



Katikati Primary School Board of Trustees Monthly Meeting

Date: Wednesday 26th June 2024 at 4.00pm in the school boardroom.

1. Karakia

2. Administration Matters:

2.1 Present: A Rapson, L Hunter, A Willett, M Paterson, M Dyer, V Uilou, O Hussey, J Ballinger-Judd

2.2 Apologies: M Kedian. **Absent without apologies:** R Nathan

2.3 Confirmation of minutes held 29th May 2004 as a true and correct record.

Matters Arising:

Moved A Rapson. Seconded V Uilou.

2.4 Correspondence:

Inwards:

Letter of Resignation: This will be discussed in committee.

2.5 Conflict of Interest:

None declared.

3. Principals Report:

3.1 Strategic Section

Marlene discussed the Learning Centre Report. Discussion points included:

- Our ORS funded children are increasing.
- We are expected to have the ORS funded children at school for 30 hours per week, yet they are only funded for 19-20 hours. This is causing a shortfall in funding.
- The Learning Centre/SENCO area is seriously under resourced. The role of SENCO is run by one person. This role used to be 1.8 people.
- The front door in the office is a serious breach for children to escape through to the road. Need to contact the MOE to solve this problem.
- Discussion on how to improve communication with our ESOL families. Suggestions were to connect with College, Translate App, Resource Center for translator.

Amanda discussed the Principal's Report.

UPCOMING EVENTS For BOT approval:

- 26th July: Riding for the Disabled- every Friday for the first 8 weeks of Term 3
- 1st August: Kaha Group fortnightly visits to Aongatete Lodge (15th August, 12th Sept, 26th Sept)
- 6th August: Student Librarian trip to Katikati public library

A Willett moved to approve the upcoming events. Seconded M Paterson.

3.2 Financial

- Amanda Willett moved that the internet payments of \$99,358.91 GST inclusive were paid as of 31st May, 2024. Seconded: A Rapson
- Amanda Willett moved that the creditors of \$20,198.04 excluding GST as of 31st May 2024, be passed for payment. Seconded: J Ballinger-Judd
- Amanda Willett moved that the credit card balance was \$0.00 as not used in May. No statement supplied. Email confirming no spend. Seconded M Paterson.

Correction on page 8 - Curriculum Support Programme under ORS of \$3157. This bill was paid twice so the overpayment will be credited back.

3.3 Health & Safety

- Double check that the code of conduct is visible to visitors when going into classrooms.
- Parents parking on yellow lines outside of Primary School. To contact the college regarding this.
- Staff have been asked to report any incidents and to fill out an incident report to identify trends and for reporting purposes.

3.4 Staff Management

The following staff appointments have been made for Term 3 to the end of the year. A Willett moved to ratify the following positions. Seconded: M Paterson.

- Janneke Tata to be appointed to a fixed term full-time position
- Sybil Paterson to be appointed to a fixed term full-time position to teach a new entrant overflow class

3.5 Asset Protection

3.6 General

4. Policies:

SchoolDocs is the system we will use to review all policies. When policies are due for review we will communicate this to parents and the community in the newsletter and on Facebook.

Appointment Procedure: no changes. Moved A Rapson. Seconded J Ballinger-Judd.

- Jenner invited Val to sit on the personal committee. Val is happy to support.

Safety Checking: no changes. Moved A Rapson / J Ballinger-Judd

5. General Business:

- Contact details for the Board – discussion to use kksbot email address as the primary method for the school community to communicate with the Board; update on the newsletter and the website. Three members have access to this email.
- Lessons learned – Personal Grievance subcommittee report discussed.
- Jenner gave some verbal feedback on the conference that she attended.

6. Business for Next Meeting:

7. Next BOT Meeting: Wednesday 28th August 2024 at 4.00pm.

8. In Committee: at 5.15pm

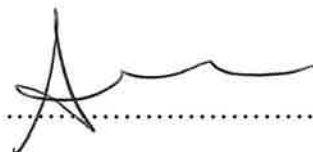
9. Closing Karakia

10. Meeting Closure: at 5.45pm.

11. Action Items

| WHO | ACTION | COMPLETED BY |
|------------------|--|-----------------------|
| Michelle? | Staff Training to be organised for how to deal with irate and violent parents. | Anita to contact. |
| Michelle | Wellness Survey- where to from here? | Anita to contact. |
| Anita and Andrea | The financials be put into a table format so they are easier to follow. | Term 3 |
| Anita | Arrange with Kristy to remove obsolete policies to put link to school docs. | ASAP |
| Anita and Andrea | Actions to be completed from the Audit Closing Report. | Term 3 |
| Anita | To provide a conflict of interest template | August Board Meeting |
| Anita | Liaise with Steve and MOE regarding security of the admin building | ASAP |
| Jenner | Report on conference | August Meeting |
| Odette | Update member details on newsletter and circulate Board member contact details | Before August Meeting |

Confirmed on this 28.....Day of Aug.....2024 as a true and Correct record with amendments.



.....Presiding Member

