



Kaitaia Primary School

Kia Ngawari (Be Understanding)

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5 Church Road - Kaitaia

Office Phone: 09 408-0228

BOARD MEETING

Monday May 22nd 2023

Present: Ian, Riana, Delwynne, Martha, Chantal.

Apologies: Melanie, Haley, Derek.

Karakia/Whakawhanaungatanga: Ian.

Minutes of Previous Meeting

Motion that Minutes accepted as true and correct:

Moved: Martha Second: Riana Carried

Action Plan / Matters Arising

Derek Ashley has stepped down as a board member. The KPS board has a vacancy position to fill.

- This position will be filled by co- option.
- What competencies are required to complete our board? e.g. Kaumatua / Kuia, Legal or Finance competencies? Iwi representations?
- July Hui - We reach out to our networks and see who is in our community.

Correspondence:

Inwards:

Lynne Oldham RTLB- Request Board approval re Application for sabbatical leave in Term 4 2024.

Angela Robson RTLB - Request Board approval re Application for sabbatical leave in Term 2 2024

MOE Report - Attendance 1026 for Term 1 2023 (Term 1 2023 highest attendance rate since pre covid)

Secretary for Education - as Delwynne is employed under the Primary Teachers Collective Contract and acting up, the concurrence can be paid out by the School under Recruitment, Responsibility and Retention directly.

Outwards:

Secretary of Education - Application for Principal's concurrence.

Teacher Study Awards - Delwynne and Ian have emailed letters to approve applications for Sabbatical Leave for Rob MacDonald, Keryn Doak and Eric Alexander (RTLB)

Motion: That KPS Board approves Lynne Oldham's application for Sabbatical Leave Term 4 2024.

Moved: Ian Second: Martha

Carried

Motion: That KPS Board approves Angela Robson's application for Sabbatical Leave Term 2 2024.

Moved: Riana Second: Ian

Carried

Motion: That Correspondence inwards and outwards be received:

Moved: Martha Second: Ian

Carried

Finance Report:

Board PLD Budget; It would be good to consider what a board budget looks like. How much can be spent on training? Is there any PD that we can have to better ourselves as board members? Can we get a consultant up to come and do PD with us instead of us going away and having to pay for Travel & Accommodation?

Motion: That the financial report 30th April 2023 as prepared by Ask Accounting be accepted.

Moved: Ian

Second: Martha

Carried

RTL B Report: Rob talked to his RTL B report.

The Board will govern the RTL B service in accordance with Governing and Managing RTL B Clusters, in the interests of all schools and kura in the cluster and in accordance with the Treaty of Waitangi and the National Administration Guidelines and the National Education Learning Priorities (RTL B Funding Agreement 2022-2023).

- MOE have indicated that RTL B cluster surplus funding will be recouped. Our cluster has surplus funding, through underuse during covid timed for such things as travel etc, some of this funding is tagged e.g. the Morewa Office refurbish project that has been delayed by two years.
- MOE are also recalculating RTL B staffing entitlement nationally and recommended that all new positions be for short term contracts until our staffing position is clear. Unfortunately we had already shortlisted and were already in the process of interviewing applicants for permanent positions. Rob has postponed the interviews until after the staffing entitlement notification is out.

Motion: That the Board accept the RTL B Financial Report to be sent to the Ministry and will sign the declaration providing the relevant minutes from this meeting and also the meeting where the Strategic Plan and Annual Plan was submitted.

Moved: Ian **Second:** Riana **Carried**

HEALTH AND SAFETY REPORT MAY 2023

Board of Trustee Health Report for Meeting 22nd May 2023
Prepared 17th May 2023

We have had a teacher fall on the deck outside Room 5 – the deck has now been water blasted. A parent also fell on the ramp between Junior and Senior school, this has now been water blasted as well.

We have sent a lot of children home with tummy bugs and we have had a lot of children away with flu and tummy bugs. Covid is still making its rounds and we have had a number of children away isolating and sick.

Our school will be holding a First Aid Refresher and Full First Aid Course in the July school holidays for staff, so far there are 21 people attending.

We have had two children enrol lately with Epilepsy and our staff are working closely with our Public Health Nurse Sam and Epilepsy North to put in Action plans for these children.

Leanne Baker
First Aid
Kaitaia Primary

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>MARCH 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 22nd</u>	3	45	44	51	49	56	51	169	130	299

CURRICULUM DEVELOPMENTS

[KPS February Student Achievement Data Summary](#) (As attached)

Student attendance, Pastoral Analysis, Maths, Writing, Spelling, Reading Achievement Data, Cohort progress. Note that all the comparisons are being made against their expected END OF YEAR attainment so everyone who is below, at or above is going to be fine at the end of this year.

DP Wendy has got a student data tracking sheet in action for reading and with Tracey and Martha they have coordinated to make sure that every student in the Well Below bracket has a daily plan to get them moving and succeeding. It's a rigorous plan and requires teachers to enter student progress every three weeks.

Te Hurihanganui Playground Observation The analysis of the observations made. You can read it like this - "if there were 100 children in one area playing, and there were just 3 negative interactions observed; then 97% of the group were conducting themselves positively." It's hard to tell (without being there) whether all the instances were from just one student or completely different individuals.

Rongohia Te Hau: In Class observation continuum developed by teachers and Teacher Aides will be used to analyse our own classroom observation data regarding the quality of our cultural pedagogies and relationships. The CMT will conduct the observations and teachers will complete their own as a comparison.

At the same time Students, Staff and the Community will have an online survey conducted. Here are the live links for each group. The Board should complete the whanau survey. We will email the link and OR to whanau and put it on FB page too.

[Kaitaia Primary School Student survey 2023](#)

[Kaitaia Primary School Staff survey 2023](#)

[Kaitaia Primary School Whānau survey](#)

Blended Learning Wānanga 1 (across all Te Hiku) for all CMT...May 22 and 23rd. The first of three two-day wananga over the year - a KPS team is attending this course and carrying out the online learning required. This first course is based at Mahimaru Marae.

Teacher Only Days MOE have allowed TWO Curriculum development PLD days in 2023; the first was held 24th April and covered:

1) The new Restraint Minimisation legislation all teaching staff and authorised staff required to complete the Online Modules Staff - excluding trained teachers - must be authorised by the Board to restrain students, all physical restraints are to be reported to MOE and parents informed within 3 working days. Almost all KPS teachers, Ancillary staff and Teacher Aides have now completed their online module and received their certificates which we will keep on record.

Note that all Registered teachers and LATS have authority to physically restrain. We have yet to ascertain whether all or just some non teaching staff need to be authorised. People are understandably concerned.

2) the NZ Curriculum refresh. Far North Principals are coordinating a second day for Friday 2 June (weekend of King's Birthday) for this purpose too - NZC Refresh. KPS is likely to have completed the initial NZC introductory modules by then and 'save' our TO Day for later in the year. More modules are coming online e.g. "Understanding the Progressions," so we can manage the professional learning in staff meetings.

Moving forward, there will be staff training in safe restraints. The Board are going to check in every meeting about the incidents that require restraints.

Policy Review

5/23 Replace "Restraint Minimisation in the management of extreme behaviour when usual behaviour management strategies have failed" with "Reducing student distress and minimising use of physical restraint." To be in place by May 7 2023.

3/7 Complaints Policy

3/9 Performance Management Policy

3/10 Trainee Teacher's Policy

3/14 Professional Development Policy

Motion: that the Policies reviewed as above be accepted.

Moved: Ian

Second: Riana

Carried

General Business:

1. Notice of default – affidavit of truth: From the Secretary of Education

Following our notice in issue 156, we have further advice regarding the 'Notice of default – affidavit of truth' that schools have received as a follow-up to the 'affidavit of conditional acceptance'.

*The affidavit has **no legal basis** and you have no reason to sign it; we recommend you delete it.*

A few points of advice if you receive a visit from the group to your school premises:

- *The board of the school (as the occupier of the school premises) can request them to leave the premises. If they refuse, they will then be trespassing.*
- *On a day-to-day basis, the principal as the board's chief executive may exercise this ability (or may delegate to appropriate staff).*
- *Do not engage with them around the document and if they do not leave, we would recommend that you call the police.*
- *Ensure the safety of your staff.*

Refer to our issue 156 bulletin notice here: [Notice: 'affidavit of conditional acceptance' – Bulletin 28 March](#)

2. School Fundraising The board do not support gambling (Housie)

Meeting finished: 06:43 pm: Next meeting, June 26th, 05:15 pm.