



Katikati Primary School Board of Trustees Monthly Meeting

Date: Wednesday 28 February 2024 at 4pm in the School Boardroom

Nomination for Chairperson: R Nathan (by Proxy) nominated A Rapson. Seconded by J Ballinger-Judd. Accepted. Carried.

Nomination for Treasurer: A Nicholson nominated M Kedian. Seconded by J Ballinger-Judd. Accepted. Carried.

Nomination for Property: A Nicholson nominated L Clark. Seconded by A Rapson. Accepted. Carried.

Nomination for Personnel: A Rapson nominated J Ballinger-Judd. Seconded by A Nicholson. Accepted. Carried.

Nomination for Privacy Officer: A Nicholson nominated A Rapson. Seconded by J Ballinger-Judd. Accepted. Carried.

Nomination for EEO: A Nicholson nominated J Ballinger-Judd. Seconded by A Rapson. Accepted. Carried.

List of Actions:

1. Relieving TA for Liaire's leave to be organised
2. Update changes to strategic plan
Cyber safety has been completed. A Rapson suggested Goal 2 – agriculture should be amended to agriculture/horticulture. With this change the board were happy to sign off for submission to the ministry.
3. New members for healthy and safety committee
A Nicholson advised they are looking for extra person for this board.
4. Find out which staff members would appreciate being trained in physical restraint. Five have asked for training made up of Teachers and Teacher Aides.
5. Hapu minutes regarding Val's appointment as hapu liaison
6. Revise the physical restraint recording doc to show triggers and outcomes
A Nicholson advised this has been updated.
7. Board Members to keep a record of their hours for end for end of year audit.
It was questioned how to capture hours. It was advised that a spread sheet was emailed out to board to assist with this.

1. Administration Matters:

- 1.1 **Present:** A Rapson presided, M Kedian (late), J Ballinger-Judd, A Nicholson, A Willett & J Evans.
- 1.2 **Apologies:** M Paterson, R Nathan, L Clark.
- 1.3 **Confirmation of minutes held 13 December 2023** as a true and correct record.
Moved J Ballinger-Judd. Seconded A Rapson. Carried.

A Rapson questioned 2.1 regarding the co-opting new members on to the board. A Nicholson advised it was discussed but nothing agreed on. Moving forward maybe we need to look at the rules of co-opting members. J Ballinger-Judd gave a brief of what the rules are. J Ballinger-Judd offered as the EEO to work with A Nicholson to create a procedure for co-opting new members. All agreed timeline for this was as soon as possible. Issues discussed that needed to be attended to with regards to this.

M Kedian arrived.

1.4 Correspondence

Liz Woods request for leave – discussed under General Business

MOE – confirming that they own the hall and have it insured. However unlikely to reinstate if something happened to it.

2. Principals Report:

A Nicholson presented her report:

2.1 Strategic Section

Roll: 2023 – 477; 2024 -470

STRATEGIC GOAL ONE: To enhance the children’s academic achievement.

ANNUAL REPORTS: Included in the BOT pack this month are the Strategic Plan, Annual Plan 2024 and Analysis of Variance 2023 that we send off to the MOE. This was discussed and approved to be sent to the ministry.

READING RECOVERY 2023: Included in your pack is an overview of our 2023 Reading Recovery Programme. The programme delivers support for our most at risk junior readers. To support the junior whānau class, Andrea Menhinick will be taking a literacy group this term.

STRUCTURED LITERACY: Our unit holders will be providing on-going professional development and support for teachers throughout the year. They started with a full day PLD and support with planning during our TOD.

KAIAWHINA APPOINTMENT: We appointed Wallena Pauuvale Samuels as kaiawhina for Term 1. There was a delay while the police vet was processed but she is due to begin work on Monday the 26th February.

STRATEGIC GOAL TWO: To reflect our community within our school

MATAKANA POD: We currently have 46 tamariki in Matakana. We are pleased that Rawiri Henare is continuing on with our kapa haka group, he started his programme in Week 2.

CULTURAL PEDAGOGIES UNIT HOLDER: We have reinstated our Cultural Pedagogies Unit. Tammy Parker will be the leader of this development school wide.

WHĀNAU HUI: Our first whānau hui for the year was held on the 15th February. We discussed the new Kaiako position as well as the curriculum plans for the classes in Term 1.

PROMOTING BILINGUALISM: Our librarian, Rhiannon, has introduced a community languages section to the library that will provide a selection of books in languages frequently spoken in our school community. These books will be borrowed from the National Library so can be rotated over time. She also plans to borrow books from the National Library on “The Power of Overcoming: Stories of Adversity, Strength, Hope and Healing” to support our focus on wellbeing and trauma.

WHĀNAU PICNIC: This was held on the 20th February. Families had the opportunity to pop in and meet their child’s teacher for the year and a free BBQ assisted in encouraging as many as possible to come along.

BILINGUAL APPOINTMENT: A Nicholson advised that the Bilingual Role had received four applications from which there wasn’t a suitable candidate. The role has been readvertised on different platforms for four weeks.

STRATEGIC GOAL THREE: Promoting wellbeing for all

TRUAMA INFORMED PRACTICE (TIP): Lynda Knight de Blois has been confirmed as our facilitator for TIP this year. Lynda is a MOE approved facilitator and a current principal. Both teachers and teacher aides attended a TOD with Lynda. She will be working with us throughout the year and plans to run a session for families in Term 3.

SOFT START: As part of our trauma informed practice, we are introducing a soft start throughout the school this term. The aim is to reduce stress for children coming to school. Mel and Jennie have been running the initiative in their classrooms with positive outcomes in Term 4 last year. Mel gave an overview at the meeting.

SEASONS FOR GROWTH: The Seasons Programme will be running at our school this term. It is to help children dealing with grief or loss. The focus for this term will be on coping with change.

PB4L(Positive Behaviour For Learning): Our school has been accepted to take part in the PB4L tier 2 training this year. This will enable us to concentrate on our moderate behaviour concerns. We started the training on the 15th February. The second tier will involve a new team of teachers as the current ones will continue to promote the house rewards, ERICA’s values and our community cards to stop these dropping off. We are delighted that Karen Mackie, with whom we have a long association both as a teacher and RTLB, will be our facilitator.

MENTAL HEALTH CLINICIAN: Andrea was on the appointment panel with members of the DHB at the end of last year, to appoint a mental health clinician to work with the schools between Te Puna and Katikati. The principals have campaigned hard to get this professional appointed. Their role will be to work with children and their teachers if they are presenting with mild to moderate mental health concerns. We are also hoping that they may be able to use their DHB connections to assist with referrals for our higher level concerns. Although they are overseeing several schools, at least it is a move in the right direction. The plan is to employ 2 non clinicians to work with her, who will work under her guidance.

We are also pleased to hear that the MOE has employed a new Educational Psychologist to work at our school, after almost 12 months without one. We currently have 8 children who qualify for support from the Educational Psychologist. At this stage she is only able to pick up 2 as her caseload is already full.

It was noted that we have eight children who meet the criteria for extra support from the MOE psychologist, for which we have only been offered support for two. Teachers have noticed the children coming back to school have been unsettled. Police have been involved with families in some cases. Professional development is being provided to assist teachers dealing with these children. It was questioned if lobbying local MP's would have an impact. Maybe stories from parents to promote issues anonymously.

GULLY PROJECT: We are very fortunate to have support from Rotary and Project Parore to overhaul the gully. The plan is to clean out the area and then invite the children to be part of a planting project.

UP COMING EVENTS For BOT approval:

5 – 7/3: SCHOOL DISCOS

5/3: TEAM 2 SWIMMING SPORTS @KKPS

12/3: TEAM 3 SWIMMING SPORTS @ DAVE HUME POOL

19/3: TEAM 1 SWIMMING SPORTS @KKPS

20/3: WBEET ASPIRING FUTURE LEADERS

26/3: NORTH CLUSTER SWIMMING SPORTS

Risk analysis has been completed for these events which will be emailed to board after the meeting as good practice for their information.

2.2 Financial

After reviewing the end of year financial statements, there have been minor changes made to the draft budget presented to the Board at the end of 2023. The budget will need to be ratified at the meeting.

Financial November 2023:

1. We are 92% through 2023 and expenditure in the Operating Accounts is currently 112% (Our Income is at 123%).
2. We have a \$188,159 operating surplus with a \$877,132 working capital surplus at the end of November.

FOR RATIFICATION AT THE NEXT BOT MEETING:

- Andrea Nicholson moved that the internet payments of \$93,679.58 GST inclusive were paid as at 30th November, 2023.
- Andrea Nicholson moved that the creditors of \$12,688.32 excluding GST as at 30th November, be passed for payment.
- Andrea Nicholson moved that the credit card payments of \$776 GST inclusive as at 30th November, be passed for payment.

Comments:

- Our budget for the office stationery sits at 105% expenditure, \$455 having been paid for general stationery for the new year.

- Our budget for cleaning and sanitation sits at 103% expenditure, for cleaning materials, rubbish removal and the towel contract. Rubbish disposal has been more expensive than anticipated and will need to be looked at for 2024.
- Our budget for the painting contract sits at 105% with completion of the scheduled work this month.
- Our budget for consumables copier charges sits at 157% expenditure, the contract will be reviewed with the company at the beginning of next year.
- Our budget for laminator/ binder sits at 134% with new laminating sheets having been purchased.

Financial December 2023:

1. We are 100% through 2023 and expenditure in the Operating Accounts is currently 125% (Our Income is at 138%).

2. We have a \$237,088 operating surplus with a \$701,181 working capital surplus at the end of December.

3. FOR RATIFICATION AT THE NEXT BOT MEETING:

- Andrea Nicholson moved that the internet payments of \$63,381.35 inclusive were paid as at 31st December, 2023.
- Andrea Nicholson moved that the creditors of \$14,099.06 excluding GST as at 31st December, be passed for payment.
- Andrea Nicholson moved that the credit card payments of \$497.81 GST inclusive as at 31st December, be passed for payment.

Comments:

- Our budget for Stationery and Hats sits at 118% expenditure, the budget will need to be increased for 2024.
- Our budget for Board Fees sits at 172% expenditure, this will need to be increased for 2024.
- Our budget for our Rubbish Disposal sits at 126% expenditure, this budget will need to be increased for 2024.
- Our budget for cleaners' wages sits at 108% expenditure, this budget will need to be increased for 2024.
- Our budget for Taha Maori sits at 129% expenditure, \$125 having been paid for kapa haka catering.
- Our budget for consumable copier charges sits at 184% expenditure, this budget will need to be increased for 2024.
- Our budget for our personnel sits at 122% expenditure, due to wage increases coming in mid year.

Financial January 2024:

1. We are 8% through 2024 and expenditure in the Operating Accounts is currently 7% (Our Income is at 16%).

2. We have a \$333,025 operating surplus with a \$1,028,665.93 working capital surplus at the end of January.

FOR RATIFICATION AT THE NEXT BOT MEETING:

- Andrea Nicholson moved that the internet payments of \$37,500.48 inclusive were paid as at 31st January, 2024.
- Andrea Nicholson moved that the creditors of \$72,690.49 including GST as at 31st January, 2024, be passed for payment.
- There were no expenses for the credit card as at 31st January, 2024.

Comments:

- Our budget for Stationery & Hats sits at 28% for purchases for start of year.
- Our budget for Advertising sits at 24% for staff advertisement at the end of last year.
- Our budget for Medical Supplies sits at 22% for first aid room purchases for start of year.
- Our budget for Cyclical R & M buildings sits at 43% for supply and installation of grating between walkway roof and building.
- Our budget for Cyclical R & M floor sits at 63% for carpet cleaning.
- Our budget for Cyclical R & M Paving & Grounds 97% for asphalt that was laid over the summer.
- Our budget for Science sits at 40% for 2024 House of Science membership.
- Our budget for Literacy sits at 84% for start of the year books.
- Our budget for Numeracy sits at 50% with 2024 Matific School Licences purchased.
- Our budget for Mathletics sits at 94% with the 2024 Mathletics subscription having been paid.
- Our budget for ICT Learning & teaching sits at 29% having paid the MOE Te Mana Tūhono annual contribution.
- Our budget for EAP sits at 19% one staff member having made use of the service.
- Our budget for Photocopy paper sits at 32% for purchases of paper for the new year.
- Our budget for Consumables sits at 25% for start of year binders and classroom requisites.

Payments for November 2023, December 2023 and January 2024 were discussed to be passed. Moved by A Nicholson, seconded by M Kedian.

KKPS Accountant – A Nicholson advised there is a lack of confidence with the service and accuracy from the accountant. More office time is needing to be spent on the annual accounts due to this. A Nicholson and R Richards have a meeting with the College next week to discuss with them. May need to look at other accounting packages. Aim is to have a proposal for the board for the next meeting.

A Nicholson advised that the Budget overrun of \$150k projected in the reporting may not happen and we are currently in a good financial position. Budget was discussed and passed.

2.3 Health & Safety

Minutes from Health & Safety Meeting on 22nd February 2024

Present: Andrea, Tania, Jen, Steve

I. The Board's commitment to workplace health and safety
Panels for the sliding gate in the car park area have now been fitted.

The police want us to send them our site plans and contact details in case of emergency - Steve will send off this information: plans@police.govt.nz

Wellness survey - BOT to look at the results and anything that the health and safety committee can work on could be brought back. Need to look at general themes. M Kedian advised she has already done this and is happy to attend the next H&S meeting to discuss with group.

Internal phone system needs to be promoted with staff - teachers' laptops need to be left open for the system to work unless teachers have the App on their phone. Leaders to discuss with their teams. Not having a teacher's desk in the classroom may be an issue.

Steve has changed the school phones so that the automated message is used outside of 7.00am to 5.00pm rather than 8.00am till 4.00pm.

II. Monitoring, tracking, reporting and evaluation of the workplace health and safety system

Odette has sent Steve the template to remind children and parents that children are not allowed on the playground before or after school when it's not supervised. These will be put up.

III. Risk identification, assessment and management

Our fire procedures have been sent for approval and came back with items which need to be amended. The feedback was overly complicated. Jen will find the document and Steve/Andrea to have another look at it.

Mowing of the back field- Steve is doing as much mowing as possible after school. Needs to be reinforced with staff and relievers that they are not to send children out to the field without supervision. If the mower is in operation the children need to be kept off. This will be brought up at leadership.

Climbing on roofs -Steve has organised for an engineer to screw a grate up into the gaps around the stairs outside the resource room to stop children climbing onto the handrail and windowsill to get onto the roof. This seems to have been working so far in this area.

Heat Pumps/Airconditioning- Staff without heat pumps would like to have it recorded that the heat is unbearable for teachers and students in the classrooms at present. Rooms 3,4,5,6,7,8,9,10,11 and Matakana Pod do not currently have a cooling system. We are aware of the issue but nothing is budgeted. If we look at other options we have to get something that works. The high ceilings cause an issue. Our architect will come back with the most practical and cost effective solution for the Board to consider. We discussed portable free-standing coolers but these will only cool a small area.

J Ballinger-Judd raised concerns over the large number of rooms without heat pumps and thought the board needed to look at a temporary solution.

Suggested to have a air-conditioning company to give advice on a temporary solution ie hire portable air conditioning units. It was questioned if we have contacted the Ministry regarding this. A Nicholson advised that we were unlikely to good outcome from doing this.

Fencing Panels and Bolts for the Gate- Some of these were stolen during the school holidays.

Steve is working with the contractor to get the panels refitted. We are having issues getting new bolts and washers to put the gate back up. Steve has put up a temporary barrier.

Near Miss:

Children in Swimming Pool during Holidays- The children climbed over the fence in the garden area, onto the garden shed and then over the pool fence. They pulled the cover half back to swim. To get out they moved the bin in the pool area next to the fence.

The fence met standards when it was put in but we need to look at whether it still does. Steve to look at the regulations for school pool fencing. Steve will print out the photo from the security camera so we can try to identify the children involved so we can contact the parents.

J Ballinger-Judd expressed concern that children have been using the pool outside school time and questioned if we have appropriate signage on the fencing to eliminate responsibility after hours. M Kedian to check for us.


Child knocked off bike on crossing - It happened when the crossing was unmanned, the girl was being accompanied by her mother. She was riding her bike across the crossing. We believe it was caused by sunstrike. The parents were going to report the incident to the police. The girl was shaken but able to go to class afterwards. A second incident happened today due to sun strike. Notice regarding this went out in the newsletter and will be communicated via Facebook.

IV. Information, training and supervision

V. Incident and accident reporting, recording and investigation

| DATE | AGE | SEX | TIME | LOCATION | HOW DID IT HAPPEN | INJURY | OUTCOME |
|----------|-------|-----|-------------------|-------------------|------------------------|-------------------------------|---------------------------------|
| 5.12.23 | Staff | F | During Class time | Inside Class Room | Book thrown by student | Hit the left side of face | Self-treated |
| 12.12.23 | 10 | F | Lunchtime | Sports Field | Running to get a ball | Rolled ankle on uneven ground | Went to doctors-pulled ligament |

Harm to staff

| | | | | | |
|----------|---------|---|---|-----------------------|---|
| 9/2/2024 | Teacher | M | A boy was very heightened - hit, punched, kicked and bit two SLT members. Had to be restrained. | Broken skin & bruised |  |
|----------|---------|---|---|-----------------------|---|

The boy was stood down following the incident. His dad has worked with the school to put a new behaviour plan in place.

VI. Worker participation in workplace health and safety

The Board has asked that we ask for an additional member of staff to come onto the Health and Safety Committee as we are management heavy at the moment. An email will be sent out to staff to put themselves forward. If more than one staff member volunteers, there will be a vote.

VII. Emergency planning and readiness

We will remind everyone what the lock down procedures are and what the alarm sounds like. We need to check that the procedures are up in every room.

2.4 Staff Management

PRINCIPAL APPRAISAL: It is compulsory now for Principals to take part in a professional learning group (PLG) on an annual basis. I will be continuing with the PLG I worked with in 2024 which consists of 4 local principals.

PROFESSIONAL LEARNING:

- 31st January and 1st February: Teacher Only Days

The first was based on literacy and the second on Trauma Informed Practice and the Curriculum Refresh.

19th February: Whole School PD – cultural pedagogies and trauma informed practice

Policy and Procedures:

Up date on School Docs – do we want to wait until this is set up before we start to review any policies for the year? A Nicholson advised it will take up approximately 6-10 weeks to set up this site. It was agreed to wait.

Phone Policy - We require to have a phone (including Smart Watches) policy. A Rapson will assist A Nicholson with this to present to the board at the next meeting.

Delegations to the Principal – Board has the operational policy. The Financial Condition (Monetary and Control) Sheet was distributed at the meeting and discussed. It was thought that this was fit for purpose and figures are workable. Approved by all.

A Nicholson moved to approve her report. Seconded A Rapson.

2.6 Asset Protection

S Graveson's property report was not presented for this meeting.

3. General Business:

1) Re -open Canteen for School Lunch Program

Proposition has been received to provide lunches to the students.

Concerns from S Graveson including

Who will be responsible for maintaining and replacing equipment and cleaning?

A Food Hygiene Certificate and Police vetting will be a requirement.

Is there any financial benefit for the school? Maybe hireage of equipment fee?

After a discussion all agreed for a trial period to see how it goes before committing to anything longer term, even if we don't make anything financially from this period.

2) Correspondence from Liz Woods

Liz Wood's daughter is getting married in Fiji and therefore seeking one week leave in September. Approved.

3) Vaping at School

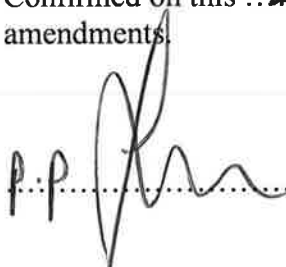
J Ballinger-Judd asked if KKPS has had any issues regarding vaping at school. A Nicholson advised there haven't been any issues this year. Concerns raised over the corner dairy selling vapes. Questioned if we could request not selling in school hours or to students. All decided this is more of a problem for the Katikati College and will be raised that their next board meeting.

4. Business for Next Meeting:

5. Next BOT Meeting: Wednesday 28 March 2024

6. Meeting Closure: Went into committee at 5.25pm.

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

.....Presiding Member