



# Kaitaia Primary School

Kia Ngawari (Be Understanding)

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## BOARD MEETING – 27<sup>th</sup> February 2023

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

**Apologies:** Derek

**Karakia:** Ian

**Check In:** Everyone is good. Meeting started at 05:15

**Minutes of Previous Meeting**

**Motion: Minutes accepted as true and correct:**

**Moved:** Haley

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

**Action Plan / Matters Arising**

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### **Correspondence**

Inwards

- Kaitaia Abundant Life School closure - MOE consultation with affected schools - **They are closing.**
- Resignation - L Francks - **Accepted.**
- Resignation - C Duncan - **Accepted.**
- MOE Approval - Notification of School Closure 31st Jan and 1st Feb 2023.
- Resignation - Erin Hooper, RTLB - **Accepted.**

Outwards

- Acceptance of letter of resignation to C Duncan.
- By email; Notification to Kaitaia MOE Pat Conrad to advise of School Closures;
  - 31/1 and 1/2 2023
  - 13/2, 14/2 and 15/2 2023.

**Motion That inwards correspondence be received and outwards approved. Moved: Delwynne 2<sup>nd</sup>: Melanie**

### **Reports:**

**RTLB Report:**

**Motion that the Board has read, received and accepted the RTLB Annual report for 2022, The Annual Plan for 2023 and The Strategic Plan from 2023 - 2025.**

*Rob: This sets out under the headings of key strategies that are going to be used in RTLB, & In the leadership group too. Rob has the 2022 annual report that is based on the finance contract where the board has signed. All of the actions that took place in 2022 alongside all the important things coming up in 2023. By the 1st May a financial report will need to be given. Rob will mention in the report (every term) of things that he needs signed, or things that are different. This is all about sustainable change instead of Change. There are 29 staff in RTLB which run out of 5 offices. There are 74 schools that are looked after under RTLB.*

**On the table for the board to sign are: Strategic plan 2023 - 2025, Annual plan 2023 & the annual report for 2022.**

**Moved: Rob 2<sup>nd</sup>: Riana**

**Finance:**

1. We have all received the report and read it. The main one there is that every system that is broken will be replaced with a stainless steel one at a cost of \$3500.00 each.

**Motion that financial report be accepted.**

**Moved:** Delwynne      **2<sup>nd</sup>:** Melanie

**Principal (including Health Report NAG 5)** - Students have been coming into school sick. Covid is floating around again. There are 09 children to come off the roll after 20 Days of continuous absence. Some of these whanau have moved out of the district.

**Principals Report:** Roll today is 284 27/02/2023 - 09 will come off our roll in the near future, which will affect our March Returns. Our cut off is 320 by July. In Week 01 our attendance was 72%, Week 02 there was 83%. Week 03 73% attendance & Week 04 84%. There are at least 40 students away a day. There is a korero about the Hurihanganui, Being the only school that has been presented to the whole staff (teacher aids included). We are wanting the Treaty of Waitangi to be mentioned more in our policies. The principal is getting appraised by Ian. We need civil defense & state of emergency put into the H&S policy. All Far North Principals zoomed in at 2pm daily to discuss what schools will be closing or staying open and the state of their rohe. If Delwynne is going to shut the school then the order of communication will be BOT first, Senior Management, Middle Management & then the POD leaders picked up the ways to contact the staff.

Restraint Policy - New rules, the RTLB have been given new tutorials on how to react to this policy. The new rules are that if there is an incident in a school then the RTLB cannot step in. Every teacher by 2024 needs to have done this training, incorporating the RTLB to come in and do the training alongside us.

**Move these policies into next month's BOT meeting to sign off.**

Sesquicentennial - A committee should be set up for this. One of the board members needs to be on this committee. The staff need input for this to happen successfully. Feedback to the staff and see if they are interested in driving the committee for this kaupapa - this will be reported back to the board next month.

**Motion that Principal's report accepted.**

**Moved:** Martha      **2<sup>nd</sup>:** Ian

### **Policy Review**

-Nag 5/21- Playground Supervision - Beginning and ending of school are the same.

-Nag 5/22- Lockdown Policy

-Nag 5/23 –Restraint Policy -

-Nag 6/5- Smokefree Policy -

Changes have been made by Delwynne to all policies, these will be tidied up & brought back to the Board for next month's hui.

**Motion: That the above policies with links are minuted as received** **Moved:** Haley      **2nd:** Martha

**Signed: Chairperson (to be signed).**

-Nag 4 - Finance & Property; 10 Year property Plan:

Motion: That the Kaitaia Primary School 5YA/10YPP Plan for 2022/2023 prepared by Arcline Design, is accepted by the BOT. **Moved:** Ian      **2nd:** Riana.

**Ian is happy to sign papers if you need Sharon.**

### **General Business:**

1. KPS Board response to Kaitaia Abundant Life School Closure - **They are closing. We do not have to respond to that decision to the MOE.**
2. Board Development & Focus - How we can look at mapping the way we develop ourselves as board members. What Ian would like to consider. Maybe an assessment could happen where we could professionally develop ourselves and how we can do that.
3. Housie - Ian to find out more information about this & report back to the board next month.

**Check Out:** 07:12pm