



# Kaitaia Primary School

Kia Ngawari (Be Understanding)

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## **BOARD MEETING – 29th June 2022**

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

**Apologies:**

**Karakia:** Derek

### **Minutes of Previous Meeting**

Minutes accepted as true and correct.

**Moved:** Martha Popata

**2<sup>nd</sup>:** Ngauru Heka

### **Action Plan / Matters Arising-**

***We are working towards adding all Macrons to policies, changing to Reo Rua from bilingual.***

### **Correspondence -**

#### **Inward –**

**-NZSTA – School BOT Elections Update**

***Voting for the first time this year will be able to be completed online.***

### **Late correspondence:**

***Motion:*** That the correspondence received is accepted.

***Moved:*** Shantel Naera

***2<sup>nd</sup>:*** Derek Ashley

### **Reports:**

#### **Finance:**

“That the 2021 annual report prepared by Ask Accounting Ltd and audited by PKF Francis Aickin be accepted”.

**Moved:** Michael Hearing

**2<sup>nd</sup>:** Martha Popata

“That the 2022 Balance Sheet Budget and Cash Flow Budget prepared by Ask Accounting Ltd be approved”.

**Moved:** Shantel Naera

**2<sup>nd</sup>:** Derek Ashley

“That Sharon Patrick be appointed as Returning Officer for the Kaitaia Primary School 2022 Triennial Board of Trustees Elections”.

**Moved:** Michael Hearing

**2<sup>nd</sup>:** Derek Ashley

“The Returning Officer will be paid the recommended fee which is 50% of the base amount (total base fee is \$749.40 incl gst) plus 25% of the student fee per-pupil (total per-pupil fee is \$8.58 incl gst). This fee will be paid in full regardless of whether or not there is a voting election”.

**Moved:** Ngauru Heka

**2<sup>nd</sup>:** Martha Popata

“That the Kaitaia Primary School Board of Trustees gives approval for Sharon Patrick to apply to Oxford Sports Trust for \$13,927.00 for a shade sail roof cover over senior school playground”.

Moved: Ngauru Heka

2nd: Derek Ashley

Resolution to Oxford Sports Trust

Moved: Michael Hearing

2nd: Martha Popata

“That the Kaitia Primary School Board of Trustees gives approval for Sharon Patrick to apply to Pub Charity Limited for \$52,316.30 for the supply and installation of a complete audio visual system into our school hall”.

Moved: Ngauru Heka

2nd: Martha Popata

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

**Moved:** Shantel Naera

**2<sup>nd</sup>:** Ngauru Heka

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

#### **NAG 1 (CURRICULUM)**

Steps Web report – Senior School Spelling

Of the **204** students currently using the Steps Web Spelling programme in the Senior School, **123** students were present at KPS and tested in February and in June (4 months later).

Of the **123** students;

**54** students (**44%**) have made 0-3 months' progress in their Spelling Age (Slower than expected progress)

**10** students (**8%**) have made 4 months' progress in their Spelling Age (Expected progress)

**59** students (**48%**) have made 5-14 months' progress in their Spelling Age (Accelerated Learning)

*We were able to measure how much progress was made in Steps web off the students who were here in February, and still here now we have had them do two tests to monitor progress of their learning. We have found out some good information to see the movement of the students within the different classes. Some students are taking advantage of the chromebooks and using the chromebooks for the wrong thing. But with the tracking on Steps Web we are able to see how many hours are actually put into their learning for the week. Having Steps web produce certificates for when the students are moving up a level is a great way of celebrating achievement.*

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

With the growing numbers of students with behavioural issues, we need to create a learning space where they can continue to learn with less distractions and interactions with their peers. We also need to address the growing number of low-level learners with more 1-1 learning programmes which can be delivered on a daily basis. To help make this all happen, I propose that we create a Whare Manaaki classroom. The organisation of the class will be overseen by our current Senior School SENCO (Mrs Morrissey). Mrs Morrissey will be supported by her team leader Mrs Stevenson and myself when our assistance is required. A structural outline is attached to this report and can be discussed further in-committee. (Whare Manaaki attachment)

*We did have one years ago, we have a high amount of students who are showing bad behavior within the classrooms, or in the playground. We are trying to find different ways to approach these students who need one on one support. The Whare Manaki is going to help us with students who cannot cope with working in a classroom with others, and hopefully the strategies that we are teaching them might be able to transition back into classrooms for SOME curriculum areas later in the year. We are able to have one on one focus with the bunch of students who are going to be there. In this change, Brendon is trying to keep everyone happy and have a happy learning environment for all students. We can use the Whare Manaaki for students who need that bit of time out of the classroom until they can reset themselves. Brendon will be able to then come and do classroom visits. We will be relocating Room 19's teacher to Room 10 so Whare Manaaki will be in Rooms 18 + Room 19 where a door / entry way will be added in so both classrooms can be used for a learning space. Reagan, Damo, Kim + Trace will be the main adults within this learning space. We are hoping to have Shelley from \_\_\_ to come in and join the team as well. Students who are having a off day will have access to going into this classroom. Brendon is trying to get the ministry of Education to recognise the importance of this classroom and how they should be having these sorts of classrooms within other schools.*

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

We have 2 resignation letters from staff this month. One is retiring and the other is pursuing further studies. I move that we go into [committee](#) to discuss these further.

Senior School restructure – to re-distribute students from Room 12 (discussion)

Room 20 – Whaea Chantal will be taking maternity leave later this year and at this stage I will be advertising a Fixed-Term teaching position in Y5/6 to help cover Room 20 until the end of 2022.

Micaela Wilkes has contacted me recently to say that she is missing school and would like to be included in plans for T3 and T4 if possible.

***We are able to add Michaela + Louella to our relievers list for the remainder of the year.***

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

Our new fencing project has started and we have a lot of temporary fencing around the Junior School area at the moment. 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), Michael and I. I sent a letter to Pacific Membrane on 26<sup>th</sup> May (attached) to express our concerns and to give them a definitive deadline for the council consent process. Council has informed me that.

***They have started fencing along the main road at this stage. We gave them until the end of the month where they had to have a plan in place (or to start the work). Brendon has been advising them that the end of June is coming up fast, and soon enough the deadline will have passed. We may need to terminate the contract. It is disappointing that it has taken this long for anything to happen. Tristan will guide us through where to next.***

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

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

***Concussion in the playground, and thankfully with such a large number of staff with their first aid certificate we are able to help students who need medical assistance.***

#### **MISCELLANEOUS**

Our current school roll stands at 299 which is 38 less than this time last year. This is still 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 next. Our staffing and funding entitlements for 2023 are due out mid-September, which is when decisions and advertising for 2023 will need to begin.

***We still need more new entrant students starting at school. However, this is a difficult section of students starting school because you don't legally have to enroll your child to school until they are 06. For us to keep the staff we have we need to have 350 students enrolled in our school by September.***

***Motion:*** That Principal's report was accepted.

***Moved:*** Martha Popata

***2<sup>nd</sup>:*** Derek Ashley

#### **Policy Review**

Nag 1/13 Reorua/Bilingual Education Policy

Nag 3/18 Good Employer Obligations Policy

Nag 4/2 School Parent Donations Policy

Nag 4/3 Fundraising Policy

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

***Moved:*** Shantel Naera

***2<sup>nd</sup>:*** Ngauru Heka

#### **General Business:**

**Motion:** That the Kaitaia Primary School BOT move into [committee](#) to discuss the following items.

1. Leave Request Letter
2. Resignation letters
3. Maternity Leave letter

**Moved:** **2<sup>nd</sup>:**

The BOT moved into committee at 05:55pm to discuss the items listed above.

The BOT moved out of committee at 06:07pm having discussed and made decisions about the items listed above.

**Time meeting finished: 06:25pm**

Next meeting: Wednesday 24<sup>th</sup> August @ 05:15 pm.

***Signed: Chairperson***