



Kaitaia Primary School

Kia Ngawari (Be Understanding)

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5 Church Road - Kaitaia

Office Phone: 09 408-0228

BOARD MEETING

Board Minutes:

Date: 04th, December 2023.

Present: Delwynne, Chantal, Ian, Riana, Tui, Melanie, Rob, Te Waru

Apologies: Martha

Karakia/Whakawhanaungatanga: Ian

We are humble and grateful for you Delwynne. We are going to miss having you around the table. Thank you for all you do.

Minutes of Previous Meeting

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

Action Plan / Matters Arising

Correspondence:

Inwards:

- RTLB Agreement to be signed
- V.Sullivan - Letter of resignation
- MOE Everyday Matters Term 2 2023 Attendance Report
- B Morrissey - MOE Leadership Adviser Report

Outwards:

- V.Sullivan - Acceptance of resignation
- Signed RTLB Agreement

Motion: That Correspondence inwards and outwards be received:

Moved: Tui Second: Te Waru Carried

Finance Report:

Motion: That the financial report for 31st October 2023 as prepared by Ask Accounting be accepted.

Moved: Ian Second: Riana Carried

Motion: That Wendy Burnage, Assistant Principal be added as a cheque signatory and an administrator for ASB Fastnet Banking. KPS credit card to be issued in the name of Kaitaia Primary School Wendy Burnage with a limit of \$2,500.00. Cherie Duncan to be removed as a signatory and her KPS credit card destroyed.

Moved: Ian Second: Riana Carried

Your amazing Sharon, we love your brilliance 😊 Thank you for all you do.

Motion: "That the Kaitaia Primary School Board of Trustees gives approval for Sharon Patrick to apply to Oxford Sports Trust Inc for sports equipment for \$13,236.04".

Moved: Tui Second: Melanie Carried

Resolution to Oxford Sports Trust Inc

Moved: Tui Second: Melanie Carried

Pub Charity - grant received for \$20,000 towards the security cameras - KPS will fund the balance of \$14,735 gst exclusive. Installation date prior to school ending on 15th December 2023.

RTL B Report: Presented by R MacDonald

- Proposed Budget 2024.

- **EOY Report RTL B Manager** - RTL B are going ahead with vacancies for our new staffing. Numbers were more stable for us here, in Te Tai Tokerau. Rob is hoping that this continues to carry on next year. RTL B are learning to adapt to what schools need. (Especially if the new curriculum does go ahead).

- Funding Report Cluster 1

- RTL B Staffing for 2024; T. Martin-Kawiti has been appointed to fill the RTL B Vacancy for the KKM team.

Motion: Accept Rob's EOY Report, Financial Report & Proposed Draft Budget for 2024. Moved: Rob Second: Melanie

Health and Safety Monthly Report for Board Meeting 27th November

We have had one child bang her teeth on the monkey bars and dislodged her two front teeth, mum collected her and took her to A and E.

We have had a few children in sick bay with boils and we have rung their parents as they have been too sore and swollen to walk. A boy reacted to a bee sting with no prior bee allergy known. Ice was applied and his mum was contacted to collect him.

A number of children have been sent home due to vomiting and tummy bugs. Our attendance has been affected by tummy bugs cycling through the families.

Our classes have been on trips and camps and our first aid kits have been taken by the classes designated first aid staff member. We have had no serious incidents to report from any of the trips or camps to date.

Principal's Report

2023 SCHOOL ROLL YTD ATTENDANCE

<u>2023</u>	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	<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
<u>Nov 28th</u>	21	49	43	49	50	55	51	171	147	318

CURRICULUM DEVELOPMENTS

2023 Data Reports:

- [Mathematics; Feb to November 2023](#)
- [Reading; Feb to November 2023](#)
- [Writing and Spelling \(Y3-6\) 2023](#)

KPS Achievement DATA 2023 against expected KPS standard by overall Percentage of students

Standard	At Risk By 1+ level	Within 1 Sub Level	At On Track	Exceeding By 1+ level	Roll Total	ORS
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Writing Feb	61%	30%	8%	1%	266	6%
Writing Jun	57%	34%	8%	1%	300	
Writing Nov	38%	34%	23%	5%	316	
Reading Feb	63%	28%	8%	1%	267	6%
Reading Jun	44%	36%	11%	9%	300	
Reading Nov	26%	31%	26%	17%	316	
Maths Feb	60%	32%	7%	1%	266	6%
Maths Jun	46%	41%	12%	3%	300	
Maths Nov	22%	41%	30%	7%	316	
Spelling Age for Years 3 - 4 against Chronological Age					Roll	ORS
Feb	28%	25%	27%	20%	200	
June	34%	30%	20%	15%	195	
Nov	24%	26%	27%	23%	191	3%

PERSONNEL Nil

FINANCE AND PROPERTY

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

Pool Repairs - There is still a leaking pipeline (skimmer) so Stonecraft has been asked to get this reinstated.

Junior **Concrete** repairs taking place over christmas holidays.

MISCELLANEOUS

KPS 150 Years Celebration or **Sesquicentennial** in 2025: The Anglican Church celebrates their 150th next year. Heritage NZ journalist has approached Dino Houtis to write a history for the first truly bi cultural and bi lingual Mission in NZ - which also includes the school. He wants KPS to liaise with the Church for this event too. Next meeting February 2024.

D Stevenson
Acting Principal

Policy Review

Nil this month - we're all up to date with our Policy Review Schedule.

[2024 - 2026 KPS Strategic Goals](#) (These are the overall goals and the actions are detailed in the Annual Implementation Plan)

2023 Annual Report and 2024 Strategic Goals.

[KPS Annual Report 2023 and 2024-26 Strategic Plan](#)

Motion: That the Strategic Plan 2024 - 26 and Annual Report 2023 be read and received by the Board:

Moved: Melanie Second: Tui Carried

Physical Restraint Incidents Reported Nil

General Business:

1. **Break** in Saturday 18 Nov to junior school main block: Repairs include a smashed door window, replace some playground equipment and both wheelchair entry gates were kicked out of shape. None of the above is eligible for insurance. Repeat damage to gates and junior boys toilet doors Sat 25th Nov, a group of children (including some KPS) whose parents thought were at the Pasifika Festival in the showgrounds. Our parents were informed. Police report to be made with photos of culprits.

2. Kaitaia Cluster RRF - Attendance Liason Co-ordinator (Fixed Term)

Duration: January 31, 2024, to December 15, 2024

Five schools in the Kaitaia area have collectively put in an application to MOE to systematically address truancy in our schools: Kaitaia Intermediate, KKM Pukemiro, KKM Rangianiwaniwa, Oturu and ourselves. Note that Kaitaia College is part of this cluster but will use their funding to continue their Truancy plan.

Kaitaia Intermediate has agreed to be the Fund holder.

We have agreed to target students with moderate Truancy of 70 - 80% Attendance with this funding. The high offenders will continue to be a focus for our MOE Truancy Officers.

We are seeking a person to complete a year's contract to reduce the target student's absenteeism (@10 chn per school) with a salary of 75k, and provided with a cell, laptop, and petrol plus vehicle maintenance funding per week.

Each school is required to complete an accountability report at Week 8 in Term 2 and End of Year.

Advertised 21.11.2023, closing date 4.12.2023.

3. Many thanks to the Board for partially funding the end of year staff luncheon on Friday 15th Of December. Would any members like to join us for lunch that day as Sharon has to let the caterers know numbers.

4. For those members that have not yet given Sharon their bank account details, please do so that your meeting attendances can be paid on 14th of December.

Meeting finished: 06:20 pm: Next meeting, February 2024 05:15 pm.

Closing Karakia: Te Waru

Ian Kaihe-Wetting



Presiding member.

Signed as true and correct

Date: 15-12-2023