



## Katikati Primary School Board of Trustees Monthly Meeting

Date: Wednesday 25<sup>th</sup> October 2023 at 4.00pm in the school boardroom.

### List of Actions:

1. Follow up with neighbours re trees; this is underway.
2. Community consultation – this has been sent out and closing on 10<sup>th</sup> November.
3. Hazards to be reported to board - new hazards. For example - Contractor on site – safety fencing, is a new hazard.
4. Uniform changes. Board is happy to go ahead with the new uniform as presented. Odette to contact rep and get this underway. Timeline is expected to be Term 2 2024. Existing uniform shirt to be run low and introduce the new shirt then. Cost is \$36 per shirt but parents will only have to buy one as will wash and dry overnight.
5. Well being survey for staff - this is ready to go. Staff will fill out during meeting on Monday 6<sup>th</sup> November 2023.

### 1. Administration Matters:

**1.1 Present:** R Nathan, A Rapson, L Clark, M Paterson, M Kedian, A Nicholson, A Morriss, O Hussey

**1.2 Apologies:** J Ballinger-Judd

**1.3 Confirmation of minutes held** Wednesday 30<sup>th</sup> August 2023 as a true and correct record. *Moved R Nathan / Seconded M Paterson*

### **1.4 Correspondence**

Odette Hussey – leave request. Will be discussed in committee.

Katikati Bowling Club. Complaints about the manner in which parents are parking in their carpark. Parents ignoring no parking signs when events are happening. Andrea to remind parents in the newsletter to respect our neighbours who allow parking on their grounds.

### 2. Principals Report:

#### **2.1 Strategic Section**

**Literacy Review** – A Morriss  
Anne talked about her reports

#### Up Coming Events:

17 – 19/10: Team Discos

31/10: MEP concert

1/11: Matakana Pod Marae visit

10/11: North Cluster Athletics

14/11: Middle School Beach Education Programme

17/11: Year 6 Transition Day to KKC

22/11: WBOP Athletics

30/11: Orange Day

5/12: Team 3 Pool Party  
6/12: Matakana Pod Bird Walk  
7/12: Volunteer Pool Party  
8/12: Winning House Reward  
14/12: Year 6 Leavers' Dinner  
15/12: Year 6 Graduation  
18/12: Tabloid Sports

*A Nicholson moved to approve the upcoming events / Seconded L Clark.*

## **2.2 Financial**

- Andrea Nicholson moved that the internet payments of \$193,553.13 GST inclusive were paid as at 31st August, 2023. *A Nicholson / M Kedian.*
- Andrea Nicholson moved that the creditors of \$12,320.00 excluding GST as at 31st August, 2023, be passed for payment. *A Nicholson / M Kedian.*
- Andrea Nicholson moved that the credit card balance of \$2242.14, be passed for payment. *A Nicholson / M Kedian.*
  
- Andrea Nicholson moved that the internet payments of \$62,471.01 GST inclusive were paid as at 30th September, 2023. *A Nicholson / M Kedian*
- Andrea Nicholson moved that the creditors of \$53,227.00 excluding GST as at 30th September 2023 be passed for payment. *A Nicholson / M Kedian*
- Andrea Nicholson moved that the credit card payment of \$267.32 excluding GST as at 30th September 2023, be passed for payment. *A Nicholson / M Kedian*

## **2.3 Health & Safety**

Physical Restraint Course is happening tomorrow with 9 staff attending.

Andrea asked the Board to delegate to her the responsibility to provide written authority whenever a teacher aide or support staff member receives this training. Any restraint that has happened is brought to the Board. Board is happy to delegate Andrea this authority. The training is provided free from the MOE but we have to pay for the relievers. It was suggested to write to MOE to find out other providers offering Physical Restraint training who are MOE accredited. The board is looking at funding the course for all staff. To let parents know that we have staff that can safely restrain children when needed.

AED. Odette to add to AED location website and emergency plan for the school to where it is located. To look into finding a sponsor to fund the replaceable items for the AED.

## **2.4 Staff Management**

Anne spoke about Provisionally Certified Teachers 2023 in report.

M Paterson has been appointed Team Leader for Team 1.

## **2.5 Policy & Procedures**

Protected Disclosures Act 2020 (to change not 2000). Odette to check which version was sent out as this policy has been updated.

Privacy - new act so has been updated. Added in roles and responsibilities.

Sexual Harassment suggested to have just a Harassment policy.

School Docs is a company that can help with our policies with an annual subscription cost of \$1700.00. The policies would have to be changed to their format and will take a few months to set up. This will allow parents to view the policies and this company will keep the policies up to date with all the legislation changes. Andrea will check with some other schools that use this company to see how they find them. ERO supports this company.

*A Nicholson moved to update the policies. Seconded R Nathan*

**2.6 Asset Protection**

No comments.

**2.7 General**

- Year 6 Graduation Ceremony. Volunteers were asked from the Board for speaker. Roy will let Andrea know.
- School will restart in the new year on 7<sup>th</sup> February 2024.

A Nicholson moved to adopt report / Seconded L Clark.

**3. General Business:**

Exit Interviews will be emailed – This has not happened yet.

Sabbatical Andrea has been successful in gaining this. It is intended to be taken in Term 2 2024.

Gift packs for staff for Christmas. Board would like to do this again. Mel to look into other providers as the provider from last year is not doing it anymore.

**4. Business for Next Meeting:**

Went into committee at 5.10pm

**5. Next BOT Meeting:** Wednesday 13th December at 4pm following dinner at The Talisman at 6pm. Odette will organise this.

**6. Meeting Closure:** at 5.30pm

Confirmed on this 13<sup>th</sup> Day of December 2023 as a true and Correct record with amendments.



.....Presiding Member

