



Kaitaia Primary School

Kia Ngawari (Be Understanding)

Email: kaitaiaps@xtra.co.nz

5 Church Road - Kaitaia

Office Phone: 09 408-0228

BOARD MEETING

Board Minutes

Date: 7 August 2023

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

Apologies: Melanie, Haley.

Karakia/Whakawhanaungatanga: Ian

Minutes of Previous Meeting

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

Action Plan / Matters Arising

Re co opting Board members for their cultural expertise:

- Martha will confirm if Te Waru Popata will become a co opted board member
- Riana will let us know tomorrow (Tuesday, 8th) if she has a parent

Correspondence:

Inwards:

MOE - Renew RTLB Funding Agreement with KPS

MOE - Request review of RTLB Surplus Funding amount invoice

MOE - Term 1 KPS Attendance report with comparison to regional and national data

MOE - Term 2 KPS Attendance report (Lowest attendance Week 3 -May 8- which we recorded as a major weather event)

T Morrissey - resignation effective as of 8 September 2023

Outwards:

MOE - Renew the RTLB Funding Agreement for 2024-2025 (Ian by email)

Acceptance of T. Morrissey's resignation effective as of 8 September 2023.

Advice of Employment to W Burnage as KPS Assistant Principal.

Motion: That Correspondence inwards and outwards be received:

Moved: Martha *Second: Riana* *Carried*

Finance Report:

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

Moved: Riana *Second: Martha* *Carried*

RTLB Report: Nil

Health and Safety Monthly Report - Prepared 3rd August 2023

Our Public Health Nurse Sam Marshall has a new job with the Diabetic outreach with Kaitaia Hospital and we are now being covered in the meantime by Raiha Matthews again. Sam has been very supportive of our children, families and staff while she has been our Public Health nurse. We have had a number of children in our sickbay with Asthma and we have been trying to encourage our children and parents to send them with their inhalers. There have been a number of children sent home with tummy bugs and flu-like symptoms. We are still seeing a number of cases of covid each week in our school. The Dental team with the dental caravan have been continuing to treat our children, they have been having issues with getting the consent forms back so that the children can be seen.

Principal's Report As presented

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

CURRICULUM DEVELOPMENTS

Teacher Only Day for KPS

We allowed for a Teacher Only Day this term through the budget and have scheduled this for Friday September 1 2023. It is proposed to use this day for the NgaiTakoto Education and Taiao teams to host the whole staff and take us all on a guided tour through the NgaiTakoto rohe sharing their landmarks, stories, kaitiakitanga taiao/environmental work and marae with us. This content is penciled in and yet to be confirmed. Otherwise the day will be utilised to complete Appraisal (for Teacher Aides/support staff) and/or PGC meetings (Teachers) and closing off this documentation for the year for all staff.

MOE Te Hurihanganui

Online Modules - All teaching staff meet and discuss/wananga together every week for thirty minutes to collaboratively complete the online modules designed to open our thinking to the perspectives of others.

Rongohia Te Hau: The results of the survey are in the folder. Overall most people surveyed are either 'always' or 'mostly' happy with KPS. Note the numbers completing the whanau survey are a small proportion of the total and that only the year 4 to 6 students were surveyed.

The five sectors surveyed showed congruence in every area except:

"In my school I have opportunities to do all the things I want to do," all students averaged this as a '2.'

And a discrepancy between non Maori whanau and non Maori students "Teachers talk with me about my work and results so I can do better." Non Maori students thought this was good but their whanau rated this aspect lower. We will be investigating both these areas further as a staff.

<u>Year Level</u>	<u>Māori students</u>	<u>Non-Māori students</u>	<u>Staff/Teacher and Whānau surveys:</u>	
	<u>N = 84</u>	<u>N = 25</u>		
<u>4</u>	11	6	<u>Total no. of staff/teachers surveyed</u>	<u>29</u>
<u>5</u>	33	13	<u>Total no. of Māori whānau surveyed</u>	<u>30</u>
<u>6</u>	40	6	<u>Total no. of non-Māori whānau surveyed</u>	<u>7</u>

MOE Term 2 Attendance Report and Term 1 School Comparison report - in folder.

In summary our Year 4 students top the list with attendance, being higher than other comparative schools. Term 2 overall attendance percentage is similar to term 1 at slightly above 80%. 30% of the school attend regularly at 90-100% and 28% attend at 80- 90%.

PERSONNEL

Resignation: T. Morrissey as SENCO/Senior Teacher and ORS effective as of 8 September. Will be transitioning the Whare Manaaki students back to mainstream, and re delegating her responsibilities. We will miss her expertise and personality deeply.

KPS Assistant Principal: Shortlisting and interviews conducted in Week 1; 25 - 27 July by management team and Haley representing the Board. Miss Wendy Burnage is appointed as Assistant Principal.

Resignation: C. Rose from her Y5/6 teaching position effective as of the end of September 1 Term 3 2023. This leaves three weeks of T3 to cover and Term 4. T. Qauqau TePaa will cover this position as a short term contract to the end of the year.

Cleaner: The school has appointed P. Leaf as-cleaner for R5 - 8, the Library, RTLit, RTLB and Hall toilets.

FINANCE AND PROPERTY

Junior Playground - MOE will reinstate the concrete area parallel to the junior decking and main building in the Term 3 holidays. KPS will fund the small concreting jobs within this quote; gate and gully trap. Stormwater lines vacuumed out (Hydrovac) over the holidays. One drain has been concreted closed at some point in time?! To be broken up and replaced when it is dryer. Some pipelines are blocked outside our boundary to the river floodgate (behind the water tanks in the junior block) an RFS put into FNDC. All the stormwater drains in the junior area have been cleaned out.

The **Junior staff room security alarm** is now independent to the main alarm in R7, Junior alarms are no longer muted. In addition, I have been in discussions regarding the installation of security cameras and costs / efficiencies associated with this. NZP or Safer Communities may have a subsidy available for this.

Holiday Burglary - Junior School Buildings. NZP have identified those responsible and recovered the missing chromebooks and ipads (which were completely smashed and left in the park) and an insurance claim is filed for this. A top window in R5 was forced open in the new block and this has been repaired in addition to adding 'snib' locks, and winding inhibitors to the top windows. Entry to the main building was through a back entrance, they were mainly playing with the toys and eating the teacher's lolly stashes in this block, so more nuisance value and a tidy up. But we will also look at purchasing more computer 'lockboxes' as most of the junior rooms have more than ten devices to store and recharge. Unfortunately the alarms were still on mute at this time awaiting the replacement keypad.

Spouting Replacement Contract - almost completed. Another job to replace the walkway roof between R9 and R21 and finish the Whare Marino spouting is booked in for September 1. Unfortunately, cleaning the spouting often is going to be an ongoing job and headache for Indi.

The RTLB Building roof has been replaced over the holidays.

Pool Repairs - Stonecraft investigated the equipment and leaks from the school pool and quoted \$38 000.00 to reinstate the pool to usable again. The school owns the pool so using 5YA funding is an issue. Hannah Williamson (MOE) seeking possibility of MOE reimbursement - no promises.

Basement to R18 - 21 Deck, and R17 - To cover these spaces with 6" x 1" wooden palings. Will stop the constant accumulation of leaves and rubbish. (Indi and Shane) Yet to start.

Interior Painting - Carus has completed this job. (Currently investigating the School Building Painting project too.)

Te Whare Marino Kitchen - MOE have accepted the quote from Southern Hospitality for @\$20 000.00 and KPS will fund the last \$9 000.00 by purchasing the dishwasher and a stove, which are now onsite. Other equipment is arriving from MOE purchases too. So everything is set for this project to commence. In the meantime we still get Subway.

MISCELLANEOUS

KPS 150 Years Celebration or **Sesquicentennial** in 2025: See minutes of our second meeting held last Friday 21 June in folder.

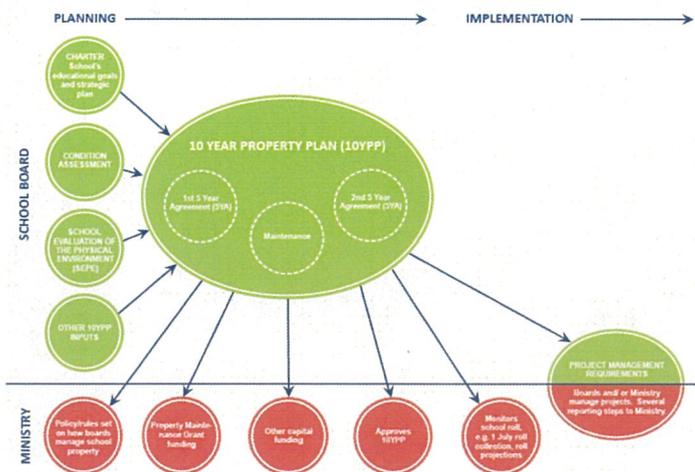
D Stevenson, Acting Principal

Moved: Delwynne Second: Riana

Carried

Physical Restraint Incidents Reported Nil

Policy Review



The 10YPP can be found on the opening screen for 2023 Board Meetings/KPS Board.

Note that we have already tweaked the 5YA in past minutes to meet unexpected costs e.g. RTLB roofing project.

The 5YA summary shows the actual expenditure so far and is half of the 10YPP to date.

Motion: That the 5YA and 10YPP be read and received by the Board:

Moved: Delwynne

Second: Martha

Carried

General Business:

Proposal to shift Blomfield satellite school to Awanui School.

Background: KPS is a host school. Blomfield requires a site within the school that is fenced off completely for their students, includes playing space and a room for staff. Blomfield’s roll is also expected to rise in the near future. KPS is unable to fence off or extend the current Blomfield classrooms location as it stands. Alternative sites around the school are too steep, too restricted, inaccessible or too far away from facilities like power, water and septic.

Awanui School has a completely unused block of land behind the school and Playcentre, which was suggested as having the space required for Blomfield expansion. This shift was discussed through the Blomfield Head office, our unit, and Awanui School, but not as yet formalised by the KPS Board or MOE. NgaiTakoto are the legal owners of this land. The current parents / caregivers of Blomfield students have been consulted through whanau hui and so are informed and support the proposal.

At the meeting with MOE, Blomfield, Awanui School and KPS today it was decided to formally document the relocation of the KPS Blomfield unit to Awanui through all three school board minutes so that MOE can progress this project.

KPS Board Discussion:

Motion: That the KPS Board support the relocation of the KPS Blomfield Satellite unit to Awanui School due to space constraints and roll growth. Moved: Ian Second: Martha Carried

Next Meeting: Please adjust the date for the next Board meeting to September.

Meeting finished: 06:29 pm

Next meeting: 18th September 05:15 pm.

Closing Karakia: