



Katikati Primary School Board of Trustees Monthly Meeting

Date: Wednesday 11 December 2024 in the school's boardroom.

1. Karakia

2. Administration Matters:

2.1 Present: A Rapson, M Paterson, V Uilou, A Nicholson, R Nathan, A Morriss, A Willett, L Hunter, R Richards.

Apologies:

J Ballinger-Judd, A. By De Lay

2.2 Confirmation of minutes held 30 October 2024 as a true and correct record.

Moved A Rapson Secoded V Uilou

Matters Arising:

October Board meeting. M Paterson was entered twice in error, and we need to add L Hunter as present. As below updated:

2.1 Present: A Rapson, L Hunter, V Uilou, A Nicholson, J Ballinger-Judd (via telephone), A Morriss, M Paterson & A. By De Lay.

2.2 Correspondence

Inwards

- Letter of resignation from Kasey Bennett.
- Email regarding Time Capsule. A Nicholson to reply.
- Letter for extended leave from Louis Campbell. 21/5 to 29/8 Approved.

Outwards

- Conflict of Interest. No updates.

3.0 Principal's Report

A. Morris presented Years 1 - 3 End of Year Aggregated Data 2024 Report and A. Willett presented the Years 4 - 6 End of Year Aggregated Data 2024 Report.

3.1 Strategic Section

UP COMING EVENTS

11/12: Volunteer Pool Party at Dave Hume Pool

13/12: Team 2 End of Year Trip to Tuapiro

18/12: Year 3 – 6 Prizegiving and Graduation Dinner

19/12: Tabloid Sports at school

Approved at last meeting.

3.2 Financial

2025 Draft budget tabled and discussed.

A Nicholson moved to adopt draft budget. Approved A Rapson

A Nicholson moved that the following payments be approved for payment.

- Internet payments of \$39,550.45 GST inclusive were paid as at 31st October 2024.
- Credit card payments of \$199.81 including GST as at 31st October 2024 be passed for payment.
- Creditors of \$21,559.00 excluding GST as at 31st October 2024 be passed for payment.

Seconded M Paterson

3.3 Health & Safety

Harm to staff and some of the trends were discussed. We are trying to schedule a meeting in early 2025 with MOE to discuss how they can support the school.

Further discussion on how to move forward. Review patterns, needs of children, training for staff, how to keep staff safe. Can we connect with other organisations i.e. Tauranga Special School re satellite schooling, Autism NZ. Subcommittee to review.

3.4 Staff Management

- Approved Chloe Skarrett to be appointed to a fixed term classroom teaching position. New ORS specialist starts 2025.
- Reported how the Principal Health & Wellbeing fund had been utilised.
- Presented the Principal Annual Appraisal summary from her PGC 2024. Working with external provider Jo Wilson. Report to be tabled later in 2025.
- Local principal cluster organising tour in Australia. Details to be provided when available.
- Exit interviews to be organised for staff leaving.

3.5 Asset Protection

A) 2025 Cyclical Maintenance Plan.

B) 2024 Cyclical Maintenance Plan review.

Both 2024 and 2025 discussed. A Nicholson to recode report for Board.

A Nicholson moved to adopt 2024 and 2025 Cyclical Maintenance Plan Seconded R Nathan.

3.6 Property Report

- The Painting Contract is due to be renewed for three years, however the increase is a lot higher than expected. A Property subcommittee will review how to move forward.
- Approval due by end of 2024 to complete air conditioning.
- Junior Toilets the quote received from the current provider is a lot more expensive and will now go out to tender.

A Nicholson moved to adopt Property report. Seconded R Nathan

3.7 General

A Nicholson moved to adopt Principal report. Seconded A Rapson

4. Policies:

A Rapson reported that these are the four policies for review on School Docs. Closes end of Term 4.

1. Finance and Asset Management
2. Managing Income and Expenditure
3. Financial Conflicts of Interest
4. Asset Management and Protection

5. General Business:

1. Roles and Responsibilities tabled and reviewed

A Rapson moved to adopt report. Seconded L Hunter

2. Meeting Protocols for Discussion tabled and reviewed

A Rapson moved to adopt report. Seconded M Paterson

3. Financials

Adopt new Principal Financial Report template with borders.

Board all agreed.

4. Records for destruction tabled and discussed.

A Rapson moved to adopt. Seconded R Nathan.

5. Business for Next Meeting:

6. **Next BOT Meeting:** 26 February 2025

7. Closing Karakia

8. **Meeting Closure:** 5.24pm

9. Action Items:

WHO	ACTION	COMPLETED BY
Whole Board	Read job descriptions for BOT roles, bring any comments to next meeting.	Completed
Whole Board	Review policies up for current review.	Board to confirm any updates asap
R Nathan	Investigate Staff Training for how to deal with irate and violent parents.	For Term 1 2025
A Nicholson	Organise timing for training.	For Term 1 2025
A Nicholson	Wellness Survey – analysis to be completed. Will be referred to the Health and Safety Committee for action.	Term 1
A Nicholson	Wellness Survey – Draft new survey questions for 2025	Term 1

A Rapson/K Graveson/J Evans	Set up digital record keeping for BOT Training by K Graveson – ready to launch. Generic login/password for viewing.	Starting with reports for Feb Board Meeting
J Ballinger-Judd/A Rapson	Report on conference.	Term 1
A Nicholson	Heat pumps to be used for cooling.	Term 4/Term1
A Rapson	Organise a Property sub committee re painting contract. Include S Graveson.	Term 1
A Nicholson	Cyclical reports to be recorded and submitted to board.	26/2/2025
A Rapson/A Nicholson	Organise a sub committee to review issues surrounding some of our children. Involve M Dyer and teachers.	Term 1
J Ballinger-Judd/A Rapson	Exit interviews for staff terminating to be organised.	26/2/2025
A Nicholson	Time Capsule pinpoint where it is situated.	Term 1

Confirmed on this 26 Day of Feb.....2025 as a true and Correct record with amendments.

.....Presiding Member