



# Kaitaia Primary School

Kia Ngawari (Be Understanding)

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## BOARD MEETING – 30<sup>th</sup> November 2022

**Present:** Brendon, Chantal, Ian, *Melanie*, Rob, Martha, Derek, Haley, Riana

### Apologies:

**Karakia:** Derek

### Minutes of Previous Meeting

**Minutes accepted as true and correct: Moved: Melanie 2<sup>nd</sup>: Martha**

### Action Plan / Matters Arising-

- Ian found out that the conferences for the board meeting were online, the board members did attend.

### Correspondence -

#### Inward –

-

### Late correspondence:

1.

**Motion that correspondence be accepted: Moved: 2<sup>nd</sup>:**

Rob MacDonald – RTLB report

### Reports:

#### RTLB Cluster Managers Report – Rob MacDonald

- Rob MacDonald speaks about how the last report had enough to give us the final figures for our learning funds. This new document here is a proposed budget for RTLB for next year with a rough calculation of what we will have moving forward. The papers Rob has brought are showing that the lease cars are more expensive (slightly going up). A few figures have been increased. CMS = running @ \$25.00 per RTLB per term, but is now \$29.00 per RTLB x30 people. We still have no date on when the building of the Moerewa office.
- We can report that we used the 10K we brought forward from last year which was added to the learning support funds to schools (which is used for Teacher Aides, Resources etc)
- We have finished the cluster review (the strategic plan) which was all co-constructed with the whole cluster which was a huge effort and it resulted in everyone being happy with the final outcome. What we are looking at in front of us is sustainable by showing that it makes a difference at the time as well as moving forward. Our mahi relies solely on relationships and growth with everything that we do.
- The explanation for the Te Reo version has slightly changed since writing this document. It had already been sent to print before the editing could be added in. (new layout)
- You will see that the other schools (Kura Kaupapa) tend to not have as many cases as other schools.
- Things to look back at over the year - covid has affected us where households are getting covid more than twice. You do have to have a university degree to start with RTLB where you go on to do two years learning with 25 hours a week on each paper. One of the provisions that came in where the people studying are allowed one day of working from home a week. There are three people now who have finished their study. Next year there will be three people in year one, & three people doing their second year of study.
- There are a few schools that gave the survey to a few staff which hadn't worked with RTLB before. So there was heaps of raw data to deal with. Average went from 3.5 to 4.1.
- RTLB needs more resource money + human resources as a lot of the feedback that came back from the survey. Things that we need is good communication with all people and what the job involves and what we can do and what we cannot do.

**Motion that financial report be accepted.**

**Moved: Rob**

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

## **Finance:**

- *Most of the income has now come in. Our spending is less than how much we are getting in.*
- *On the financial report page with the graphs you can see we are under in bank staffing (end of year payouts)*
- *Financially we are where both Brendon + Sharon thought we would be for the end of the year*
- *Mid year our deficit was at 72K and we are now at 28K, we only have end of year bills to pay.*

*There have been a lot of fundraising events that have been canceled due to teachers getting covid. But making sure that each child doesn't pay more than \$50 per child for camp has given each classroom teacher an indication on how much they need to fundraise for the camp / day trips to be successful.*

**Motion that financial report be accepted. Moved: Martha 2<sup>nd</sup>: Ian**

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

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

Principals Annual Report 2022 – attached

Kiwisport Report 2022 - attached

Junior Syndicate Sunshine Reading Results 2022 - attached

- *Brendon is still working through the student data which will need to be finalized by March so will be in the February meeting (Brendon will send this out through the summer time).*
- *The principal's annual report is due in March. This is usually a big thank you and what plans are coming up for next year. Brendon uses some of this for his speech for prize giving.*
- *Making sure that all appraisals are completed by everyone, with the correct people signing them off.*
- *a 10 year property plan has been to the ministry and been signed off.*
- *Currently working on the chart for 2023 with the change from NAGS to NELPS:*
- *We will table it again in the February meeting, where Brendon will add in extras if needed.*
- *Kiwisport is submitted in March, this is all about what funding each school needs.*
- *Junior school sunshine results: has led to really good results for the students who have been through it. This is focused on students who are learning about print, reading books etc. Sunshine programme students have progressed at least one year in their learning.*
- *Sunshine programme can be the beginning of Quick 60, and Toe By Toe. Sunshine learning & letter getter will be used in all junior school classes next year.*

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

Schoolwide Attendance Report (attached)

Getting kids back to school – newspaper article attached

- *Schools are being put under the spotlight. It is crazy how they are focusing on how the principals work is affecting the school roll number. We are on the 80% attendance rate where in the past we have been around the 85% area.*
- *Brendon is wanting to do a fun day once a term to try and bring in more students to attend school.*
- *The article was used in the paper where she linked it back to the northland wide campaign about ' Lets get kids back to school Te Tai Tokerau'.*
- *Our journey on school attendance has been a positive one. Kids have been having a lot of fun.*

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

Interviews for a new office administration clerk will be completed by Friday 25<sup>th</sup> November. Decision will be made shortly after and the new person will start somewhere around the 16<sup>th</sup> January (this is when our stationery orders for classes get sorted).

- *New office administration clerk was shut last Friday, they have started in the office with first day being today 30.11.22 where they will work on a part time contract where they will do 04 hours a day until we shut at the end of term. This helps them to learn how to work edge, & other important roles. They will be coming back in 2023 full time.*

Our school wide cleaning jobs have been restructured for the 2023 school year. There will be 5 zones in total. Our existing Cleaner in the Senior School Admin and Rooms 18 – 21 will stay the same. The other zones in the Senior School will be Rooms

9-14 + toilet block (8 hours 30 minutes per week), Rooms 16 -23 and Whare Marino (8 hours per week), Junior School main block (7 hours 30 minutes per week) and Junior School New Block + Library, RtLit and RTLB offices (10 hours per week). These positions close on Friday 9<sup>th</sup> December at 3pm.

- *Brendon has rezoned our cleaning areas, the cleaning is becoming a big job where Brendon can have more capacity on the grounds for helping clean our classrooms. Especially where there is covid floating around. We do have a couple teacher aids who have put their hands up to take on extra hours.*
- *Indi will oversee the cleaners, where he is involved in the hiring process.*

**I move that we go [into committee](#) to discuss another personnel issue.**

Interviews for the Fixed-Term Y3/4 and Y5/6, Teaching positions in our Middle and Senior Syndicate areas will begin just after the 28<sup>th</sup> November. The outcome should be finalized by Friday 7<sup>th</sup> December.

*Short listing will start next week for our new jobs & Brendon will be able to share at our next meeting the successful candidates.*

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

Whare Marino draft plans (featuring staff feedback) are attached for discussion. This is part of our new 5YA plan however won't be able to be started until our Blomfield team is back in Room 17. Work on Room 17 will hopefully take place over our upcoming summer break and will hopefully be finished to start the 2023 school year.

Also over the summer break, we will be looking to get our remedial work for roofing & spouting, plumbing & drainage and electrical complete before our tamariki return in 2023.

*Here is the before picture of the Whare Marino & the back is the final picture. We can speed the process up with bringing in collapsible folding doors which can block off noise but can be opened up for wananga + other learning that happens in our whare. They are looking at a wheelchair hoist to use. The kitchen is moving to the bottom and outside will be concreted which will help when it comes to having big functions. There will be a new pergola. The area where the hot food is separated so there's not much traffic through those areas. We cannot start until the refurbishment of Room 17 is done where Blomfield can be moved back in and then the project can start. But this all depends on the contractor's availability. A realistic starting date will be Term 02 maybe even Term 03.*

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

Health Report – compiled by Mrs Baker and Mrs Patrick

- *Health report shows us that there are many students and teachers who are getting covid. A lot of them are showing no symptoms. If your children are testing negative then they can go to school. Brendon is finding alternatives for staff who are household contacts too just to keep everyone safe.*
- *A big majority of our staff have first aid certificates.*
- *Extra hats are out for Term 04. For students who lose their hats often.*

#### **MISCELLANEOUS**

Our current school roll stands at 321 which is 26 less than this time last year.

***Motion that Principal's report accepted. Moved: Ian 2<sup>nd</sup>: Martha***

#### **Policy Review**

-Nag 3/19 Child Protection Policy

*We wrote this policy with help from the ministry +NZEI in 2017/2018. This is the first time since it was designed that we have had to review it. Sadly, we had to make it out of necessity. This has covered everything we needed & has got us through some difficult times as a board.*

-Nag 5/2 Sexual Harassment Policy

**COMBINE BOTH SEXUAL HARRASSMENT + HARASSMENT POLICY?**

-Nag 5/4 Sick Bay/ Medical Room Policy

*Sickbay can get busy at times. Very busy playground. With the breaks being separated (year 03/04 to Year 05/06) can stop our sickbay from being so busy. Medications given to students everyday are documented.*

*Papers are filled in for more serious accidents, Brendon will then go out to see if the accident was caused by any hazards within the school environment.*

-Nag 5/9 Sun Smart Policy

*SunSAFE. Changed about the SPF rating that is on sunscreen when used.*

*Hats are out in Term 01 + Term 04*

-Nag 5/15 Harassment Policy

*Grumble tree is involved in this policy to help us when solving problems. Where it will go on different levels before it comes to medication.*

***Motion: That the above policies with links are minuted as received Moved: Haley 2nd: Derek  
Signed: Chairperson (to be signed).***

**General Business:**

- *Schedule for next year: Go for the second to the 4th week of the month. This is because accounts are in by then.*
- *Board has suggested that the board meetings are changed to Mondays with the meeting time being at 05:15 pm*
- *First meeting for 2023 will be Monday 27th February, 2023.*
- *Ian will send out a schedule for every meeting.*
- *Derek is wanting to step down from the chairperson position on the board. If he can become a board member without the chairperson's commitment. We can do a re vote of who will be the chairperson at the next meeting.*
- *Prizegiving: Martha will arrange what order the board members sit in on stage for when they need to present the awards. Everyone seated @ 09:15 am.*

***Meeting finished: 08:25 pm: Next meeting, 12th December 05:15 pm.***