



Kaitaia Primary School

Kia Ngawari (Be Understanding)

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5 Church Road - Kaitaia

Office Phone: 09 408-0228

BOARD MEETING

Board Minutes:

Date: 29 April 2024

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

Apologies:

Karakia/Whakawhanaungatanga: Te Waru

Minutes of Previous Meeting

Motion that Minutes accepted as true and correct:

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

Action Plan / Matters Arising

Correspondence:

Inwards:

- Te Whakaroputanga Kaitiaki Kura o Aotearoa 2024 AGM (Notice)
 - AGM Booklet
 - Delegate Form
- All board members have received this information via emails. No one will be attending this AGM this year.
- The board can process their proxy votes via Karen on each of the three parts.

Motion: That the board supports the NZSTA is in favor of agreement one, two and three in regards to the AGM meeting being held in June.

Moved: Martha **Second:** Tui **Carried.**

Know Your Local School article for the Northland Age

Outwards:

Motion: That Correspondence inwards and outwards be received:

Moved: Mel **Second:** Te Waru **Carried**

Finance Report:

Motion: That the financial report be received **Moved:** Mel **Second:** Riana **Carried**

Motion: "That the Kaitaia Primary School Board of Trustees gives approval for Sharon Patrick to apply to Pub Charity Ltd for bus travel to Auckland and accommodation at Willow Park Christian Camp for \$5,063.00 for Room 13 and Room 20 camp".

Moved: Martha **Second:** Brendon **Carried**

Resolution to Pub Charity Ltd

Moved: Mel **Second:** Tui **Carried**

RTL B Report:

[RTL B Strategic Plan](#)

[RTL B Annual Plan](#)

[RTL B Annual Report for 2023](#)

[Funding Report for RTL B Cluster 1](#)

Motion: That RTL B Report be accepted:

Moved: Tui

Second: Ian

Carried

Health and Safety Monthly Report

A few staff and students were out with Covid-19 at the end of last term. A few students also had grazes from falling over on the concrete. A request was put to teachers to have children running on the grass areas rather than around the concrete areas.

Principal's Report

Term 1	Attendance %	No.Students	Days Open
Week 1 (30 Jan - 2 Feb)	80.50%	283	8/8
Week 2 (7 - 9 Feb)	84.67%	280	6/6
Week 3 (12-16 Feb)	86.47%	287	10/10
Week 4 (19-23 Feb)	88.17%	280	10/10
Week 5 (26 Feb - 1 Mar)	86.16%	281	10/10
Week 6 (4-8 Mar)	84.95%	283	10/10
Week 7 (11-15 Mar)	84.53%	284	10/10
Week 8 (18-22 Mar)	88.63%	284	10/10
Week 9 (25 -28 Mar)	87.50%	284	8/8
Week 10 (3-5 Apr)	81.34%	284	6/6
Week 11 (8-12 Apr)	80.29%	287	10/10
Overall	86.82%	287	98/98

WEATHER EVENT

KPS PROMO EVENT - Whanau Day

Paid Union Meetings

Curriculum

Standard	At Risk By 1+ Level	On Track Within 1 Sub Level	At On Track	Exceeding By 1+ level	Roll Total
Writing Feb 21	61%	33%	6%	0%	330
Writing Nov 21	34%	29%	27%	10%	343
Writing Feb 22	61%	30%	8%	1%	257

Writing Nov 22	36%	36%	23%	5%	315
Writing Feb 23	61%	30%	8%	1%	266
Writing Nov 23	38%	34%	23%	5%	316
Writing Feb 24	68%	27%	5%	0%	277
Writing Nov 24					
Reading Feb 21	55%	35%	6%	4%	330
Reading Nov 21	33%	24%	29%	13%	343
Reading Feb 22	55%	30%	12%	3%	259
Reading Nov 22	34%	25%	23%	18%	315
Reading Feb 23	63%	28%	8%	1%	267
Reading Nov 23	26%	31%	26%	17%	316
Reading Feb 24	49%	31%	11%	9%	277
Reading Nov 24					
Maths Feb 21	78%	16%	5%	1%	330
Maths Nov 21	40%	24%	21%	8%	343
Maths Feb 22	46%	44%	7%	3%	263
Maths Nov 22	30%	39%	25%	6%	314
Maths Feb 23	60%	32%	7%	1%	266
Maths Nov 23	22%	41%	30%	7%	316
Maths Feb 24	52%	38%	6%	4%	277
Maths Nov 24					

Personnel

Our new Assistant Caretaker position has been filled. Mr Michael Orr will be working in school Monday-Friday from 12pm - 4pm.

At the recent Tai Tokerau Principals Association AGM, I was voted in as the new President of the TTPA. It is an honour to represent Tumuaki from 153 schools in our rohe. I will endeavour to be a known and respected voice in Wellington speaking on behalf of our region. This position will mean more media attention and duties that may take me away from school at times this year. I will ensure those dates are shared as soon as possible with Board and Staff.

Property

Our schoolwide painting is almost finished and should be completed in the upcoming holiday break. Sharon has also asked for a quote to paint Rooms 16 and 17.

I met with Hannah Williamson from MOE regarding [our 5YA](#) which is in the MOE awaiting final sign-off for our recent project changes.

Motion: That the Principals report be read and received by the Board:

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

Policy Review

6/3 [Copyright Policy](#)

6/10 [Children Under 5 Attending School](#)

5/16 [Behaviour Management Policy](#)

1/8 [Library Policy](#)

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

Moved: Martha Second: Mel Carried

Physical Restraint Incidents Reported - None

General Business:

Meeting finished: 06:22pm: Next meeting, 27th, May 05:15 pm.

Closing Karakia: Te Waru

Minutes signed as true and correct:



Ian Kaihe-Wetting (Presiding Member)

Date: 29.04.2024