



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

Date: Wednesday 13 December 2023 at 4pm in the School Boardroom

### **List of Actions:**

1. Community Consultation to be reviewed and Strategic Plan drafted for BOT approval.
  - Thanks to Jenner and Anita for helping with this.
  - Strategic Plan is drafted from community consultation.
  - To have a committee not co-opted to the Board but co opted onto a subcommittee for a specific purpose, with one person reporting back to the Board. (Working group.) Can have multi groups working on different tasks. Will need resourcing. Intention of process what do we want to gain for it.
  - To include statement about cyber safety.
2. Appointment has been made to cover for Odette's leave of absence. Welcome to Jen Evans.
3. Physical Restraint trends to be discussed at Health and Safety Meeting. This will be discussed under Health & Safety.
4. Andrea to contact MOE re physical restraint training for all staff. This will be discussed under Health & Safety.

### **1. Administration Matters:**

**1.1 Present:** R Nathan, L Clark, M Kedian, J Ballinger-Judd, A Nicholson, O Hussey, A Willett, A Morriss, M Paterson (left meeting at 5.30pm), A Rapson

**1.2 Apologies:** Nil

**1.3 Confirmation of minutes held 25<sup>th</sup> October as a true and correct record. *Moved R Nathan. Seconded M Kedian. Carried.***

#### **Matters Arising:**

- Thank you to Luke for sponsoring our AED for new battery and pads.
- There are still some exit interviews to complete.

### **1.4 Correspondence**

- Marlene Dyer leave request – Week before and week after September holidays. Cover for Marlene will be SLT. Board suggested if there was any staff who wanted to step up and broaden their skill set. Leave approved.
- Linaire Benn leave request – term 2 off next year (10 weeks). There is a plan in place to cover Linaire. Board felt a replacement TA would be needed for this time. Leave approved.
- NZSTA – specific under the Vulnerable Children Act that poses a threat to children. Roy will source documentation regarding any engagement with OT as well, to be mindful of. Anything a breach of the VCA or our policy. We are mainly concerned those that have had violence offences.
- MOE – physical restraint. Reply from the MOE that they do not recommend universal training for all staff to do physical restraint as they are worried we may do it willy nilly. De escalation is always the first priority. We would

rather have a staff trained so they are doing it correctly. They have supplied us with some accredited trainers. Included in the packs are the list of incidents where children had to be restrained. Identify children that could need restraining and get the MOE back in for training. Michelle suggested to ask the staff if they would like to get training, benefits. Some may not feel that they would be comfortable to do this. SLT cannot be everywhere once.

## **2. Principals Report:**

### **2.1 Strategic Section**

Anne Morriss talked about her End of Year Aggregated Data 2023.

Yr 2 & 3 reading – 86% has made accelerated progress as well as writing.

Children that have not made the expected progress are either ESOL or have attendance issues.

Children who are not making progress have special programmes catering for them.

Amanda Willett talked about her End of Year Report.

We have a lot of support programmes for Yr 4 – 6 this year.

Hayley's group has made amazing progress.

Accelerated and progress percentages together, great results.

Charter goal – this was blown out of the water. Was hoping for 55% and we reached 75% achievement across all ethnicities.

Well done to the staff.

Hone suggested we have representation from just the one Marae Te Rereatukahia as most of our pupils are from there. Otawhiwhi Marae and Tuapiro go to Waihi Beach. Some representation to help support our cultural pedagogies. Val will be a liaison rather than a co opted BOT member - Hapu elected liaison. Nga Te Rangi genealogy is for all 3 Marae. Leave politics behind and communicate with Val. Parents want children to walk tall in all worlds. To be able to get into Whare Kura. Children are on wait lists as their te reo is not up to standard. Should consider co opting on the Board a Whanau representative. Partnership and transparency with the focus on our children. Authentic relationship. Board requested Hapu minutes that reflects that decision. Clarification what we heard at the whanau hui, a liaison between Val and Andrea. Andrea received an email from Hone just to say that Val was the hapu liaison.

It was questioned why we needed to see the minutes - To provide the evidence that the hapu all agreed to this. Making sure all is above board.

Is the board happy to second a representative to co opt onto the board to support cultural pedagogies. Finalise the process, get some clarification on Val who stated she was liaison? Sit at Board with all rights. Available to tweak the MOU, have some representation.

### **2.2 Financial**

- Andrea Nicholson moved that the internet payments of \$73,177.41 GST inclusive were paid as at 31st October 2023. *Seconded L Clarke*
- Andrea Nicholson moved that credit card payments of \$50.00 including GST as at 31st October 2023 be passed for payment. *Seconded L Clarke*
- Andrea Nicholson moved that the creditors of \$7,646.19 excluding GST as at 31st October 2023 be passed for payment. *Seconded L Clarke.*

Draft Budget 2024

Changes will be made in the new year.

We are also expected a donation of \$30k from a community member.  
MOE has signed off the shade structure.

A Nicholson asked if the Board were happy to approve the draft budget. Board approved.

### **2.3 Health & Safety**

Wellness survey. TA's have completed this as well.

With employing 2 new teachers have reduced class numbers.

Resurrecting a social committee.

Michelle requested to have the survey results sent through to her.

To have a subcommittee to look at the results and come up with initiative, /asked that the H&S committee drive this.

Physical restraint – would be helpful to know the outcomes of these (standdown?)

Also to know how many children were involved before. Separate Triggers and comments in separate columns.

H&S committee to have more staff representation without the title of Manager.

### **2.4 Staff Management**

A Nicholson has requested that the \$6,000 that has been paid into the Operational Fund for Principal well being by carried over until 2024. This has been requested by the MOE as the money did not arrive until Term 3, that it is minuted. *Board approved.*

#### **Teaching Staff Appointments for 2024**

Staff appointments have been undertaken for 2024 in line with our personnel policy and we have fulfilled our obligations as set out in our policy and procedures. As the positions were all Scale A, a panel of four was set up for the process including myself, Anne Morriss, Amanda Willett and Jenner Ballinger-Judd. Adverts were placed nationally, and a shortlist was drawn up. Equal employment opportunities were considered during the process and due care and consideration was given to ensure that the candidates appointed were the best people for the jobs. Interviews were held and references were sought for the preferred candidates.

The following appointments have been made and need to be ratified:

Ms Tammy Parker to be appointed to a permanent Scale A position.

Mrs Cathy McGeady to be appointed to a permanent Scale A position.

Mrs Sam Brown to be appointed to a permanent Scale A position.

Mrs Tracy Pridham to be appointed to a permanent Scale A position.

Mrs Jennifer Van Huckelum to be appointed to a fixed term Scale A position.

Mrs Jessica McLean to be appointed to a fixed term Scale A position.

Ms Alison Steenson Leek to be appointed to a fixed term Scale A position.

Miss Kasey Bennett to be appointed to a fixed term Scale A position.

Ms Carol Christie to be appointed to a fixed term Scale A position.

*A Nicholson moved to ratify the above position. Seconded M Paterson.*

### **2.5 Policy & Procedures**

Travel Policy – will leave now as we will engage school docs.

CRT POLICY – approved.

**2.6 Asset Protection**

Steve's property report was good.

**Asset Management**

Hall – belongs to the MOE but we have been paying for insurance on it. Board happy to remove from our Asset register. The MOE has it insured, Andrea has checked their website and it is 100% on there.

Records for destruction:

List is included in your packs.

We do not need to send them to a destruction unit, we can burn them.

*Board approved.*

It was resolved that an application be made to Grassroots Trust to pay for teacher aide time to run our sensory room "The Space" for 6 months starting 7th February 2024. The total requested is \$15,000 excluding GST. *Board approved. Roy signed off.*

**2.7 General**

*A Nicholson moved to approve her report. Seconded L Clark.*

Thank you from Roy to Andrea, Leadership and staff, has been a tough year.

Formal Complaints 2023: No comments

A parent came into the school swearing in front of staff and student, Andrea contacted her and now she has made a formal complaint about the school.

Went into committee at 5.39pm.


**3. General Business:**

**4. Business for Next Meeting:**

**5. Next BOT Meeting:**

**6. Meeting Closure:** at.

Confirmed on this 27 Day of March 2024 as a true and Correct record with amendments.

P.P.  Presiding Member