



Katikati Primary School Board of Trustees Monthly Meeting

Date: Thursday 24th February 2022 at 4.00pm in the school Boardroom.

1. Administration Matters:

1.1 Present: L Clark, A Morriss, M Paterson, A Willett, A Nicholson, R Kedian, O Hussey

1.2 Apologies: R Nathan, K Perwhairangi

1.3 Election of Officers:

Chairperson: A Nicholson nominated R Nathan. Carried.

Personnel: A Nicholson nominated R Kedian. Carried.

Property: A Nicholson nominated L Clark. Carried.

Finance: A Nicholson nominated K Pewhairangi. Carried.

1.4 Confirmation of minutes held 9th December 2021 as a true and correct record.

Moved A Nicholson / Seconded M Paterson

Matters Arising:

Nil

1.5 Correspondence

S Trethewey – request personal leave from Term 2, 3 & 4. Board approved. Have staff returning from maternity leave that can cover this class.

2. Principals Report:

2.1 Strategic Section

Charter 2022 and Analysis of Variance 2021. A Nicholson moved to ratify these two documents: Seconded R Kedian

End of Year Data Year 0 – 3 2021. Children had a big chunk of last year off with COVID worries. Junior classes (NE) had bigger classes last year, made things difficult.

End of Year Data Year 4 – 6 2021. Amanda went through as had changed the way they have presented the reporting. Identifies children that are plateauing so that they can be challenged/encouraged to move up levels. It had been a very disruptive year.

Events – sporting events being cancelled.

Seniors had their swimming sports, only for competitive swimmers.

Treasuring our place

A Nicholson moved the upcoming events be approved. Board approves

2.2 Financial

A Nicholson move to ratify the 2022 budget (sent home in December). Seconded R Kedian. The budget has not changed from the draft budget ratified last year.

- *Andrea Nicholson moved that the internet payments of \$115,425.11 GST inclusive were paid as at 30th November, 2021. Seconded: M Paterson*
- *Andrea Nicholson moved that the creditors of \$103,697.69 excluding GST as at 30th November, be passed for payment. Seconded: M Paterson*
- *Andrea Nicholson moved that the credit card payments of \$1135.22 GST inclusive as at 30th November, be passed for payment. Seconded: M Paterson*
- *Andrea Nicholson moved that the internet payments of \$29,944.40 inclusive were paid as at 31st December, 2021. Seconded: R Kedian*
- *Andrea Nicholson moved that the creditors of \$21,680.05 excluding GST as at 31st December, be passed for payment. Seconded: R Kedian*
- *Andrea Nicholson moved that the credit card payments of \$97.80 GST inclusive as at 30th November, be passed for payment. Seconded: R Kedian*

2.3 Health & Safety

COVID – MOE regulations are changing constantly. We have had our 1st positive case, MOE had changed the guidelines overnight so our procedures were different from those the College had undertaken. Close contact is only if not wearing a mask indoors. There is a contact person in the MOE we can have help advise us. The board will make the ultimate decision if the school will have to close, particularly if we have too many staff sick.

2.4 Staff Management

The following appointments have been made and need to be ratified:

- *Rowena Richards to be appointed to permanent part time Bursar*
 - *Rhiannon Myers to be appointed to permanent part time Librarian*
- Andrea Nicholson moved to ratify the following positions. Seconded L Clark*

2.5 Policy & Procedures

- *Delegations to the Principal. Board approved.*
- *Reporting to the Board. Board approved.*

2.6 Asset Protection

Assets purchased and Assets removed during 2021 to be ratified. A Nicholson moved to ratify the above. Seconded M Paterson

2.7 General

A Nicholson moved to adopt her report. Seconded L Clark

3. General Business:

4. Business for Next Meeting:

5. Next BOT Meeting: 31st March 2022

Board went into committee at 4.30pm

6. Meeting Closure: at 4.45pm.

Confirmed on thisDay of2022 as a true and Correct record with amendments.

.....Chairperson