



Kaitaia Primary School

Kia Ngawari (Be Understanding)

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BOARD MEETING

Board Minutes: November

Date: 04.11.2024

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

Apologies:

Karakia/Whakawhanaungatanga: Te Waru

Minutes of Previous Meeting - [September Board Minutes](#)

Motion that Minutes accepted as true and correct:

Moved: Martha

Second: Riana

Carried

Action Plan / Matters Arising

Correspondence:

Inwards:

- Farewell Invitation for Rob MacDonald

Outwards:

Motion: That Correspondence inwards and outwards be received:

Moved: Tui

Second: Te Waru f

Carried

Finance Report:

“That the Kaitaia Primary School Board gives approval for Sharon Patrick to apply to Pub Charity Ltd for \$27,173.00 for historic panels and murals for the 150th anniversary”.

Motion:

Moved: Melanie Burger

Second: Martha Popata

Carried

Resolution to Pub Charity Ltd

Motion:

Moved: Ian Kaihe-Wetting

Second: Brendon Morrissey

Carried

“That the Kaitaia Primary School Board gives approval for Sharon Patrick to apply to Grassroots Trust Limited for \$11,350 for hire of marquee, security, band and design for history book for 150th sesquicentennial”.

Motion:

Moved: Te Waru Popata

Second: Martha Popata

Carried

Resolution to Grassroots Trust Limited

Motion:

Moved: Melanie Burger

Second: Martha Popata

Carried

“That the Kaitaia Primary School 2025 draft budget with a deficit of \$52,944 be accepted”

Motion:

Moved: Ian Kaihe-Wetting

Second: Brendon Morrissey

Carried

Health and Safety Monthly Report

Principal's Report

Term 4	Attendance %	No.Students	Days Open
Week 1	84.19%	308	10/10
Week 2	80.66%	308	10/10
Week 3	80.64%	310	8/10
Average Attendance for Term 4		81.83%	

WEATHER EVENT

KPS PROMO EVENT

POWER CUT-CLOSED

Term 3 Attendance Summary Report from Everyday Matters

Self-Review

2025 Staffing Breakdown - 14 classrooms initially in Term One, increasing to 15 classrooms for Terms Two-Four. 4 Teaching Positions have been advertised to start in 2025; 2 x Permanent Teaching Positions (Room 20 and Room 9), 2 x Fixed-Term Teaching Positions (Staff Wellbeing Project and Learning Support Project) - these positions will be based in Room 11 and Room 5 respectively for the 2025 school year.

Personnel:

The RTLB Cluster Manager position has closed for applicants online. Shortlisting of these applicants is happening tomorrow and interviews are scheduled for this coming Friday at the MOE office in Kaitaia. The panel supporting me with this process includes: 2 x MOE officials (Shane Gregory and Debbie Costello), 2 x experienced Tumuaki (Marea Timoko and Ken McLeay) and 1 x experienced RTLB Leader (Gill Wiki).

With the recent medical retirement of an RTLB staff member a job will be advertised in the online Education Gazette to start in 2025. Rob also has another Fixed-Term position he has advertised as permanent for 2025 also. This all fits inside their FTTE allocation. I have been asked to be on the interview/appointments panel for both of these positions and will report to the Board on the outcome of these processes.

Staff issue - I move that we go [into committee](#) to discuss this matter further.

Resourcing 2025:

Our budget has been discussed a few times at Senior Management meetings and priority spending has been identified. Our budget does feature a deficit at the end but Sharon and I are confident we can acquire the funding differential during the school year.

Property:

We have identified that linking our security cameras to the local police monitoring network is a priority for 2025. We have also looked at upgrading our schoolwide external locking system.

Steps from the Junior School deck outside of Rooms 1-4 have been replaced. Our replacement playground equipment was also installed in the holiday break by our caretaking staff..

Our covered learning area project outside of Rooms 9-14 is due to begin with onsite works in the first week of December. We will need to remove our unused flagpole and shift some railing along our deck to accomplish this project. The concrete repair project being done by Stonecraft will also get underway in the summer holiday break. Both of these projects are set to be completed before school starts in 2025.

RTLB

[2024 RTLB Satisfaction Survey Summary](#)

Policy Review

[Staff Induction Policy](#)

[Discretionary Leave Policy](#)

[Creative Commons Copyright Policy](#)

[Appointment of Staff Policy](#)

Physical Restraint Incidents Reported: None

Motion: *That the policies be accepted with amendments by the Board:*

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

General Business:

- School Prize Giving December 6th 2024

Meeting finished: pm: Next meeting, 25th November 2024, 05:15 pm

Closing Karakia:

Signed as true
and correct

Ian Kaihe - Wetting

Signed as true and correct

Date: 09th November, 2024

Presiding member

