



Kaitaia Primary School

Kia Ngawari (Be Understanding)

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BOARD MEETING

Board Minutes:

Date: 30 October 2023

Present: Delwynne, Chantal, Martha, Ian, Riana, Te Waru, Tui

Apologies: Melanie

Karakia/Whakawhanaungatanga:

Minutes of Previous Meeting

Motion that Minutes accepted as true and correct:

Moved: Martha Second: Delwynne

Carried

Action Plan / Matters Arising

Board Vacancies

Result of Community Survey regarding Board By Election; There have been NO responses to the Advertising of our intent to fill the Board vacancies by selection. As we received less than 10% of the eligible voters requesting an election we can proceed to select people to become elected board members. Therefore

Motion: That Te Waru (Hori) Popata and Tui Matthews be elected to the Kaitaia Primary Board.

Moved: Martha Second: Riana Carried

Community and Iwi consultation regarding the drafted 2024 - 25 Strategic Plan.

With few responses to the strategic plan survey from whanau who were emailed the link or through our KPS FB page, korero to Iwi Education leaders and from the Te Hurihanganui 360° Surveys we can discern:

- That the core goals of Self Identity, Achievement, Inclusivity, Mana and Potential are sound
- That the term "inclusion" means that the cultural identity of all people is secure and valued here at KPS
- That to Iwi Maori Education Self Identity, Te Reo Maori and achieving individual potential are important.

Room 23's application for Van hire did not take place, they missed the deadline. 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".

Correspondence:

Inwards:

- **N.Phillips** - Study leave approved for 2024. Dates to be confirmed.
- **R. MacDonald** - Sabbatical Leave approved for 2024 - Term 3.
- **MOE Everyday Matters** - Term 3 2023 Attendance Report
- **MOE Property Manager** - re the rationalisation of Rooms 16 & 17 for removal/demolition.
- **MOE** - re RTL Staffing confirmed for Cluster 1
- **R9 and R10** DayTrip and Overnight Camp proposal
- **V Skellon** - Intentions for 2024.

Outwards:

Nil

Motion that Room 10's overnight camp on 16 and 30th November in Room 10 be approved.

Moved: Chantal Second: Martha Carried

Motion: That Correspondence inwards and outwards be received:

Moved: Delwynne Second: Te Waru Carried

Finance Report:

Motion: "That the Kaitaia Primary School 2024 draft budget with a deficit of \$55,475 be accepted".

Moved: Riana Second: Tui Carried

RTLB Report:

- EOY Report will be ready for the December meeting.
- RTLB Staffing for 2024; No loss of staffing in 2024.
- Advertise TWO RTLB Vacancies now that our Cluster 1 staffing for 2024 has been confirmed:
 - Advertise one of the two vacancies shortly as permanent for 2024.
 - The team will run a 'needs analysis' to ascertain the criteria and skill set required for the second position prior to advertising.

Health and Safety Monthly Report for Board Meeting 30th October prepared 27th October 2023

The dental team have finished at Kaitaia Primary today and the caravan will be moving on Monday 30th October. The team have found it hard to have 'the consent to treat' forms returned and signed by our parents and have spent a lot of time chasing these up.

We have had one boy who tripped and fell outside hurting his arm. His family were called and took him to A and E where it was found he had broken his arm in two places.

We have had quite a few children in the sick bay suffering from school sores and also had children away from school with sores infected.

Tummy bugs seem to continue to do the rounds in school and we have had to send children home unwell.

Leanne Baker

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
<u>Oct 27th</u>	20	49	46	51	49	57	50	172	150	322

CURRICULUM DEVELOPMENTS - Drafted 2024 - 2025 Strategic Plan Development for Community and Iwi Consultation

We have had the above Draft Consultation survey out to our community to the Iwi reps of Ngai Takoto, Te Rarawa, Ngati Kahu and Oturu Marae - Te Mataara and to whanau by email since the last Board meeting. Unfortunately, we had just 8 responses to the online survey. I continue to be in talks with the Iwi reps directly though.

Te Hurihanganui have also provided us the [summary](#) of our school's position towards fully implementing the Te Titriti o Waitangi partnership here. In addition, Te Hurihanganui have collated information for the way forward in Muriwhenua education which will be presented at a hui on Nov 3rd at Te Ahu. All of the above information will be collated to inform and shape the new KPS Strategic Plan for 2024 - 25.

Class Camps: Request for Board approval for; Room 9 - Day trips and Room 10 Day Trips plus an overnight at school.

PERSONNEL

P. Symes has been appointed Cleaner/ Groundsman for 19 hours per week which has been topped up to 30 hours per week by WINZ.

Fixed Term Teachers appointed for 2024: K. Murray Le Gros in Y3/4, and G.Thomson Y5/6.

FINANCE AND PROPERTY

CCTV Cameras - Quotes obtained (@\$30k) and Sharon has put in a Charity Grant application to cover this cost. TBC

Pool Repairs - Stonecraft's update on the leaky pump and repaint of the interior and exterior of the pool over the holidays.

I have pressure tested where I am able. There are three pipes going between the pool and the plant room.

1 - the vacuum line - this is totally sound.

2 - the return line - this is very difficult to test, but I am 80-90 percent confident that this is also sound

3 - the skimmer line - this is impossible to test without demolishing the concrete floor around the pool to access the pipes, and possibly also replacing the skimmers, which would be expensive.

My recommendation is to leave it there. Once we have completed the work to the pool shell and the plant room, we can re-fill the pool and then assess whether there is any further water loss, and any need for further work. We could be putting a lot of time, effort, and money searching for a problem that may not even exist.

Drainage and Waterlines - Have requested a QUOTE from HydroTech to clean out all the stormwater drains 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. No update on this as yet.

Junior Stormwater drains: Please be advised that the section of pipe behind the junior block is blocked, the caretakers cannot unblock it, and concrete will need to be cut to access this section of old tile piping. Without major work to replace the stormwater line the area between the junior block and toilets will continue to backflow and flood. Junior stormwater issues need to be actioned through the 5YA and amendments.

MOE Asset Redistribution - With the closure of Kaitaia Abundant Life and enrolment of their students here KPS has been able to acquire furniture, IT equipment and resources and funding for student transition: chairs, desks, tables, storage units, mobile whiteboard, chromebooks, computer storage, and various resources through our MOA with MOE. We have invoiced for KALS transition funding.

MISCELLANEOUS

KPS 150 Years Celebration or **Sesquicentennial** in 2025: See minutes of our fourth meeting held Friday 6 October in the Correspondence folder. Note that the students can be involved in the celebrations and learning about our histories in the last week of Term 1 April 2025 and this kaupapa can be the focus of study next year. BUT all the more formal events for reunion will be set for out of school hours.

Policy Review

5/9 Sunsmart Policy

5/10 Food and Nutrition Policy

5/11 Drug Use and Misuse Policy

6/5 Smoke Free Policy

Motion: That the policies be read and received by the Board: Moved: Ian

Second: Te Waru Carried

Physical Restraint Incidents Reported Nil

General Business:

1. MOE Property Manager has advised us that Rooms 16 & 17 are up for demolition / removal due to their state of disrepair when Blomfield vacate them. They advise us not to spend anything more on the buildings. MOE have not responded to a request to see the asphalt reinstated after the buildings are removed.

2. School Alarms - Fire and Intruder

The set up of smoke detectors throughout the school are currently operated by TWO companies; Wormald and United Security.

The issue is that the US smoke detectors set off a different alarm to the Wormald Voice message the school practices fire drills with. The US smoke detectors also only set off an alarm in the block affected - not schoolwide like the Wormald ones.

The senior school buildings and the hall were evacuated by the Office staff because there were no alarms in the hall at all and the students on the playground were oblivious until the staff rounded them up to assemble.

Note also that the US smoke detector in the main room of Whare Marino is also labeled as "Hall," which is a further source of confusion. The 'BBQ Area' and 'Hall' detectors are always going off together.

All of the school Hall smoke detectors are with Wormald.

We have made enquiries to move ALL smoke detectors to the Wormald System and leave the Intruder/Motion alarms to United Security. Note that the Wormald's technicians one hour visit cost \$1200.00 and to shift the whole school over will be in the \$100k ++ vicinity.

This is an issue that should be sorted within the 5YA as Health and Safety as quickly as practicable.

Meeting finished: 07:02 pm: Next meeting, 27 November 2023 05:15 pm.

Closing Karakia: Te Waru