



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

Date: Wednesday 29<sup>th</sup> March 2023 at 4.25pm in the school's boardroom.

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

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

**1.2 Apologies:** J Ballinger-Judd

**1.3 Confirmation of minutes held 28<sup>th</sup> February** as a true and accurate record. *Moved R Nathan / Seconded M Kedian. Carried.*

**1.4 Correspondence**  
Nil

### **2. Principals Report:**

#### **2.1 Strategic Section**

UP COMING EVENTS For BOT approval:

- 4th April: Kapa Haka group to perform at the Acorn photographic opening
- 5th April: WBOP swimming competition
- 1st May: Treasuring Our Place – Rooms 18, 27, 26 includes a trip to the museum
- 16th May: Whole School Cross Country
- 30th May: North Cluster Cross Country

*A Nicholson moved to approve. Seconded: R Nathan.*

#### **2.2 Financial**

- Andrea Nicholson moved that the internet payments of \$36,330.83 GST inclusive were paid as at 31st January, 2023. *Seconded: M Kedian*
- Andrea Nicholson moved that the creditors of \$65,637 including GST as at
- 31st January, 2023, be passed for payment. *Seconded: M Kedian*
- There were no expenses for the credit card as at 31<sup>st</sup> January, 2023.
  
- Andrea Nicholson moved that the internet payments of \$146,397.04 GST inclusive were paid as at 28th February, 2023. *Seconded: M Kedian*
- Andrea Nicholson moved that the creditors of \$19,149 including GST as at 28th February, be passed for payment. *Seconded: M Kedian*
- Andrea Nicholson moved that the credit card payment of \$395.32 excluding GST as at 28th February, be passed for payment. *Seconded: M Kedian*

#### **2.3 Health & Safety**

Discussed Incident and accident reports.

## 2.4 Staff Management

New appointment: Sybil Paterson has been appointed as the new NE teacher for next term.  
*A Nicholson moved to ratify Sybil Paterson be employed as a Primary Teacher fixed term full-time position to teach new entrant overflow class. Seconded: R Nathan*

## 2.5 Policy & Procedures

Anita has updated these, thank you.

**Entertainment Policy:** discussed putting in links/footnote to related policies that can be read in conjunction with existing policy.

**Complaints Policy:** update 1. A) To keep the wording Chief Executive.  
Board passed with the amendments.

**Physical Restraint Policy** – NZSTA is sending out updated rules. This will be redone once this is received. (*Addendum: this policy was emailed to trustees and was approved via return email*).

## 2.6 Asset Protection

Discussed the removing of the trees on the boundary. Steve has suggested to reuse the old roofing iron (new roofing for some of the classes are in our 10YPP) to build pergola's for shade. It was asked if the other neighbours will come to the party to help pay for the removal of the trees. Roy does not want the school to spend money on removing these trees as it is more important to spend on our children. Andrea has been in contact with the neighbour in question.

## 2.7 General

*A Nicholson moved to move report. Seconded A Rapson.*

## 3. General Business:

10YPP - \$445k for maintenance of our school.

- Reroofing some classrooms
- Security System
- Junior toilets
- C Block internal refurbishment to be finished.
- J Block – lighting & heat pumps

Heating system is adequate for rest of classes. To check if Rms 5&6's heating is adequate.

*To be ratified by email.*

### Additional Staffing:

A lot more children are coming with low levels of learning and challenging behaviour. Andrea is asking for funding for 2 additional teachers for the next 3 terms at a cost of approx. \$90k. The additional teacher will take learning groups in the senior school and facilitate the running of alternative programmes in the afternoon for those children not coping in mainstream classes.

Michelle raised the idea of holding these children back a year, to give them the time to develop these social skills. This would be easier in the junior years. Andrea will give this some thought.

*Board approves of Andrea employing 2 additional fixed term teachers.*

## 4. Business for Next Meeting:


To ask the Board to authorize TA's to being able to physically restrain children. The TA's will be completing a module of training on Teacher Only Day 24<sup>th</sup> April. To have a blanket authorization for all TA's.

**5. Next BOT Meeting:** 31 May 2023.

*Board went into committee at 5.10pm to discuss a staffing matter.*

**6. Meeting Closure:** at 5.25pm.

Confirmed on this 31<sup>st</sup> Day of May 2023 as a true and Correct record with amendments.

  
.....Presiding Member