



## Katikati Primary School Board of Trustees Monthly Meeting

Date: Wednesday 31<sup>st</sup> May 2023 at 4.00pm in the school boardroom.

**1. Administration Matters:** R Nathan, A Rapson, M Paterson, J Ballinger-Judd, A Nicholson, O Hussey

**1.2 Apologies:** M Kedian, L Clark

**1.3 Confirmation of minutes held** Wednesday 29<sup>th</sup> March 2023 as a true and correct record. *Moved R Nathan. Seconded: M Paterson. Carried.*

**Matters Arising:**

Action points to be added.

Additional Staffing: To help support our senior school. Our roll is higher than predicted by MOE so should get more support with teacher time allocated to our school.

**1.4 Correspondence**  
Nil

**2. Principals Report:**

**2.1 Strategic Section**

Teacher Only Day on 18<sup>th</sup> September for all BOP schools at TECT arena for the launching of Te Tai Whanake Ki Tauranga Moana, a new Te Ao Maori curriculum resource. *Board has given approval.*

Memorandum of Understanding – Pou Arahi

Board would like to set up a Pou Arahi group to enhance connections between the school and local hapu. The Memorandum of Understanding between local marae and the college was tabled as an example. The Board questioned whether adapting the sample memorandum was the correct protocol to follow, Andrea to investigate this further.

UP COMING EVENTS For BOT approval:

6th JUNE: Treasuring our Place: Rooms 18, 26 & 27

7th JUNE: North Cluster Rugby 5s

7th JUNE: Team 1 and 2 Visit to the Fire Station

13th JUNE: WBOP Cross Country

20th JUNE: BOP Cross Country

21st JUNE: WBOP Cluster Rugby 5s

28th JUNE: Freshmoves

29th JUNE: School Librarians visiting Katikati Library

*A Nicholson moved to approve the upcoming events. Seconded: J Ballinger-Judd*

## **2.2 Financial**

- Andrea Nicholson moved that the internet payments of \$45,174.33 inclusive were paid as at 31st March, 2023. Seconded: R Nathan
- Andrea Nicholson moved that the creditors of \$58,664 including GST as at 31st March, 2023, be passed for payment. Seconded: R Nathan
- Andrea Nicholson moved that the credit card expenses of \$221.46 as at 31st March, 2023, be passed for payment. Seconded: R Nathan
  
- Andrea Nicholson moved that the internet payments of \$36,964.43 inclusive were paid as at 30th April, 2023. Seconded: R Nathan
- Andrea Nicholson moved that the creditors of \$21,920 excluding GST as at 30th April 2023, be passed for payment. Seconded: R Nathan
- There was zero spent on the credit card for April.

## **2.3 Health & Safety**

Meeting with council regarding road safety. Jenner volunteered to attend.

## **2.4 Staff Management**

A Nicholson moved that the board approve the following staff to undertake restraint in line with the MOE guidelines: Andrea talked to the board regarding this. The online module is very robust. Seconded: R Nathan. Carried.

Dannae Baker, Debbie Bluegum, Sandra Bridgman, Diana Donker, Rose Judd, Leigh Landman, Christine Martin, Michelle Mercer, Abby Moulder, Rhiannon Myers, Sharon Salmons, Heather Scott, Linaire Benn, Melissa Steenson, Olivia Thorn, Keri Ann Van Doorne.

A Nicholson moved to ratify the following appointment. Seconded: M Paterson.

- Christina Thompson has been appointed on a fixed term 0.8 contract to provide literacy and numeracy support in the senior school and to release Lisa Tawhiti to take an alternative education class.

A motion has been forward for approval for a fixed term contact for an additional teacher aide for the remainder 2023. Board approved.

## **2.5 Policy & Procedures**

Change of policies to be reviewed from Principal's Report.  
Equal Employment Opportunities (EEO) Policy - approved  
Gift Policy – approved

## **2.6 Asset Protection**

West Boundary Trees: have been quoted about 10K to remove. Will continue to get quotes for shading. Suggested getting grants for shade.

## **2.7 General**

A Nicholson moved to adopt report. Seconded: R Nathan.

## **3. General Business:**

It was resolved that an application be made to Grassroots Trust to pay for teacher aide time to run our sensory room "The Space" for 12 months. The total requested is \$10,000 excluding GST.

*Board approved, R Nathan signed off.*

J Ballinger-Judd has been elected on to the Wairaki NZSTA and talked about funding that is available.

**4. Business for Next Meeting:**

**5. Next BOT Meeting:** Wednesday 28<sup>th</sup> June 2023.

Board went into committee at 4.53 to discuss physical restraint.

**6. Meeting Closure:** at 5.05pm.

Confirmed on this 28<sup>th</sup> Day of June 2023 as a true and Correct record with amendments.



.....Presiding Member