



Kaitaia Primary School

Kia Ngawari (Be Understanding)

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5 Church Road - Kaitaia

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BOARD MEETING

Board Minutes:

Date: 05th February 2024.

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

Apologies:

Karakia/Whakawhanaungatanga: Te Waru

Minutes of Previous Meeting

Motion that Minutes accepted as true and correct:

Moved: Martha Second: Tui Carried

Action Plan / Matters Arising

Correspondence:

Inwards:

- RTLB Agreement with MOE- Signed by both parties. *In the process of getting this signed we noted a version control error in the Termination section (p5). This covers the Board and Ministry ability to terminate at any time giving at least 6 months notice. One standard sentence had been omitted in the version you signed but we have now added it back in. The correction says 'The Ministry may terminate this agreement at any time by giving at least 6 months written notice to the Board. The Board may terminate this agreement at any time by giving at least 6 months written notice to the Ministry'. This is the newest agreement for the next three years.*

Motion: The board approves that once the ministry has rewritten the agreement Brendon & Ian will sign on our behalf.

Moved: Brendon Second: Martha. Carried

- Concurrence Payment request letter from Brendon Morrissey (to be discussed in-committee).

Board to go into **in-committee** at 05:26pm. Have come out of in-committee meeting at 05:31 pm

Outwards:

-

Motion: That Correspondence inwards and outwards be received:

Moved: Second: Carried

Finance Report:

Motion: That the financial report for

as prepared by Ask Accounting be accepted.

Moved: Second: Carried

RTLB Report:

Health and Safety Monthly Report

Library Report 2023 by Mrs. Puckey.

Principal's Report

Kia ora whanau

I'd like to start by acknowledging the extra hard work done by staff who were "acting up" in their roles last year. Most especially, I want to acknowledge Delwynne for taking on the Acting Principal role. I will always be grateful to her for enabling me to

explore a different role within education and by doing so, to come back to Kaitaia Primary School feeling refreshed and energized. The new learning from the experience as Leadership Adviser for Tumuaki in Te Tai Tokerau, has given me a real sense of appreciation for the wonderful school, staff, Board and community we have here in Kaitaia. I know that Delwynne was also supported extremely well by Wendy Burnage (who was "acting Deputy Principal"), Sharon Patrick (our resident financial genius) and Martha Popata (who was "Acting Assistant Principal"). Fantastic work team!

It's been a great start to the 2024 school year. Staff and students seem very happy to be back and the vibe in the playground is also very positive. Attendance rates this week have been very pleasing. Friday saw our attendance hit 83% (235/283) which is outstanding for the first week of the year. Our current roll as of Friday 2nd February, stands at 283.

Our Teacher Only Days held before school were a great success. Our major learning focus this year will be on all aspects relating to the Sesquicentennial in 2025. Our aim is to have a unique celebration that features mahi done by our tamariki throughout the week-long event. We are very excited about what our learning will look like this year. Alongside our learning at school, staff will continue to work with MOE coming to grips with the Curriculum Refresh initiatives.

Schoolwide painting is well underway. Expected time of completion will be end of week 4. I've met with Tristan from Arcline to discuss current 5YA projects. The need to address erosion and drainage in the Junior School area was an issue last year at school. Options around changing our current 5YA to include this project are being discussed with our MOE Property Adviser (Hannah Williamson). Existing projects to start soon include the covered learning area in the Middle School Area, Remedial work on our pathway down to the bottom field and concrete area at the end of the R14 courts and a covered/enclosed deck area in the library. My aim this year is to have most of these projects complete or to be completed before our Sesquicentennial in 2025.-
Update in March will feature the Covered Learning Area in Middle School along with the remedial landscaping works mentioned above, ready for Board approval to proceed.

Nga mihi
Brendon

2023 Student Targets - See KPS Annual Report 2023 and Strategic Plan 2024-26. I've changed the way I collated the overall achievement targets by year group. Brendon can explain the % to you. Means we nailed 12 of the 18 targets with interest!

Moved: That the KPS Strategic plan can be approved in the way that it is presented. **Moved:** Ian **Second:** Riana

Policy Review

[EOTC](#)

[Children with Special Abilities](#)

[Te Tiriti o Waitangi](#)

Physical Restraint Incidents Reported - None

General Business:

1. Kaitaia Cluster RRF - Attendance Liason Co-ordinator (Fixed Term)

Meeting finished: 05:59 pm:

Next meeting, 18th March 2024 05:15 pm.

Closing Karakia: Te Waru

Signed as true and correct:



Ian Kaihe-Wetting, Presiding Member

Date:

18/03/2024