



Kaitaia Primary School

Kia Ngawari (Be Understanding)

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BOARD MEETING

Board Minutes: August

Date: 26.08.2024

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

Apologies:

Karakia/Whakawhanaungatanga: Brendon

Minutes of Previous Meeting

Motion that Minutes accepted as true and correct:

Moved: Brendon **Second:** Riana **Carried**

Action Plan / Matters Arising

Correspondence:

Inwards:

[Letter from MOE School Transport team](#)

[Letter of resignation - in-committee](#) discussion

Outwards:

Motion: That Correspondence inwards and outwards be received:

Moved: Martha **Second:** Mel **Carried**

Finance Report:

Motion: That the Finance Report be accepted.

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

RTL B Report:

[August Report from Cluster Manager](#) - Rob MacDonald

Motion: That RTL B Report be accepted:

Moved: Tui

Second: Ian

Carried

Health and Safety Monthly Report

Attached inside the Shared Drive - August 2024 folder

Principal's Report

Curriculum:

Mid-Year Results for [Reading](#), [Writing](#) and [Maths](#)

Self Review:

Staff have been meeting with their respective Professional Growth Cycle and Appraisal Partners in recent weeks, working towards completing their tasks by the end of this Term. I have caught up with Senior Management to see where they are with this process for themselves and for the staff they are overseeing. All participants are on track to have their final statements done by the end of this term or else early in Term 4.

Staff meetings have also had a focus on research from ERO about behaviour management in schools. Staff had a robust discussion about the findings from ERO and were able to easily align examples of good practice with things we are already doing in our school e.g MANAWA awards, Restorative Justice practices in our talks with students and whanau and Mana Potential programme.

Our staff continue to be concerned about all of the changes being sent out to schools by the MOE. I have reassured our teaching staff that we will not be rushing into everything, we will look at each message sent out by the government and look at what we are already doing in that particular area. We will add anything that may be of merit and will enhance what we are doing. We will add in things that have been legislated or mandated by the government, but only after close scrutiny by staff.

Personnel:

We have had a few staff lose close whanau recently. We have wrapped around each staff member and will continue to support them when they return to school. I recommend we move [into committee](#) to discuss things further.

Finance:

I have just completed a funding application to the Raupuwai Education Trust to help fund a new mural for our KPS150 celebrations next year. I've asked for \$12500 towards costs. Total cost of the project is \$17500. The decision around this will be made in Term 4.

Property:

We have been given approval and funding for the construction of the covered learning area over the middle school court = \$378000. We have been given approval and funding for the remediation work on the concrete down to the bottom field area also = \$50000. We still have paperwork to complete for the MOE for the remaining 2 projects on our 5YA = The drainage project in the Junior School and the Library deck extension. Tristan from Arcline is currently putting the paperwork together in readiness for MOE approval for our final 2 projects.

Our senior school playground is still awaiting new components to replace the rusted and worn parts our Caretaker has already removed. They should be here ready to install in the next few weeks.

Miscellaneous:

As President of the Tai Tokerau Principals Association (TPA), I sent a [survey out to 151 schools in Tai Tokerau](#) to ask about their staffing situations and difficulties they've been facing. The results are very troubling and [I wrote an article](#) (with support from our Media Spokesperson Mr Pat Newman from Hora Hora School) for Scoop, the online media distributor. I have been asked to do a follow-up interview with Education HQ - a well-known education publication.

At the recent Forum in Wellington for the RTLB service, I was nominated and voted onto the Executive Committee which meets in Wellington once a term. I have also been asked to consider a nomination for the NZPF (NZ Principals Federation) in 2025.

Policy Review

[Property Management Policy](#)

[Credit Card Policy](#)

[Special Needs Education and Funding Policy](#)

[Fixed Asset Policy](#)

[Children at Risk Policy](#)

[Policy on Assessing Achievement Levels of Maori Students](#)

[Resource Teacher for Literacy Policy](#)

[Cybersafety Policy](#) + [Cybersafety Agreement](#) + [Cybersafety tips for kids](#)

Motion: That the policies be read and received by the Board:

Moved: Tui Second: Mel

Meeting finished: 06:13 pm: Next meeting, _____ 05:15 pm.

Closing Karakia: Brendon

Signed as true and correct

Ian Kaihe-Wellington
Presiding Member
Date: 26/08/2024