



# Kaitaia Primary School

Kia Ngawari (Be Understanding)

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## BOARD MEETING – 25th May 2022

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

**Apologies:** Derek

**Karakia:** Brendon Morrissey

**Minutes of Previous Meeting:**

**Motion:** That the March BOT Minutes are accepted as true and correct.

**Moved:** Shantel Naera    **2<sup>nd</sup>:** Ngauru Heka

**Motion:**

**Action Plan / Matters Arising-**

Nothing else to report in.

**Correspondence Inward:**

**Ministry of Education Bulletin – May 17, 2022**

All depending on what's going on in education will depend on how many of these Education Bulletin's are sent within a week. There is a huge drop of new entrants and year 08 students throughout New Zealand. Schools around the country are starting to see the drop in March roll return. Parents are keeping their children safe and home until they turn 06 and have to come to school. The ministry has put out a truancy fund, we have received 23 thousand to help bring students into school. This will help fund Damien Rice which we use him for working with our boys, as well as speaking to the wider community that he knows. (telling them that school is safe and to return). We have some cool events coming up within the next term which are going to help us try and bring in more students to our school. Schools can lose a lot of money by not saving money, and using the banking staffing wisely. Brendon is thinking about moving one of the Beginning teachers to another fund where you don't rely on the ministry to provide money to fund this.

**Late correspondence:**

1. Community Survey 2022 - Deferred to June 29th Meeting.

**Reports: RTLB:** Rob speaks about how there is a new template that is used when addressing information regarding RTLB. We have received data that 2394 schools were sent information, but only 23% of our cluster has replied. Some principals give the survey to multiple people which helps build up the percentage. Some schools take it as an opportunity to use the survey to address different issues within the school. Rob makes sure to follow up with every non-positive survey. RTLB is still mindful of what schools are wanting, and some are using different approaches to who can be on site at certain schools. From week 05 RTLB will be having a full staff which is the first time in many years. Rob reflects on how much PLD has been given to staff via online meetings. Two of the RTLB staff are hooked into Te Reo Maori work within the weekends. The proposed budget will be sent in for the end of May. Lease cars are going up by 16,000 annually, but budgeting is being monitored on how much money is being spent. Rob isn't getting much information regarding the office in Moerewa. The requests are still coming in regarding male to female, & the ethnicity of the enrolments we are working with. It is mainly still individual students who are getting the requests for funding. Perfect example: We went through learning support for the steps web programme that we are running in our school. With the allocated requests for schools, there are still a lot of pending requests. RTLB is getting more requests coming from new entrant classes but were mostly focused on oral language instead of learning how to read. Majority of the funding is going on teacher aides, some money is getting spent on resources to be used within a learning environment. RTLB likes to support where they can in helping transition students from one school to another. Rob received an email asking why Maromaku school was not involved in our cluster, but with this new principal her link is more to the Kerikeri RTLB office instead of the Whangarei one. Rob is going to ask the Ministry of Education if this affects our funding by supporting more schools (changing from 70 to 73 schools). Rob's next steps are to have a meeting with the lady from RTLB to check that everything is going to be alright. Rob is happy to do it but needs the board of trustees to approve.

**Motion:** We give permission to Rob to go and do some research regarding what will happen.

**Moved:** Martha Popata **2<sup>nd</sup>:** Michael Hearing **Motion:**

**Finance:**

*“That the original 2022 draft budget be amended by the following*

1. *Decrease bulk grant (code 10010) to \$846,752*
2. *Increase Grant ORS (code 10100) to \$208,000*
3. *Increase Other MOE grants (code 10700) to \$38,000*
4. *Increase hall hire (Code 53110) to \$7,000*
5. *Increase Wages Admin (code 34020) to \$188,000*
6. *Increase Junior Maths (Code 21080) to \$5000*
7. *Increase Senior Maths (Code 21090) to \$10,000*
8. *Decrease Reading/Language Jnr (Code 21120) to \$11,500*
9. *Decrease Reading/Language Snr (Code 21130) to \$11,000*
10. *Decrease Wages BOT (code 26070) to \$70,000*
11. *Decrease Wages TFEA (Code 26090) to \$213,000*
12. *Increase Cleaning materials expenses (code 40020) to \$12,000*
13. *Increase Wages Caretaking and Cleaning (code 45010) to \$140,000*
14. *Increase RTLit grant (Code 10110) to \$16,183*
15. *Increase RTLit Admin (Code 26900) to \$3,518*
16. *Increase RTLit Travel (Code 26920) to \$12,665*

**to have a new final 2022 budget with a net deficit of \$72,265.00.**

**All of the above alterations have come about due to confirmed funding in the Term 2 operations grant which includes the MOE 1st of March roll returns".**

**Moved:** Shantel Naera **2<sup>nd</sup>:** Ngauru Heka

*Sharon and Brendon have been working on how they can get down the net deficit. This truancy money that's been given to us was money that we were unsure that we were receiving. We have been lucky with having the funding for the PRIME resources. The board would like to look at the different plans that we can do to help bring in more revenue for the school. We are trying hard with keeping our budgets down by keeping the students split where we can. Only relievers are brought in when there is a second teacher away in a certain area of the school. This is always dependent on the numbers that are in the classes on the day. LAT can come in, but only for 10 days and then this needs to be reapplied for.*

*Cherie Duncan has been given ACC leave and will be off site until the 01st August. Wendy Burnage will be staying as AP until Cherie returns. Room 03 is still not in action because of the number of new entrant students we are getting within the schools. Brendon and the team have been utilizing where money is being spent throughout the school. Teachers helping with the splits are helping us with saving some money. We have had funding given to us which is used for Prime Math resources and Physical Education funding.*

**Motion: That the financial report be accepted.**

**Moved:** Shantel Naera **2<sup>nd</sup>:** Ngauru Heka **Motion:**

**Principal (including Health Report NAG 5)**

**NAG 1 (CURRICULUM)**

**New addition to our NZ Histories Curriculum folder – The Migration Story (visual presentation)**

*One of the keynote speakers at the Principals conference which does the graphics for the world cup and other big events that happen throughout the country. Sir Ian Taylor is wanting to address that the information being taught regarding migration is*

correct. There is a series that has been created to help our children understand the importance of migration. Sir Ian Taylor is asking for different stories from around the country to help them build this resource bank.

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

#### **ERO – site visit later this term (Profile Statement and School Improvement Framework)**

Kay Lowe is our ERO partner. Only one person comes into school, and she will be with us for a few years. What we get to do is a profile report on our own school. What is our school about? Brendon will go to the community, and ask for more support from others. Kay Lowe is due to come in August for one day and will want to meet with students, a couple teachers and a couple board members where possible. The lady was invited to the Principals conference, where she left multiple times in tears due to hearing what is really happening in schools. Ideally our school is focused on our learning with Writing and Prime Math. But in the mix of it we are dealing with intermittent schooling (who is here, who isn't here, teaching via online to teaching on site). Each school will be telling their story of what they are going through.

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

**We continue to have staff in and out of isolation this term. In recent weeks as many as 7 staff have been absent. We are managing internal coverage with some support from extra reliever days. More than half of our staff have now been exposed to the Covid-19 virus. About 120 of our students have also been exposed to the Covid-19 virus, which means that we still have 160 who have not. Our staff will be following the Covid-19 Whanau information sheet (attached) throughout this term until our staff numbers get low. We are an Essential Business (I registered us to be so last term) which means that, under the Close-Contact Exemption Scheme, I can call on key personnel to come into work, even if they are a household contact, as long as they pass a daily Rapid Antigen Test. All staff have been briefed and are on board with the challenge ahead. I've created an information sheet for staff when we get to this stage (attached). I have re-employed Damien Rice (Matua Damo) as Teacher Aide in our Senior School (fixed-term until the end of T2 at this stage) to help with supporting boys' learning and behaviour.**

Our team is now an essential service. We are still referring back to our flow-chart to help us be guided on how school is going to be run. We have RATS tests now available for all staff, and if need be we will change to the second flow-chart. Staff are not going to be encouraged to come back until they are feeling 100%. Some people are still testing positive after 07 days. Brendon has been aware of what staff are put on the calendar for covid leave. Which helps determine whether sick leave is used or covid leave.

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

**Our new fencing project will be starting in the upcoming holidays. This will include a new gateway across the steps between the boiler room and the RTLit office. A new fence with gateway between the Library and carpark and a fence between the Library and tree-line with a vehicle gateway will also feature in this project.**

**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) and I. We will keep you posted as progress happens.**

Fencing project is underway, the new shade canopy consent needs to have so much done before the consent is even applied. The communication has been very hard to have with Tristian. Brendon mentioned to the board about moving to the next company so we are able to get the job completed, as we have been waiting for since over 02 Christmas' ago. The revised update is due to come back to Brendon tomorrow (26.05.22). Brendon is suggesting that a letter from the board is given to the company that the consent is going to be given by the end of June. We have money away in case we do decide to pull out of the work. Michael mentioned that we should be asking for regular updates of what is happening from the Pacific Membrain Group LTD. We have some great projects coming up, which we have tapped into funding to help us with getting these projects completed. We have tapped into our funding pots to help with the covered area in both the middle and junior school. We are working towards being able to have more outside events for our school. Brendon has given approval of the school being able to use the Whare Marano until the work starts. We have some great plans coming in place for the next 05 years. **Action plan: Tristan, Brendon + Michael to meet and create the letter so it can be presented to the board and sent off to the company.**

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

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

### **MISCELLANEOUS**

**Our current school roll stands at 281 which is 56 less than this time last year. This is of real concern to me and I am aware that if our numbers do not rise then we will be looking at losing several staff at the end of this year. Student numbers and how to increase them have been discussed amongst staff – we plan to use the “Fear of missing out” (FOMO) to draw out more students from home and into school. There are a number of events scheduled for this term and Matariki week (June 20-23<sup>rd</sup>) will feature activities for whanau to come along and see, all week long.**

We do need to have over 300 students by the end of the term. We are starting to make plans for events where students are encouraging their parents so they can come back to school. Having a gala day to bring in more of the community back into our school. Matariki is going to be a week-long event this term with each class being able to present something.

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

**Moved:** Shantel Naera

**2nd:** Martha Popata

**Motion:**

**Policy Review**

**Nag 1/13 Bilingual Education Policy**

Martha would like to change it to Reo Rua, instead of 'Bilingual'. We are encouraging our students to mix between English and Te Reo Maori. Martha is going to make changes and email it back to Brendon.

**Nag 3/18 Good Employer Obligations Policy**

Making sure that the employers are leaving on good terms (if they are leaving for any reason). Everyone who is involved is looked after and treated to how they should be treated.

**Nag 2/6 Board of Trustees Meeting Procedures Policy**

Making sure that each board member knows the requirements regarding being on the board. Confidentiality is a big key!

Reo Rua / Good Employer policy reviews will be brought back into the June meeting.

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

**Moved:** Ngauru Heka

**2nd:** Martha Popata

**Motion:**

**Signed: Chairperson:** \_\_\_\_\_

**General Business:** Kaitaia Primary School BOT went into committee at 07:29pm to discuss Leave request letter, Sabbatical Request Letter & Complaint letters.

- 1. **Leave Request Letter**
- 2. **Sabbatical Request Letter**
- 3. **Complaint Letters**

Kaitaia Primary School BOT came out of in committee at 08:29pm to discuss Leave request letter, Sabbatical Request Letter & Complaint letters.

**Moved:** Ngauru Heka

**2nd:** Martha Popata

**Motion:**

**Board of Trustees Hours for May 2022 Meeting (Minutes)**

Name	Preparation for Meeting	Meetings with Principal or Chair	HR Interviews	Property Meetings	Total
NH	45				
MH	45				
DA	45				
MP	45				
SN	45				
CD	45				

**Time meeting finished:** 08:45pm

**Next meeting:** June 29th @ 05:15 pm