



## Katikati Primary School Board of Trustees Monthly Meeting

Date: Wednesday 30<sup>th</sup> October 2024 in the school's boardroom.

### 1. Karakia

### 2. Administration Matters:

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

**Apologies:** R Nathan

**2.2 Confirmation of minutes held 25<sup>th</sup> September 2024 as a true and correct record.** *Moved A Nicholson. Seconded M Paterson*

### Matters Arising:

- A. Rapson will attend the NZSTA hui as delegate for KKPS (Electronically)
- B. Alteration to be made re Deputy Principal job, name incorrectly recorded

Andrea moved that Anneka By De Lay be appointed to the BOT, seconded by Mel Paterson.

### 2.3 Correspondence

#### Inwards

- Letter of resignation from Odette Hussey finishing on 20<sup>th</sup> November.
- Letter from Lions Club Tauranga City Sunrise asking for a donation. Board decided against.

#### Outwards

- Letter to Grower Outlet to thank them for avocados donated to school.

### 3. Principal's Report:

#### 3.1 Strategic Section

##### *UP COMING EVENTS*

31/10: Matakana Pod visit to Te Rereatukahia Marae

5/11: Ripa Tournament Finals

13/11: Year 6 transition to Katikati College visit

15/11: North Cluster Athletics

18/11: Orange Day (Thank you event for Road Patrollers and Bus Monitors)

29/ 11 & 3/12: MEP Concert

4/12: WBOP Athletics

4/12: Team 3 Pool Party at Dave Hume Pool

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

Andrea Nicholson moved upcoming events be approved, Seconded V Uilou

### **3.2 Financial**

Andrea Nicholson moved that the following payments be approved for payment

- Andrea Nicholson moved that the internet payments of \$37,574.33 GST inclusive were paid as at 30<sup>th</sup> September, 2024.
- Andrea Nicholson moved that the creditors of \$4,899.89 excluding GST as at 30<sup>th</sup> September 2024 be passed for payment.
- Andrea Nicholson moved that the credit card payment of \$108.26 excluding GST as at 30<sup>th</sup> September 2024, be passed for payment.

*Seconded M Paterson*

### **3.3 Health & Safety**

Andrea shared re fencing of school and gates being locked

A staff member raised points for consideration regarding swimming and the Health & Safety of this. Solutions discussed by the Health and Safety Committee were taken to the Leadership Meeting. Team leaders will discuss this in Team meetings.

Injuries and harm to staff were viewed.

Doors being left unlocked in weekends (thanks Jenna for letting us know) Steve to contact the Security firm re this.

### **3.4 Staff Management**

#### **3.5 Asset Protection**

MOE property advisor to be contacted re Room 15 not going ahead and possibilities for where we from here. Likely to be a very slow process, but in long term better way to go.

#### **3.6 General**

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

### **4. Policies:**

Thanks to Loren for all the work she has done regarding policies. Maybe look at Demo school site– there is a lot of detail in the policies. Three new policies Teaching Staff, School Staffing, and Staff Funding are up for review.

Policies to be reviewed by the Board are listed on Loren's policy update.

Anita moved that we approve the School Docs policies that we looked at in Term 2.

*Seconded L Hunter*

### **5. General Business:**

Suspension Report- Anita has looked into this and asked if there were any questions around this. Report to be accepted so Anita can reply to the complainant.

*Moved: A Rapson Seconded M Paterson*

Board Role Descriptions- Anita has reviewed these and come up with a starting point in terms of next steps. Everyone needs to read and make amendments so that we can adopt these at next meeting.

Change of accountants– Andrea has met with the College, this is a bigger operation at the college, same info as financial reports at a greater cost. Query re current accountants – Ro has worked very hard with them, a few issues to start with. Initial worries sorted. Happy with the way the accounts are presented at the moment.

Newsletter- Anita shared how impressed she is with the change of format of the newsletter. So user friendly for all whanau. This will be shared with Ro.

Gift boxes- Thanks to Mel, her sister will organize these for the end of year thank you gifts.

Annual implementation plan- November 12<sup>th</sup> 1.00pm if you are able to attend.

End of year BOT meeting 11<sup>th</sup> December followed by dinner at The Talisman. To be booked for 7.00.

The Board discussed contributions for leaving gifts for long serving staff members. It was agreed after 10 years BOT contribution of \$300 after 20 years \$500.

**6. Business for Next Meeting:**

**7. Next BOT Meeting:** 11<sup>th</sup> December 2024

**9. Closing Karakia**

**10. Meeting Closure:** 5pm

**11. Action Items: Not sure if this needs to be on the meeting minutes for this meeting**

WHO	ACTION	COMPLETED BY
Whole Board	Read job descriptions for BOT roles, bring any comments to next meeting	December meeting
Whole Board	Review policies up for current review	December meeting
Roy	Investigate Staff Training for how to deal with irate and violent parents.	For Term 1 2025
Odette	Wellness Survey – analysis to be completed. Will be referred to the Health and Safety Committee for action	Term 4
Anita and Kristy	Set up digital record keeping for BOT	Term 4
Jenner	Report on conference	December meeting
Andrea	Heat pumps to be used for cooling	Term 4

Confirmed on this 11 Day of Dec 2024 as a true and Correct record with amendments.

.....Presiding Member

