



Kaitaia Primary School

Kia Ngawari (Be Understanding)

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5 Church Road - Kaitaia

Office Phone: 09 408-0228

BOARD MEETING

Board Minutes: 27.05.2024

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

Apologies:

Karakia/Whakawhanaungatanga: Brendon

Minutes of Previous Meeting

Motion that minutes accepted as true and correct:

Moved: Mel

Second: Tui

Carried

Action Plan / Matters Arising:

- NZSTAR voting proxy with Karen, All submitted.

Correspondence:

Inwards:

Outwards:

[Pink Shirt Day logo in the Northland Age](#)

Motion: That Correspondence inwards and outwards be received:

Moved: Martha

Second: Tui

Carried

Finance Report:

Motion: That the Finance Report be accepted:

Moved: Brendon

Second: Mel

Carried

Health and Safety Monthly Report

Principal's Report

Term 2	Attendance %	No.Students	Days Open
Week 1 (29 April - 3 May)	84.97%	287	10/10
Week 2 (6 - 10 May)	83.54%	287	10/10
Week 3 (13-17 May)	85.38%	293	10/10
Week 4 (20-24 May)	85.68%	292	8/8

WEATHER EVENT

KPS PROMO EVENT - Whanau Day

Paid Union Meetings

NZSL week - As part of our NZ Sign Language week activities, our whole school went down to the bottom field where Matua Indi had mowed an outline of a heart (MANAWA). Our tamariki stood around the outline and sang the song "3 Little Birds" while signing to the words of the song. Matua Alvin took some great photos of us all from his drone. Some of those photos and videos may be seen on our KPS Facebook page. A selection of photos I took at the event are on the links below. This event was organised by Mrs Sarah Doak (our Teacher Aide who works specifically with some of our hearing impaired students). She was very happy with the morning event.

[Photos](#)

Self Review

[ERO Research report re Behaviour in our Classrooms](#)

[ERO Guide for Teachers re Behaviour in our Classrooms](#)

Personnel

Support Staff Day and Pink Shirt Day were celebrated on Friday 17th May. Teachers provided a special morning tea for the support staff, along with some thank you cards made by our students. Mrs Patrick organised a gift bag for each support staff member with lollies and a special message for each, sharing how wonderful we think they are.

Room 3 will be opening on Monday 24th June as our 3rd New Entrant classroom in the Junior school. This should enable our school to accommodate the remainder of New Entrants for the rest of this year. Ms Theona Turner will be the classroom teacher full-time in Room 3 when it opens.

[Resignation letter from our Assistant Caretaker](#) - I move that we go into committee to discuss this letter further.

[The Grumble Tree](#)

[Timeline](#)

Property

[5YA Amendment proposal -final](#)

KPS recently hosted the PD crew on Saturday 11th May. Much work was done clearing vegetation along the old Missionary Road and around the R14 gardens. Primer was added to the boards for the new area covering under the Senior School deck. KPS has been added to the regular rotation for the PD crew, which will enable a lot more groundwork to be done over the upcoming months. A big thank you goes to our caretaker, Matua Indi for his support in overseeing things went smoothly on the day.

School Closure:

Following notification from Top Energy, KPS was closed on Thursday 23rd May due to safety concerns about the impact having no power on at school has on schoolwide emergency procedures. The MOE have not advised that we have to make up an extra day at the end of this year.

[Annual Report](#) submission to MOE - due to the MOE by May 31st - I move that we accept our Annual Report and delegate authority to the Principal to upload the report via the MOE data portal.

Moved: Ian

Second: Mel

Carried

Motion: *That the Principal's Report be accepted:*

Moved: Te Waru

Second: Martha

Carried

Policy Review

[Reporting on Student Progress Policy - Self Review No.3](#)

[Community Consultation and Communication Policy - Self Review No.4](#)

[Board Self Review Policy - Self Review No.8](#)

[Reviewing Policies/Policy Writing - Self Review No.5](#)
[Strategic Planning Policy - Self Review No.1](#)

Could we please move reviewing policies/policy writing to one that is looked at the beginning of the year so we can use this document as a guideline for us.

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

Moved: Tui

Second: Mel

Carried

[Physical Restraint Incidents Reported - One incident to be discussed in-committee](#)

General Business:

Meeting finished: 05:15 pm: Next meeting, 01st July 05:15 pm.

Closing Karakia: 06:42 pm

Signed as true and correct.



*Ian Kaihe-Wetting
Presiding Member*

Date 06/06/2024