



Katikati Primary School Board of Trustees Monthly Meeting

Date: Wednesday 9th November 2022 in the school's boardroom at 4pm.

1. Administration Matters:

1.1 Present: R Nathan, J Ballinger-Judd, M Paterson, A Nicholson, A Rapson, M Kedian, O Hussey, A Morriss

1.2 Apologies: Nil

1.3 Confirmation of minutes held Wednesday 25th September 2022 as a true and correct record. *Moved: R Nathan Seconded: A Nicholson*

Matters Arising:

Health & Safety – see report.

Formatting Policies. Thank you for the offers of help, we will look at this in the new year.

1.4 Correspondence

EOTC Camp Form. Consent for this was given last meeting.

2. Principals Report:

2.1 Strategic Section

- Anne spoke about the Literacy Review Report 2022
 - With Anna going on maternity leave another staff member will be stepping in as a Literacy Leader.
 - Pleased to see results are paying off, children's learning is improving.
- Upcoming Events – *A Nicholson moved that the upcoming events listed in her report with the addition of a morning tea for the Erica All Stars (10 or 12 children are working towards this) be approved. Seconded: M Kedian*

2.2 Financial

- *Andrea Nicholson moved that the internet payments of \$39,555.25 GST inclusive were paid as at 30th September, 2022. Seconded: M Paterson*
- *Andrea Nicholson moved that the creditors of \$8217.51 excluding GST as at 30th September, 2022 be passed for payment. Seconded: M Paterson*
- *Andrea Nicholson moved that the credit card payment of \$230.39 excluding GST as at 30th September, 2022 be passed for payment. Seconded: M Paterson*

2.3 Health & Safety

Worker participation in workplace health and safety was discussed. We have a staff member who has been elected on to the health and safety committee to represent staff (she has had training). All staff can take part in H&S by filling in a near miss register, noting any H&S concerns and/or adding to the agenda for committee meetings. Michelle offered H&S help to ensure the school is meeting its obligations.

2.4 Staff Management

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

- Ms Wendy Pearce to be appointed to a permanent Scale A position.
- Ms Lisa Tawhiti to be appointed to a permanent Scale A position.
- Mrs Sam Brown to be appointed to a fixed term Scale A position.
- Mrs Cathy McGeady to be appointed to a fixed term Scale A position.
- Mrs Jennifer Van Huckelum to be appointed to a fixed term Scale A position.
- Ms Tammy Parker to be appointed to a fixed term Scale A position

2.5 Policy & Procedures

- Reporting to Parents – change ‘buddy’ to “peer review”
- Treaty of Waitangi – Roy asked to make changes to guideline No. 8 so it reads “The Board of Trustees will coopt a Mana Whenua representative if one is not elected to the Board”. This was agreed to by the Board.
Roy will make enquiries on this to get a rep for all 3 hapu in Katikati. The college have established something similar that works really well. To have a rep from each hapu who each do a year term on the BOT. To leave this policy until we get the model from the College.

2.6 Asset Protection

We will be receiving money from the MOE for 5YA/10YPP but at this stage we do not know how much.

MOE will be fencing school for security reasons, we have a high level of special needs students. The barrier arm will be replaced by a sliding gate.

2.7 General

A Nicholson moved to approve her report. Seconded: R Nathan

3. General Business:

- ERO Self Audit. New model is that instead of coming each 3 years, they will be working with us continuously. The Board is to fill in a Board Assurance Statement. Andrea read through with the members - all concurred.
- NZEI paid meetings 21st November from 12.30pm, a notice went home today. Fighting for better staffing levels, greater leadership component, better funding all around, just not pay rise. Access to counselors. More about conditions than pay.
- Te Whatu Ora event and family picnic Term 1 2023 for the beginning of the year, meeting teachers. Te Whatu Ora will come in and set up stalls to show what services they have on offer.
- Tracy Pridham will be looking after ORS children for 2023 and support Marlene in her roll. Tracy will be receiving a unit, this unit is based on the number of ORS students. If children move on and we lose the funding for the unit, the Board is happy to carry this.
- Michelle bought up that bullying and harassment of staff in schools is a large issue with a lot of complaints coming into WorkSafe about this. She offered her assistance to make sure our policies and procedures cover this and are robust, also that it is in the hazard register.

4. Business for Next Meeting:

5. Next BOT Meeting: 7 December 2022 following BOT dinner

6. Meeting Closure: at 4.48pm.

Confirmed on this 7th Day of December 2022 as a true and Correct record with amendments.



.....Presiding Member