



## **Katikati Primary School Board of Trustees Monthly Meeting**

Date: Wednesday 28<sup>th</sup> August 2024 in the school's boardroom.

### **1. Karakia**

### **2. Administration Matters:**

**2.1 Present:** A Rapson, R Nathan, M Paterson, V Uilou, A Nicholson, L Hunter, O Hussey. A Morriss, A Willett arrived at 4.30pm to present the mid-year aggregated data.

**2.2 Apologies:** J Ballinger-Judd

**2.3 Confirmation of minutes held** 26<sup>th</sup> June 2024 as a true and correct record.

*Moved A Rapson. Seconded V Uilou.*

#### **Matters Arising:**

Nil

### **2.4 Correspondence**

- Barbara Woodham – Resignation at end of 2024.
- Anne Morriss – Resignation at end of 2024 (retiring)
- Ann Townsend – Resignation at end of 2024 (retiring)
- Cathy McGeady – Application for leave in 2025. 25<sup>th</sup> April to 6<sup>th</sup> June.  
*A Nicholson moved to approve. Seconded M Paterson. Carried.*

### **2.5 Conflict of Interest**

V Uilou – works for Te Runanga o Ngai Tamawhariua.

### **3. Principals Report:**

#### **3.1 Strategic Section**

A Morris spoke about the mid-year aggregated data for Years 1 – 3.

A Willett spoke about the mid-year aggregated data for Year 4 -6.

Andrea thanked both Anne and Amanda for the work on the data reports. Also, a big thank you to Amanda for stepping in as Acting Principal to enable Andrea to have her sabbatical.

#### *UP COMING EVENTS*

*3/9 – 5/9: School discos*

School discos were approved by BOT via email.

### **3.2 Financial**

- *Andrea Nicholson moved that the internet payments of \$107,907.15 GST inclusive were paid as at 30th June, 2024. Seconded: M Paterson*
- *Andrea Nicholson moved that the creditors of \$5760.00 excluding GST as at 30th June 2024, be passed for payment. Seconded: M Paterson*
- *Andrea Nicholson moved that the credit card balance of \$428.78 for the month of June be passed for payment. Seconded: M Paterson*

It was queried why the BOT are approving the financials after they have been paid in (retrospective).

- *Andrea Nicholson moved that the internet payments of \$47,022.60 GST inclusive were paid as at 31st July, 2024. Seconded: A Rapson*
- *Andrea Nicholson moved that the creditors of \$4,586.00 excluding GST as at 31st July, 2024 be passed for payment. Seconded: A Rapson*
- *Andrea Nicholson moved that the purchases of \$112.67 for the month of July on the Credit Card be passed for payment. Seconded: A Rapson*

### **3.3 Health & Safety**

Odette spoke about the Health & Wellbeing survey. It is in the process of being analysed. The Health & Wellbeing survey will be conducted annually at the start of Term 2.

Protective gear includes gowns (that cover clothing), face shields and perhaps arm shields.

### **3.4 Staff Management**

Overentitlement teachers: Andrea will receive the staffing component for 2025 in the next few weeks. Andrea will send an email to trustees once the information is received on what extra staffing is needed.

Advertising for Junior Deputy Principal , Kaiako and general classroom teacher at present.

There will be another round of advertising for an over-entitlement teacher once the information from the MOE is received regarding staffing.

### **3.5 Asset Protection**

Property Report has been tabled.

Issues with fire drill was it was too slow.

Relievers and CRT did not know the routine, this is being addressed.

Children to now sit in Team groups.

Our special needs children, to tighten up on the procedures with the staff that are looking after them.

Class lists are in the Team order to make giving them out more efficient.

AC units, Andrea to check with Steve to get a timeframe on when these are expected to be installed.

### **3.6 General**

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

#### **4. Policies:**

This is the process that we will use now we are a SchoolDocs school:

1. All Board members, staff and school community are to be reminded to review the policies that are due for review at the start of each term. This will be minuted in the Board agenda and minutes and added as an action in the list for trustees; in the newsletter for parents and whatever is most appropriate way for staff.
2. At the end of the term, the review is closed and SchoolDocs review all of the feedback and update. Once this is available on the Demo site, there is time (approx. 5 weeks) for schools to read the updates, consider any actions recommended by SchoolDocs and contact them with any questions.
3. SchoolDocs inform the school that the updates are 'published' - the Board, staff and school community are informed that the updated policies are available and the Board minute the updated policies.
  - Loren Hunter has been delegated the policy portfolio, which means she is responsible for reviewing the SchoolDocs updates and explaining significant policy changes to the Board.
  - Concerns & Complaints Policy, Performance Management Policy and Protected Disclosure Policy is being reviewed this term.
  - To let the community know of Policies to be reviewed and put the link to the Schooldocs in the newsletter.
  - BOT workplan for 2024 has been tabled.
  - Suggested to put Board conference details for next year so it is booked earlier (early bird).

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

Anita will attend as the delegate for NZSTA.

Audit Report discussed.

- Principal expense claims to be approved by BOT.
- To include Journal Report. To add a reason why journal was done.
- Deficit budgeting, usually this happens when we are granted more money for a particular budget. Andrea will check with the accountant about this.

Cyclical project / maintenance work sheet 2024.

This is a report to show the board how the spending is going after 6 months.

Schooltex Contract (school uniform). Odette to send to board via email for approval.

The board went into committee at 5.08pm.

#### **6. Business for Next Meeting:**

#### **7. Next BOT Meeting:**

#### **8. In Committee:** at 5.08pm

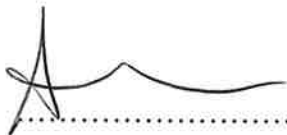
#### **9. Closing Karakia**

#### **10. Meeting Closure:** at .

**11. Action Items:**

WHO	ACTION	COMPLETED BY
Anita	Staff Training to be organised for how to deal with irate and violent parents. To find providers and book in for 2025.	
Odette	Wellness Survey – is being analysed at present. This survey will go out each year. Early term 2. Questions will be more streamlined.	
Anita and Andrea	The financials be put into a table format so they are easier to follow. Work in progress. A simple format.	Ongoing
Anita	Arrange with Kristy to remove obsolete policies to put link to school docs.	Completed
Anita and Andrea	Actions to be completed from the Audit Closing Report.	Completed
Anita	To provide a conflict of interest template. Anita to send to Odette	August Board Meeting
Anita	Liaise with Steve and MOE regarding security of the admin building	In progress
Jenner	Report on conference	September meeting
Odette	Update member details on newsletter and circulate Board member contact details	Completed

Confirmed on this 25 Day of Sept 2024 as a true and Correct record with amendments.



.....Presiding Member