Te Waru **Second:** Tui **Carried**

Finance Report:

Motion: That the financial report to 31st August as prepared by Ask Accounting be accepted

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

Health and Safety Monthly Report

Principal's Report

Term 3	Attendance %	No.Students	Days Open
Week 1	85.33%	302	10/10
Week 2	82.92%	305	10/10
Week 3	82.34%	308	8/10
Week 4	82.80%	306	10/10
Week 5	83.28%	304	10/10
Week 6	83.11%	308	10/10
Week 7	83.41%	308	10/10

Week 8	85.37%	310	10/10
Week 9	79.45%	308	10/10
Week 10	%		10/10
Average Attendance for Term 3		83.56%	

WEATHER EVENT

KPS PROMO EVENT

POWER CUT-CLOSED

Self-Review

Further documentation regarding our recent Stand Down/Suspension - to be discussed [in-committee](#)

Personnel:

With the resignation of our RTLB Cluster Manager, we need to advertise and appoint a new Cluster Manager to begin in 2025. I will work with Rob MacDonald to put together an online listing in the Education Gazette which will be advertised during the upcoming holiday break. The timeline for short-listing and interviews will run into weeks 3 and 4, aiming to be finished by Friday 8th November.

With the staffing and funding reports for 2025 out, I will be looking at our current Fixed-Term contracts with a mind to turn some of them into permanent contracts.

Resourcing 2025:

Our Staffing and Funding entitlements for 2025 have now been calculated. Our staffing in 2025 is slightly down due to the beginning teacher component no longer being required. Other than that, it is based on 308 students as it has been for this year. Our funding entitlement is up by \$27000, due to a nationwide increase in Equity funding (\$9000 increase for our school). Our per pupil funding also increased by \$9000 and we had slight increases across all other funding categories amounting to the remaining \$9000 increase.

Property:

We have had a further 5 security cameras added to our school network. Discussions are underway regarding live monitoring in 2025.

Steps from the Junior School deck outside of Rooms 1-4 will be replaced in the upcoming holiday break. We have just received our replacement playground equipment which will also be installed over the upcoming weeks.

Our covered learning area project outside of Rooms 9-14 is due to begin with onsite works in the first week of December. We will need to remove our unused flagpole and shift some railing along our deck to accomplish this project. The concrete repair project being done by Stonecraft will also get underway in the summer holiday break. Both of these projects are set to be completed before school starts in 2025.

Policy Review

[Traumatic Incident Management Policy](#)

[Non-Violence/Bullying in School Policy](#)

[Custody and Access Policy](#)

[Attendance and Absenteeism Policy](#)

[Animal Welfare Policy](#)

[Privacy Act Policy](#)

Physical Restraint Incidents Reported - None

Motion: That the policies be accepted with amendments by the Board:
Carried

General Business:

Meeting finished: 06:36 pm: Next meeting, _____ 05:15 pm

Closing Karakia: Te Waru

Signed as true and correct


Ian Kaihe-Wetting

Moved: Martha

Second: Riana

Presiding Member

Signed as true and correct

Date: 23.09.2024