



Kaitaia Primary School

Kia Ngawari (Be Understanding)

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5 Church Road - Kaitaia

Office Phone: 09 408-0228

BOARD MEETING

Board Minutes, September

Date: 18 September 2023 at 5:15pm

Present: Delwynne, Martha, Ian, Chantal, Melanie,

Apologies: Riana

Karakia/Whakawhanaungatanga:

Minutes of Previous Meeting

Motion that Minutes accepted as true and correct: Moved: Martha Second: Delwynne Carried

Action Plan / Matters Arising

- Haley Fryer is no longer able to continue as a board member and subsequent to being absent from three consecutive board meetings, she has stood down. We wish her all the best for the future.

Motion: That we note Haley's stand down and accept it regrettably :

Moved: Melanie Second: Martha Carried

Correspondence:

Inwards:

MOE - Drafted Template Funding Agreement between MOE and KPS for RTLB

MOE - MoA between MOE and Kaitaia Primary resulting from the closure of Kaitaia Abundant Life School

MOE - Re: Managing Resource Teacher: Learning and Behaviour funding surpluses (Surplus @ \$21k)

Outwards:

MOE - Signed MoA between MOE and Kaitaia Primary for \$11 952.00 from the closure of Kaitaia Abundant Life School and the two KALS students enrolled at KPS.

Motion: That Correspondence inwards and outwards be received:

Moved: Ian Second: Delwynne Carried

Finance Report:

Motion: That the financial report to the 31st of August as prepared by Ask Accounting be accepted.

Moved: Delwynne Second: Melanie

Carried

Motion: "That the final Annual Report for the year ended 31st December 2022 as prepared by Ask Accounting and audited by PKF Far North be accepted".

Moved: Martha Second: Ian Carried

Motion: "That the Kaitaia Primary School Board gives approval for Sharon Patrick to apply to Pub Charity Limited for \$34,735.00 gst exclusive for a grant for a Security Camera system".

Moved: Melanie Second: Ian Carried

Motion: "Resolution to Pub Charity Ltd be accepted: Carried

Moved: Delwynne Second: Martha

Motion: “That the Kaitaia Primary School Board gives approval for Sharon Patrick to apply to Oxford Sports Trust for \$965.22 for van hireage for Room 23 camp”.

Moved: Ian Second: Melanie Carried

Motion: “Resolution to Oxford Sports Trust be accepted: Moved: Melanie Second: Delwynne Carried

RTLB Report:

Health and Safety Monthly Report

Board Meeting 18th September prepared 14th August 2023

We had one child fall from the monkey bars in the senior school playground. She landed on her arm and was assisted into the sick bay. Her mum collected her and took her to A and E, where it was found she had fractured her arm in two places.

A senior boy had a bad asthma attack and we were able to use our asthma kit and puffer we have on site with the permission of his mother. He was collected by his family who took him to the hospital.

We have two children with emergency plans for severe epilepsy. The plans have been placed in key areas of our school and our staff who work with these children, as well as the office staff have been trained to respond to these situations.

Leanne Baker
1st Aid Kaitaia Primary

Motion: That the Kaitaia Primary School Health report is to be accepted.

Moved: Melanie Second: Ian Carried

Principal’s Report

2023 SCHOOL ROLL [YTD ATTENDANCE](#)

<u>2023</u>	<u>Year 0</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Year 6</u>	<u>MALE</u>	<u>FEMALE</u>	<u>TOTAL</u>
<u>Jan 31st</u>		13	44	53	50	57	50	154	113	267
<u>Feb 21st</u>		30	45	51	50	58	51	161	124	285
<u>Mar 27th</u>		35	45	52	49	56	48	160	123	283
<u>April 30th</u>		43	45	52	49	56	48	165	128	293
<u>May 19th</u>	3	45	44	51	49	56	51	169	130	299
<u>June 26th</u>	7	45	43	51	49	57	51	171	132	303
<u>July 26th</u>	10	46	42	52	48	56	52	170	136	306
<u>Sept 14th</u>	13	49	45	50	49	58	52	170	146	316

CURRICULUM DEVELOPMENTS

[Drafted 2024 - 2025 Strategic Plan Development for Community and Iwi Consultation](#)

KPS have had a strategic plan to develop our in school curriculum every year to date. I would like to share the one developed for next year with the community so that this document is ready for Jan 1 2024. To this end there are TWO versions of the same document in the Sept Policy folder - one the original plan using teacher 'technical speak' and the other in 'parent speak' for community consultation and feedback. We intend to break this down into its 'jigsaw' chunks to run a survey through FB and Edge email with our parents and also share this request for feedback to Iwi through their reps with Board approval.

Teacher Only Day for KPS

The Teacher Only Day this term was used to conduct Appraisal (for Teacher Aides/support staff) and/or PGC meetings (Teachers) and closing off this documentation for the year for all staff. A necessary component of all professional learning and for looking forward to 2024 PLD opportunities.

A compulsory MOE NZC Refresh Teacher Only Day is scheduled for **Friday October 20**. (Friday of Labour weekend) A MOE facilitator will take us through the NZC material and changes required, the Teacher Aides also have workshops in Trauma, Digital Fluency and Literacy scheduled through the MOE PLD scheme and TTS.

MOE Te Hurihanganui

Rongohia Te Hau: A summary of all the Surveys conducted to date and the In class observations compiled by Alice and Morgana TTH for this hui.

School Prizegiving is set down for Friday 8 December. Start is 9.30am, finish around 12 noon. Please can all the Board attend to present the main trophies. Ani's Catering have offered to make a banquet spread for this Prizegiving lunch set up in the junior, middle and senior syndicate areas for whanau and students. The last day of school is Friday 15 December, a half day finish so that the staff can all enjoy a Xmas lunch with the Board - in R19 at this point.

Stand Down: For one Year 6 student regarding misuse of the internet resulting in a schoolwide block of google chat and spaces.

Physical Restraint: Nil

SCHOOL SELF-REVIEW FOR 2023

[Policy Review Schedule](#)

5/6	Communicable Diseases
6/7	Privacy Act Policy
2024 - 2025 Draft Strategic Plan	Community Consultation version of the 2024-2025 Strategic Plan

PERSONNEL*/

S. Mitchell employed as SENCO/Senior Teacher and ORS effective 0.6 FTTE as of 11 September.

S. Rawhiti has resigned.

Cleaner/ Groundsman Vacancy advertised - 15 hours per week. P. Symes appointed.

FINANCE AND PROPERTY

CCTV Cameras - Quotes obtained (@\$30k) and Sharon is putting forward a Charity Grant application to cover this cost.

Spouting Replacement Contract - The walkway roof between R9 and R21 is finished and the Whare Marino spouting on September 1.

Pool Repairs - Stonecraft replacing the leaky pump over the holidays. We also need to get the hoist checked by a technician before MOE signs off this project. Note also that the mobile toilet block etc will no longer be required as this student is leaving the school at the end of the year.

Drainage and Water Lines - Have requested a QUOTE from HydroTech to clean out all the water lines and GPS MAP the water piping as there is NO plan of this in the school LIMS. We can use this quote to request MOE to reimburse 2023 payments and to finish the whole job.

Whare Marino Kitchen - So everything is almost ready for this project to commence in Term 4. We will formally welcome Ani's catering team onto the school premises on Wednesday 20 September at 10am in the hall. They will take over the school lunch contract for KPS at the start of Term 4.

See General Business School Exterior Paint - The Small Jobs Van provided a quote to complete minor repairs to all school buildings; rot, holes, cracks prior to painting the exterior surfaces a total of \$34,067.13

Note that the quote to RECLAD R16 and R17 (Blomfield buildings) is \$64,031.77 (GST incl) because the buildings are in such disrepair as outlined in the quote. - **Agreed by the Board.**

The results of the Community and student survey for KPS colour scheme preference are as shown in General Business. Note that after the repairs, the buildings will be water blasted before actual painting commences - this job is scheduled for next year.

MISCELLANEOUS

KPS 150 Years Celebration or **Sesquicentennial** in 2025: See minutes of our third meeting held Friday 1 September in the folder.

D Stevenson

Acting Principal

Motion: That the principal's report is accepted. Moved: Delwynne Second: Martha Carried

Physical Restraint Incidents Reported Nil

Policy Review

[5/6 Communicable Diseases/Pandemic Policy](#)

[6/7 Privacy Policy](#)

Motion: That the Policies as above be read and received by the Board:

Moved: Melanie

Second: Ian

Carried

General Business:

Board Vacancies: KPS Constitution states that we have FIVE elected parent members.

We need to consult the community to follow the process; explain that we have vacancies (Age and FB) and if we receive less than 10% of eligible voters requesting an election then we (remaining board members) can select a person to be a board member - they would then become an elected member.

Kaitaia Primary School Board

Casual vacancies for parent representatives

Two casual vacancies have occurred on the school board for elected parent representatives.

The board has decided to fill the vacancies by selection.

If 10% or more of eligible voters on the school roll ask the board, within 28 days of this notice being published, to hold a by-election to fill the vacancies, then a by-election will be held.

Request for a by-election should be sent to:

Presiding member (Ian Kaihe-Wetting)

Kaitaia Primary School Board

5 Church Road

Kaitaia 0410

By: 28th October 2023

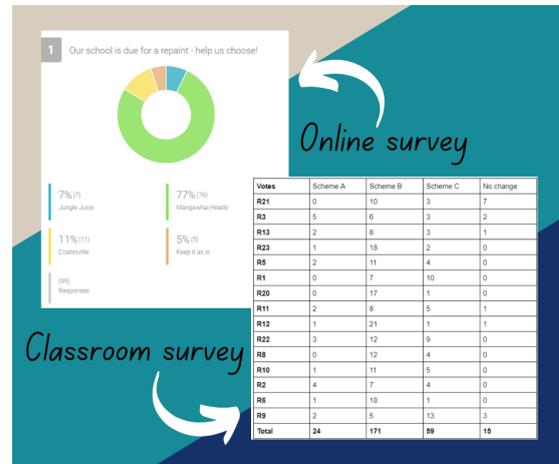
Motion: That the above notice be promoted widely across our school community and at a minimum within the Northland Age and via our school Facebook, starting September 19th 2023:

Moved: Delwynne

Second: Ian

Carried

Exterior Painting (1) - After surveying the students, staff and community on FB the results are in on the preferred paint colour scheme.



Motion: That the paint Scheme Opononi / Mangawhai Heads as above be accepted by the Board:

Moved; Melanie

Second: Martha

Carried

Programmed Maintenance Services (2)

This is the final year - the last service year on the existing contract. We will get the full school exterior wash (service) for the end of 2023.

2024 - A new contract - Carus AND PMS are currently quoting this contract for the next seven years.

The new contract for 2024 will include the colour change/ repaint. The school will be washed before painting, as the Wash is included as part of repainting.

Small Jobs Van Repairs Quote (3)

Before the school is washed and painted there are a large number of repairs that need to be made to the exteriors across the school. SJV has quoted us \$34k to complete this job. BUT Rooms 16 and 17 (the Blomfield Unit) need to be completely re- clad at a cost of \$64k as there are extensive leaks and mold throughout. With Board approval the repairs can be booked for the Christmas holidays, ready for painting early next year.

Motion: That the Board approves the repairs to be completed during the school holidays.

Moved; Delwynne

Second: Martha

Carried

Iwi / Hapu / MOE Lunches in Schools

The school is hosting a Powhiri for Ani and her team this week on Wed 20 Oct at 10am in the hall. It would be awesome to have the Board there too, to officially launch the new lunches scheme onsite at KPS in Te Whare Marino. The school has signed a Programme Deliveries and Service Agreement with Ani's Catering - The Iwi/Hapu with the school. Lunches start next term, and a copy of the Agreement and the Menu is in Correspondence. The kitchen is almost ready. (The insinkerator needs fixing) Note that Sharon, Carrie, Kim and Sarah completed a top to tail clean out of the kitchen last Monday so that the room is totally unrecognisable from its former state. We're grateful to them for their over and above service to the school.

EOY Class Camps

Room 21 and Whaea Tara Josling request Board permission to attend camp 25 - 27 October at Lonsdale Park, Kaeo.

Room 22 and Whaea Rangiaata request permission to attend camp Roma Marae 20-22 November .

Room 20 and Whaea Micaela request Board permission to attend camp 6 - 8 November at Lonsdale Park, Kaeo.

Room 23 and Whaea Martha request permission to attend camp Te Hapua - Opononi 29 November to 1 Dec.

Room 13 - Whaea Jax, **Room 12** - Whaea Aissha and **Room 11** - Whaea Kelesy request Board permission to attend camp 22 - 24 November at Lonsdale Park, Kaeo.

Motion: That the Class Camps as above be approved by the Board:

Moved: Ian

Second: Melanie

Carried

End of School Function for Staff

Propose that the Board pay for half of the \$40 price tag per person for Ani to cater for the end of year lunch to be held on-site in Room 19 at 1.00pm to 1.30pm on the 15th December. Of course the Board are always welcome to come too and we would like numbers. from you.

Next Meeting: Monday, October 30th @ 05:15 pm

Meeting finished: 06:54 pm

Closing Karakia: