



Katikati Primary School Board of Trustees Monthly Meeting

Date: Wednesday 28th September 2022 at 4pm in school's boardroom.

1. Administration Matters:

1.1 Present: J Ballinger-Judd, R Nathan, M Paterson, A Willett, A Nicholson, K Graveson. A Rapson, M Kedian both apologised for arriving late due to road works.

1.2 Apologies:, L Clark

1.3 Confirmation of minutes held 25th August 2022 as a true and correct record. Moved: A Nicholson *Seconded: M. Paterson.*

Board have electronically approved of Hayley Purcell taking leave from her full time permanent position in 2023 and undertaking a .4 position in a non-classroom teacher role.

1.4 Correspondence

Letter from the Mayor

Letter of support for Ready For Learning

2. Principals Report:

2.1 Strategic Section

Ready for Learning: Melanie Patterson shared information about how she and Jennie McKeown are running their programme currently and how they would like to run it next year.

Camp: We are concerned about transience and hardship. Amanda Willett outlined some of our current procedures. Criteria has been set for parent helpers. We do have to consider behavioural issues. We have some fundraising which takes money off everyone's cost and opportunities for families to fundraise for their own child. Will have a cut off date in term 1 so we know that parents are committed. We need to be careful about the wording on the permission slip. Will ask parents who are coming to support their child 1:1 (apart from SEN children) to pay \$100 to cover the cost for themselves to attend. Will let parent helpers know that the cost to take them is \$100 if they would like to make a donation. If there are families with more than one child, we may consider hardship factors. If children enroll after the cut off date, children will be put on a waiting list.

2.2 Financial

- Andrea Nicholson moved that the internet payments of \$74,005.89 GST inclusive were paid as at 31st August, 2022. *Seconded: M Kedian*
- Andrea Nicholson moved that the creditors of \$7,642.00 excluding GST as at 31st August, 2022, be passed for payment. *Seconded: M Kedian*
- There was no spend for the month of August on the Credit Card.

2.3 **Health & Safety**
Andrea Nicholson to **clarify** under which circumstances we have to notify an accident at school.

2.4 **Staff Management**

2.5 **Policy & Procedures**

- Health Curriculum Policy: We consulted on this policy as part of our 2021 Community Consultation process. No changes were requested from whanau. Questioned the format. **Would** like to see a set format for all the policies.
- Uniform- questioned the **format** too.

2.6 **Asset Protection**

2.7 **General**

A Nicholson moved to adopt report. Seconded: A Rapson

3. General Business:

Anita has offered to support the school with the formatting of future policies as did Jenner. Michelle is happy to help with anything in the Health and Safety line.

4. Business for Next Meeting:

5. Next BOT Meeting:

Proposing 9th November and 7th December.

Board dinner usually follows the last Board meeting which will be 7th December.

6. Meeting Closure: at 5.20pm.

Confirmed on this 9th Day of November 2022 as a true and Correct record with amendments.


.....Chairperson