



## **Katikati Primary School Board of Trustees Monthly Meeting**

Date: Wednesday, 29 May 2024 in the school boardroom.

### **1. Administration Matters:**

**1.1 Present:** Anita Rapson, Mel Paterson, Amanda Willett, Loren Hunter, Odette Hussey, Kristy Graveson, Valarie Uilou, Jenner Ballinger Judd (via zoom)

**1.2 Apologies:** Michelle Kedian, Roy Nathan

### **1.3 Co-opting of Trustees:**

*A Rapson moved to appoint Loren Hunter for the casual vacancy of parent representative to the Board of Trustees. Seconded by M Paterson. Carried.*

*A Rapson moved to co-opt Valerie Uilou as hapu representative. Seconded by M Paterson. Carried.*

New trustees will be provided with induction materials.

**1.4 Confirmation of minutes held 27<sup>th</sup> March 2024** as a true and correct record with the following amendments. *Moved A Rapson / Seconded M Paterson.*

#### **Amendments:**

**7. BOT vacancy** – A few more were sent directly to the board.

**Cellphone policy:** It was suggested to include staff and to include wording around online bullying. As the policy was passed at the last meeting these points will be included when next reviewed.

#### **Actions:**

#### **VII. Emergency Planning and readiness:**

1. Board to invite staff to a shared morning tea.
2. Staff training on how to deal with irate and violent parents etc.

### **1.5 Correspondence**

Nil

**1.6 Code of Conduct for Trustees:** All trustees were reminded of the Code of Conduct (published by the MOE). For trustees to read.

**1.7 Conflict of Interest:** To be added to the agenda for any trustees to declare conflict of interest before each meeting. Conflicts of interest will be checked at each meeting.

## **2. Principal's Report:**

### **2.1 Strategic Section**

With regard to the Pink Shirt Day fundraising and other fundraising of this nature, it was asked to include the amount raised in Principal's Report (\$121.00) and was suggested the board to match this.

*UP COMING EVENTS For BOT approval:*

4th June North Cluster Cross Country (pp 7th June)

5th June Freshmoves

18th June WBOP Cross Country (if we have students who get through)

25th June BOP Cross Country (pp 27th June) (if we have students who get through).

Question regarding the Aongatete trip, is this still going ahead? This trip is being postponed now as it is getting reorganized.

*A Willett moved to approve the upcoming events. Seconded A Rapson.*

### **2.2 Financial**

#### **March 2024**

- Amanda Willett moved that the internet payments of \$54,230.65 inclusive were paid as at 31st March, 2024. Seconded M Paterson.
- Amanda Willett moved that the creditors of \$28,622 including GST as at 31st March, 2024, be passed for payment. Seconded M Paterson.
- Amanda Willett moved that the credit card expenses of \$16.60 as at 31st March, 2024, be passed for payment. Seconded M Paterson.

#### **April 2024**

- Amanda Willett moved that the internet payments of \$73,224.76 inclusive were paid as at 30<sup>th</sup> April, 2024. Seconded: A Rapson
- Amanda Willett moved that the creditors of \$27,125 excluding GST as at 30<sup>th</sup> April 2024, be passed for payment. Seconded: A Rapson
- Amanda Willett stated that there was zero spend on the credit card for April.

It was asked if the financials be put into a format that is easier to follow. This will be addressed when the Principal returns.

### **2.3 Health & Safety**

- A lot of reported injuries – this was related to over-reporting, rather than an increase in incidents.
- Staff to be reminded to fill in accident report even if it is after hours or in holidays regardless if it happens on school property.
- Has Steve checked tyres on the adventure playground and what was the outcome?

### **2.4 Staff Management**

*A Willett moved that the following staff appointments be ratified. Seconded A Rapson.*

- Brittany Kerebs to be appointed to a fixed term Scale A position

- Sandy Goode to be appointed a fixed term contract working as a Teacher Aide until the end of the year
- Jen Evans to be appointed in a part time office position until the end of the year.

Support staff union meeting: Morning meeting. Not everyone is a union member. Have contacted high needs parents to see if they can keep their children at home so the support staff have a chance to attend this meeting.

## 2.5 Asset Protection

- Cleaner retirement: The cleaner positions have been advertised and have already 4 application. Existing cleaner will help train the new cleaners.
- Steve is planning to do all this work on the back field on Friday Teacher Only day.
- Extra projects: had to be done but was not budgeted for. It has been covered by rejigging some budgets.

## 2.6 General

School's Annual Plan has been approved by the Board via email and submitted to the MOE.

The Board thank everyone who was involved with the audit.

## 3. Policies

*SchoolDocs is a website that will be available for all to view and Board can make changes through SchoolDocs.*

*A Rapson moved that KKPS formally adopt the SchoolDocs policies. Seconded: M Paterson*

- Code of Conduct for Parents, Visitors and Caregivers.
  - Our code of conduct serves as a reminder for all parents, caregivers, and school visitors that their conduct must support everyone's emotional and physical wellbeing, without causing harm.
  - Remove "profanity" and add 'harmful.
  - Add to this statement (based on ethnicity, religion, gender, ablesim).

A Rapson moved that the board adopt the Code of Conduct Policy.

Seconded M Paterson.

### **Actions:**

- To make a poster. Email to staff, newsletter to the community. In classrooms.
  - Ask staff if they have some ideas on implementing this.
  - The board did not agree to having parents sign anything related to the code of conduct.
- Employer Responsibility Policy  
This is the new SchoolDocs format.  
A Rapson moved to adopt the Employer Responsibility Policy. Seconded: M Paterson.

#### **4. General Business:**

- Reminder that Te Whakaroputanga Kaitiaki Kura o Aotearoa (NZSTA) training available for trustees.
- A Rapson moved that the Board moves to digital recordkeeping. Seconded V Uilou.  
There was some discussion regarding possible technical solutions.
- Audit Closing Report outlines suggested areas of improvement. The Board agreed to adopt the recommendations and to get Andrea's advice for implementing them.
- Valarie offered to provide a karakia for opening and closing board meetings. will get the board a generic one for all to read out.
- Epro8 – there was discussion that girls and boys had equal opportunities to participate and suggestion to encourage more girls to engage in STEM opportunities at school.
- Discussion regarding navigating attendance. This will be looked at by the PB4I team.
- Jenner requested to attend Te Whakaroputanga Kaitiaki Kura o Aotearoa (NZSTA) in Wellington, 6<sup>th</sup> – 9<sup>th</sup> June and provided estimated costs.
  - Could the cost be split with the college and regional office as Jenner is on these boards as well?
    - Talked regarding budgets, budget unknown. (training and development budget is \$3k for the year for the whole board).
    - Agree in principle to split 50/50 costs with College.

#### **5. Business for Next Meeting:**

**6. Next BOT Meeting:** Wednesday 26<sup>th</sup> June 2024

**7. Meeting Closure:** at 5.22pm.

#### **Action Items:**

WHO	ACTION	COMPLETED BY
	Contract to be given to Kaiawhina to extend to the end of the year.	Done
	Appoint a staff member to receive the Cultural Leadership allowance	Done
	Restructure breaktimes so all staff are outside for the last 10 minutes before children return to class	Done and will be looked at end of term
	Make our first referral to the Mental Health clinician and decide who will oversee the referral process	Done
	Wellness Survey- Health & Safety Committee to meet with Michelle to decide where to from here	
	A sign to be put on the playground to remind	Done

	children and parents that children are not allowed on the playground, before or after school when it isn't supervised	
	The Property Manager to do a maintenance check of the barbed wire around the top of the fence surrounding the pool and a sign to be erected stating, "No Entry without a staff member present"	Done
	Additional member of staff to be found for the Health & Safety Committee	Done
	Reminder to parents in the school newsletter re their code of conduct on the school grounds	Done
	Canteen update - Check KINDO could handle two operators at the same time	Trailing 2 days this term. Would like to move to 5 days. Second operator could operate for one offs.
	Grass Roots Gaming Grant application to be submitted to enable a teacher aide to be employed for the sensory room	This has been granted.

Confirmed on this 26 Day of June 2024 as a true and Correct record with amendments.

.....Presiding Member