

BOARD MEETING – 24th August 2022

Present: Martha, Shantel, Ngauru, Derek, Brendon, Chantal, Haley, Ian, Riana, Melanie, Michael

Apologies:

Karakia: Derek

Election of Officers:

Minutes of Previous Meeting:

Minutes accepted as true and correct:

Moved: Shantel Naera

2nd: Ngauru Heka

Motion: Carried

Action Plan / Matters Arising-

No matters arising.

Correspondence -

Inward – 0 Correspondence.

Late correspondence:

1. in Brendon's principals report (as well as into committee). Please find information there.

Motion that correspondence be accepted:

Moved: Martha Popata

2nd: Derek Ashley

Motion: Carried

Reports:

Finance:

Sharon would like to pay our board members their BOT meeting payments as a lump sum in December each year.

The funding applications to Pub Charity for a new sound system in the hall and to Oxford Sports Trust for a new shade sail over the senior school playground were successful.

Each year a \$20k budget is set to receive funding applications from charitable organisations. To date we have received \$80k in donations, far exceeding the budget. Haley will keep an eye out through her job for more funding organisations we can apply to for funding.

Cherie Duncan will be on ACC leave until the end of term 03. Wendy Burnage will continue her position of acting AP in the junior school until Cherie returns to the AP role. Zoe Brown has resigned to pursue her career working with the deaf. While Cherie continues to be on ACC and with the splitting of Zoe's class amongst the rest of the school significant savings will be made in staffing. However, Room 3 has opened as a NE – Yr 2 class from the beginning of Term 3.

Funding for schools in the Far North is going to get a boost due to the level of need that our children need within the classroom. Support staff now have had a 0.91cent NZEI contract pay increase. Admin staff will receive their pay equity back payment to August 2021 during October. Going forward the pay equity for both teacher aides and admin staff will be funded by MOE.

Our original budget was set with a 120K deficit, but reduced to \$72k deficit in May 2022. We are still trying to find ways to keep reducing this deficit. Increased income as above will help. Covid amongst our teaching staff and children has meant that we have split classes instead of getting relievers which has been another saving on staffing. At times this may not have been ideal but we have managed not to close our school.

Financial report prepared by Ask Accounting to the end of July tabled.

Motion that financial report be accepted.

Moved: Michael Hearing

2nd: Shantel Naera

Motion: Carried

Principal (including Health Report NAG 5)

NAG 1 (CURRICULUM)

Mid-Year NAG 1 report – this is also part of our ERO review focus (attached)

Student achievement, and what we are looking at for the outcomes of our tamariki. Mana Potential Programme helps us to help our tamariki about their emotional wellbeing. In the mix of the achievement data, we also look at the other data we have. We have been doing mahi around Mana Potential which passes onto Kaitaia Intermediate + Kaitaia College. We are always finding

ways to connect positively with our community to help our whanau along on the journey as much as we need guidance. We are constantly looking at engaging with our families, having parent teacher interviews where our families can come in and discuss any issues that they have. We always have an open door policy, where we can invite the whanau to come in and be a part of the furniture. We use our school Facebook page to help promote our school to the community and to our students. We are always using media and different sources to help advertise things that will bring attention to the families to encourage them to come back to school.

Our biggest concern is that there are about 30 - 40 students who are not enrolled in any school. Some may be doing home schooling but there is not any official paperwork through the ministry put in place.

The nationwide campaign is advertised on television to try and get students back into schools. But each school was given money to try and do their own thing to try and encourage students to come back to school. Having an incentive is always the best way. Reading, Writing + Math are our main curriculum areas that we are focusing on. We are seeing progress in Reading. However, we are working with The Writers Toolbox for Writing, Stepsweb for Spelling (Which links in with Writing) and PRIME Maths.

NAG 2 (SELF-REVIEW)

ERO review focus for 2023 is based on school intervention programmes and school environmental factors that are making a positive impact on trends in areas such as; attendance, pastoral care records and stand downs (School Profile Report – Early Draft copy attached)

We have an evaluation partner from ERO. They are changing the way that they are working with schools. Nick Pole believes that schools with big numbers of standdowns need to work with their students and community to try and drop the number of stand downs we have. Every kid has a story to tell, Brendon encourages people to come into school and spend time with him to see what Brendon, and the staff are dealing with on a daily basis. Until they have been in our shoes they don't know what we deal with daily. We are working with ERO to write a review where it will have staff voice, student voice and some input from Brendon as well. A lot of the review is based on management.

We have taken into consideration what our students like and what they don't like which is helping us control our narrative.

NAG 3 (PERSONNEL)

We have 2 resignation notifications from staff – verbally only at this stage. I move that we go into committee to discuss these items further.

Moved: Brendon Morrissey **2nd:** Michael Hearing **Motion:** Carried

The BOT moved [into committee](#) at 06:21pm to discuss the items listed above.

The BOT moved out of committee at 06:31pm having discussed and made decisions about the items listed above.

I have employed a fixed-term Teacher Aide to support a new student in our Junior school area.

NAG 4 (FINANCE AND PROPERTY)

Our internal fencing project has now been completed. MOE have recognised that since the project's start, further modifications are still possible to some of our gate entries in the Junior school. I will pursue this further with the Occupational Therapist from the MOE who specializes in property modifications. Our fencing project is now completed. New fence around the road line of the junior school and on school grounds.

Asbestos removal from Room 17 is now completely done and the classroom is ready for internal upgrades to be done in order to have it reinstated as a classroom for our team from Blomfield Special School. MOE has notified me that the building has extensive repairs to be done to it for it to be worth continuing with the remedial work on Room 17. I have an upcoming meeting with the MOE to discuss options moving forward. We have had this removed over the first couple weeks of term 03. It was from an old fireplace that was in the classroom. They have removed everything and are all checked off and signed. They found some timber in the flooring that needed replacing. The ministry is now leaning towards getting rid of the classroom completely. Brendon has come up with some other alternatives where they could just section off the classroom to get the work done to have the classroom back up and running.

Our other building project is taking an extremely long time to get going and communication with Pacific Membrane Inc. has been hard to get which has frustrated Tristan (Arcline Design), Michael and I. I sent a letter to Pacific Membrane on 26th May to express our concerns and to give them a definitive deadline for the council consent process. Council has informed me that the current building consent for the project is with the head of department ready for final decision. FNDC officials have been giving me that same message for the last month. We sent a letter on behalf of the board in May. Brendon followed up about the

consent and the council is telling him that it is with the big boss getting signed off. But this has been happening for 3 weeks. Brendon will continue to chase the council within the next couple days so we will see where to from here.

NAG 5 (HEALTH AND SAFETY)

Health Report – compiled by Mrs Baker and Mrs Patrick – attached
Rolled ankle, Tummybugs are going around.

MISCELLANEOUS

Our current school roll stands at 312 which is 36 less than this time last year. This remains an area of concern and I am expecting it will impact our funding and staffing levels for 2023. The official notices for 2023 are due out in mid-September. We are sitting at around 79% of students attending school.

Motion that Principal's report accepted.

Moved: Ngauru Heka

2nd: Riana Wihongi

Motion: Carried

Policy Review

-Nag 3/3 Equal Employment Opportunities Policy - Martha to add in macrons.

-Nag 3/19 Child Protection Policy - NZSTAR worked with us to write this policy. The help agencies can be added into the appendix section - Miriam Center, SWISS + Te Roopu Kimiora are our agencies that we are working with. Brendon would like to add in the agencies and hold it over till the next BOT meeting.

-Nag 4/5 Staff Use of School Property Policy - Staff are monitored by Brendon + Sharon if anything is borrowed through the school.

-Nag 5/1 Health and Safety Policy - You can see where other policies within the school come in under this one.

Meetings to re-cover next meeting: Equal Employment Opportunity + Child Protection Policy.

Signed by Chairperson.

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

Moved: Melanie Burger

2nd: Ngauru Heka

Motion: Carried

General Business:

Governance Manual - We will go through this as a board where it stays current. One copy is to go to each board member and this will be discussed at the next meeting.

We are going to wait until next month's meeting to discuss the new rolls that will be taken on within our board.

Meeting finished: 07:04pm.

Next meeting 28th September.

Minutes signed as true and correct:

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Date:.....