

	Kaitaia Primary School Kia Ngawari (Be Understanding)		
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BOARD MEETING – April 3, 2023

Present: Mel, Ian, Rhee, Delwynne, Martha, Chantal

Apologies: Haley, Derek,

Karakia: Ian

Minutes of Previous Meeting

Motion that Minutes accepted as true and correct: **Moved:** Martha **2nd:** Rhee **Carried**

Action Plan / Matters Arising

- Follow up from Ian follow up about the gambling - To be moved to the next meeting.
- Mel, Martha & Ian to get together - To be moved to next term sometime.

Correspondence:

Inwards:

Keryn Doak RTLB - Notice of application for Sabbatical Leave for Term 3, 2024. **Approved.**

Rob McDonald RTLB Manager - Notice of application for Sabbatical Leave for Term 2, 2024. **Approved.**

Eric Alexander RTLB - Notice of application for Sabbatical Leave for Term 2, 2024 **Approved.**

Kaytlyn Franklin - Letter of resignation, effective as of 6 April - the end of Term 1 2023. **Has been accepted.**

Delwynne Stevenson - Request to support application for Concurrence to MOE for RTLB Lead School role
The Board supports this.

Motion: That Principal's application for RTLB Concurrence to MOE be approved. and the application be sent to the Secretary of Education by the KPS BOT. **Moved:** Martha **2nd:** Ian **Carried**

Outwards:

Kaytlyn Franklin - Acceptance of resignation, effective as of 6 April - the end of Term 1 2023.

Motion: that Correspondence inwards and outwards be received: **Moved:** Rhee **2nd:** Mel **Carried**

Finance Report:

Motion: that the financial report to 28th February 2023 as prepared by Ask Accounting be accepted.
Moved: Martha **2nd:** Mel **Carried**

Motion: "That the Kaitaia Primary School Board of Trustees gives approval for Sharon Patrick to apply to Oxford Sports Trust Inc for Phonic Decodable Series 2 reading sets for \$5,278.26"

Moved: Martha **2nd:** Mel **Carried**

Resolution to Oxford Sports Trust Inc

Moved: Martha **2nd:** Mel **Carried**

Principal's Report (including Health Report NAG 5)
2023 SCHOOL ROLL

<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	285
<u>APRIL</u>										

CURRICULUM DEVELOPMENTS

MOE Te Hurihanganui

Rongohia Te Hau continuum to be developed by teachers and used to analyse our own classroom observation data regarding the quality of our cultural pedagogies and relationships.

Wednesday 22nd March - Poutama Pounamu conducting playground observations; including before and after school. Analysis received - the big 'hotspot' is beside the swimming pool before school where nine antisocial events occurred. Everywhere else is about 9% anti social behaviour, which means that 91% of the behaviours were pro social behaviours.

Blended Learning Wānanga 1 (across all Te Hiku) for all CMT...postponed to May 22 and 23rd.

SCHOOL SELF-REVIEW FOR 2023

[Policy Review Schedule](#)

Revised as Attached

1/4 Equity Policy
 1/9 Treaty of Waitangi Policy
 3/1 Personnel Management
 3/8 Staff Discipline
 6/3 Copyright Policy

PGC for teachers and Appraisal for Teacher Aides and Support Staff is underway. Teachers are all completing a Professional Inquiry, and set professional learning goals for themselves, the Support Staff have set professional goals for development. We try to complete the whole cycle by the end of Term 3 for all staff, signed copies are kept as a set in the Principal's Office for consecutive years.

PERSONNEL

Graduating Teachers: Jaclyn Ujdur and Carmen Morton have both completed their two years of in school training at KPS and are now Registered Teachers.

Resignation: Kaytlyn Franklin Teacher Aide R11 as of the end of term 1. She has left to continue her Sports Studies.

Teacher Aides: Advertised for TWO fixed term positions for Terms 2 & 3 at 25 hours a week.

Request for Sabbatical leave RTLb:

NZEI Strike Action: Thursday March 16th 2023. The school was closed for this day because we do not have enough non union members to keep it open safely. The support staff were given a day off in lieu of their Support Staff day gift coming up.

FINANCE AND PROPERTY

Ongoing issues with New Classrooms - MOE Observer has still found defects in the buildings that need to be repaired by Aline e.g. Lights have 'shading,' ceiling tiles are not secured. Aline have been coming in to fix these defects over the past three weeks.

Junior Block - Have had to replace the septic pump behind R5. Unfortunately no one was aware of the Septic Pump Alarm set in Room 7 and what the red light means. The staff do now! Plumbers and sparkies in during Week 6. Alarm system in Junior school is sorted for now. They operate with wifi, when the internet connection is down, the alarm goes off to advise. Alvin and United Securities aiming to hardwire the keypad to the server.

Junior Shade Canopy installed: The Junior **Shade Canopy** team will start this Friday 31 March by 1) erecting safety fencing around the entire existing junior PG court and playground. 2) dismantling the existing shade sails and storing on the school grounds 3) provision for CJ access included. This job is for THREE weeks so will likely extend into Term 3.

Fire Alarms - KPS received a critical warning of a defect to be rectified. The fire alarms are not going because there have been so many loudspeakers stolen straight off the buildings, hence shorting out the entire system. Being replaced now. (How do people climb up that high?!)

Storm Water Drains - need to be cleaned out before winter

Spouting Replacement Contract - has not been allocated as yet by Tristan...another reasonably urgent job.

Junior Pedestrian Gate modifications and Pool Hoist installed - Holidays contract.

HEALTH AND SAFETY

Board Health Report for Meeting 27th March - prepared 20th March 2023

We are still having about two to three cases of Covid in the classes per week. The parents have been very supportive and have been keeping the children home as well as siblings in the family to slow the spread.

One child in the junior school had a collision with another child and her face was hit. Her tooth was very wiggly and it was thought this was an adult tooth. Dad was contacted and he wanted the child to catch the bus home as normal.

One girl had a very bad cut to her toe that she did at home. We spoke to mum about taking her to the doctors as it was a very deep cut and may have required stitching when it happened, we got to see it days later and it could not be stitched. We continued dressing the wound daily after the doctor's visit.

We have had a number of children having to be sent home with tummy bug.

compiled by Leanne Baker

MISCELLANEOUS

1. **KPS 150 Years** Celebration or **Sesquicentennial** in 2025:

The staff received notification of this event and those who are interested in forming a steering committee are: Megan Duff, Myself, Leanne Baker, Bernie Leef, Jenny Puckey, Ian Kaihe-Wetting (Supporter).

2. Roy Lewis Memorial

a. We have ordered a bronze plaque to remember Roy. This is to be erected on the lawn outside his old office and a large rock has been placed there in readiness that will be set into place. Need to purchase a native tree to plant with it. A Ceremony to unveil the memorial is set for dawn April 4th 2023 or at a suitable time for his whanau.

b. The Lewis whanau would like to request permission from the BOT to erect a seat on the hill beside and behind the Whare Marino for Roy. **The board is happy.**

Motion: that the Lewis whanau be permitted to erect a seat on the school grounds to remember Roy

Moved: Ian 2nd: Rhee Carried

3. Bells / Te Rarawa have been cleared by MPI as 'human error' and the food breach is unlikely to be repeated. Consequently we have reinstated Bells as our MOE lunch providers as of Monday 27 March. *Ironically, our Subway lunches had not been cancelled so we got both lunches. The Year 3 & 4's were all tucking into their Bells choice when I was up there today. The pig buckets for the whole senior school have been 75% full up to Friday last week.*

Bells will be withdrawing from the **Lunches in School** programme effective as at end of Term 2. MOE will provide us with another list of providers to select another company BUT there is also provision to go under the Iwi/Hapu model with MOE.e.g. Oturu School now have Ani Conrad providing for them as she has been endorsed by Iwi. I have asked Lily - MOE to check out this option for us.

4. Teacher Only Day - **MONDAY 24 APRIL** Working with staff on the NZC Refresh using MOE resources and / or increasing staff knowledge of local histories and narratives with speakers.

D Stevenson

Acting Principal

Motion: That Principal's application for RTLB Concurrence to MOE be approved. and the application be sent to the Secretary of Education by the KPS BOT.

Moved: Martha 2nd: Ian Carried

Motion: that the Principal's report as attached be accepted.

Moved: Rhee 2nd: Mel Carried

Policy Review

NAGS

1/4 Equity Policy
1/9 Treaty of Waitangi Policy
3/1 Personnel Management
3/8 Staff Discipline
6/3 Copyright Policy

Motion: That the above policies with links are minuted as received. **Moved: Ian 2nd: Martha Carried**
Signed: Chairperson (to be signed).

General Business:

1. Sesquicentennial: Staff interested in starting a steering committee: Megan Doak, Jenny Puckey, Delwynne, Bernie Leaf, Leanne Baker. Public Interest to date: Peter Jackson, Malcolm Matthews

NB: The next BOT hui is set for the first day of term 2. Can we cancel this hui but keep Monday May 22nd?

Karakia Whakamutunga Ian

Meeting Closed: 06:42 pm