



Katikati Primary School Board of Trustees Monthly Meeting

Date: Wednesday 26 February 2025 in the school's boardroom. 4.00pm

1. Karakia

2.0 Administration Matters:

2.1 Present: A Rapson, A Nicholson, R Nathan, L Hunter, A by de Ley, A Willett, V Uilou and R Richards.

2.2 Apologies: M Paterson, **Absent without apologies:** J Ballinger-Judd.

2.3 Confirmation of minutes held 11 December 2024 as a true and correct record. Moved A Rapson. Seconded R Nathan.

Matters Arising: Nil

2.4 Correspondence

Inwards

Request for leave from K Joshi (28.4.25 - 12.9.25)

Moved A Nicholson. Seconded A by de Ley.

Approval of Team 2 swimming at Dave Hume Pools by Board members via email (18 Feb 2025)

Approval of principal's request to attend conference by Board members via email (19 Dec 2024)

Outwards: Nil

2.5 .Conflict of Interest. No updates.

3.0 Principal's Report

3.1 Strategic Section

A Nicholson provided update on Better Start Literacy Approach, Whanau Picnic, Camp, Whanau Picnic and Powhiri.

- There were no questions on the Annual Plan for 2025.
- A. Willett provided an update on the new structured numeracy program, noting it's in the early stages but has been positively adopted by staff. It offers support, challenges, and is very exciting.
- We will soon share information about Restorative Practices PLD with parents and use our rewards system to encourage student adherence. A Rapson said the Board will also be involved in the restorative practice implementation at a future date.
- Mental Health Clinician: R. Nathan informed the Board that some community groups may be unable to fully support our needs due to the severity of cases, as they may not have the capacity to work in moderate to severe areas.
- Breakfast Club - we are working with the community to source funding. Any recommendations from the board would be appreciated.

A Nicholson requested approval for the second TOD for Maths to be on the first day of Term 2, Monday 28th April, 2025. Seconded V Uilou.

Up Coming Events

- 6/3: TEAM 1 SWIMMING SPORTS @KKPS. Approved by email.
- 13/3: TEAM 3 SWIMMING SPORTS @ DAVE HUME POOL Approved by email
- 17/3: TEAM 2 SWIMMING SPORTS @ DAVE HUME POOL
- 27/3: NORTH CLUSTER SWIMMING SPORTS
- Date to be confirmed: Matakana Pod visit to Te Rereatukahia Marae

Moved A Nicholson. Seconded A Rapson.

3.2 Financial

A Nicholson moved that the following payments be approved for payment for November.

- Internet payments of \$113,483.12 GST incl were paid as of 30th November 2024.
- Creditors of \$11,042.47 excl GST as of 30th November 2024 be passed for payment.
- CC payment of \$744.59 excl GST as of 30th November 2024, be passed for payment.

Seconded L Hunter.

A Nicholson moved that the following payments be approved for payment for December.

- Internet payments of \$47,369.19 GST incl were paid as of 30th December 2024
- Creditors of \$4,325.34 excl GST as of 30th December 2024 be passed for payment.
- CC payment of \$67.90 excl GST as of 30th December 2024, be passed for payment.

Seconded A by de Ley.

3.3 Health & Safety

A. Nicholson reported that the first H&S meeting was held on 19th February, and the committee is reviewing various areas for this year.

3.4 Staff Management

A Nicholson thanked the board for approval for the visit to Australian School.

3.5 Asset Protection

As per Property Report.

3.6 General

BOT meeting dates for the year:

26 th February	26 th March	28 th May	25 th June
30 th July	27 th August	29 th October	10 th December

A Nicholson moved to adopt Principal report. Seconded L Hunter.

4.0 Property Report

A new mower (approx \$10,000) has been approved due to high maintenance costs of the current one.

A Nicholson moved to adopt Property Report. Seconded R Nathan.

5.0 Board Budget for 2025

The 2025 revised draft budget was tabled and discussed. The auditor advised against running a deficit budget but has agreed to ongoing updates at each board meeting. It needs to be noted that the deficit has been recognised and that it will be funded through working capital.

A Nicholson moved to adopt final 2025 budget and additional budget for new mower.
Approved R. Nathan.

6.0 Policies Open for Review

A. Rapson reported that six policies are up for review on School Docs, with the deadline at the end of Term 1.

- Health, Safety, and Welfare Policy (board)
- Safety Management System (board)
- Risk Management (board)
- Worker Engagement, Participation, and Representation
- Healthcare (board)
- Recording and Reporting Accidents, Injuries, and Illness

L Hunter tabled that there were fourteen different policies approved and made live on SchoolDocs over January and February and will provide a summary for the March meeting.

7.0 General Business:

1. Discussion on the Draft 2025 Work Plan – living document to refer to for each meeting.
2. Review the Code of Conduct for Board Members. Details are available online for board members. A Rapson outlined the key areas of the code of conduct.
3. Exit interviews - summary and recommendation: A Rapson conducted exit interviews and summarized discussions in report. Recommendation is for Board to conduct exit interviews with all terminating staff.
4. Thanks to V. Uilou for organising the pōwhiri on Monday, 3rd Feb. It was a wonderful way to start the year, and we look to work together over the year.
5. Upcoming NZSBA webinars are available. A. Rapson recommended them as excellent, and board members are encouraged to participate.
6. Appoint Returning Officer (school board elections): A Nicholson proposed completing this electronically. A company can provide the service at the same cost, but we need to confirm if they can offer a paper format and support multiple languages.
7. As 2025 is a triennial election year, appointing a Presiding Member at first meeting is not required, unless Board chooses to. A. Rapson asked if the Board of Trustees wanted a new presiding member. The Board unanimously requested A. Rapson to continue in the role.
8. Property subcommittee: R. Nathan will work with S. Graveson and A Nicholson and will form recommendations for the Board.

9. Learning Support subcommittee: Discussion on multiple initiatives in this space. Draft terms of reference for subcommittee will be presented at the next meeting.

8.0 Actions:

WHO	ACTION	COMPLETED BY
Whole Board	Review policies up for current review.	By end of term
R Nathan A Nicholson	Investigate Staff Training in how to deal with irate and violent parents. Training details to be emailed.	For Term 1 2025 ASAP
A Nicholson	Wellness Survey –Health and Safety Committee are reviewing new format and questions to gain a clearer and better result.	Term 1
J Ballinger-Judd/ A Rapson	Report on conference.	Term 1
A Nicholson	Cyclical reports to be loaded with new codes on GDocs.	Completed
A Rapson/A Nicholson A Rapson	Organise a sub committee to review issues surrounding some of our children. Involve M Dyer and teachers. Terms of reference to be drafted for review.	Term 1 Next Meeting
A Nicholson	Time Capsule buried 2000. Property Mgr has pinpointed where it is situated. Scheduled to be dug up in 2025. Outline of how to celebrate will be reviewed and tabled. le plant a tree, invite past students to attend.	Term 1
L Hunter	Policies Report	26 th March mtg
A Rapson	Update draft 2025 Work Plan.	Document is WOP

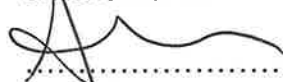
9.0 Business for Next Meeting: Nil

10.0 Next BOT Meeting: 26 March 2025

11.0 Meeting Closure: 5.38pm

12.0 Closing Karakia:

Confirmed on this 26 Day of March 2025 as a true and Correct record with amendments.



.....Presiding Member
Anita Rapson