



## Katikati Primary School Board of Trustees Monthly Meeting

Date: Wednesday 27 March 2024 at 4pm in the School Boardroom

### List of Actions:

1. Health and Safety meeting to be set to discuss staff well-being survey next week.
2. Michelle Kedian to have a look at the signage at the pool and advise if additional signage is required. She advised that the Property Manager should do a maintenance check of the barbed wire around the top & a sign should be erected on each side stating "No Entry without staff present".
3. Decision to be made on the installation of air conditioning units in classrooms. This has been approved and will be installed for Term 4.
4. Community consultation to be undertaken on the new government directive on cell phones at school. Draft policy to be brought to the March meeting for sign off. A Nicholson advised to date there hasn't been any feedback.
5. Community consultation to be undertaken on the health curriculum statement – no feedback received to date
6. Follow up to be made regarding canteen proposal - completed
7. Unit consultation for DPs to be undertaken – in process
8. Date for whanau hui to be sent to Board members – done, thanks to Jenner for offering to come along

### 1. Administration Matters:

- 1.1 **Present:** J Ballinger-Judd presided, M Kedian, M Paterson, A Nicholson, A Willett & J Evans.
- 1.2 **Apologies:** A Rapson, R Nathan.
- 1.3 **Confirmation of minutes held** 28 February 2024 as a true and correct record. *Moved A Nicholson . Seconded J Ballinger-Judd. Carried.*
- 1.4 **Correspondence**  
Jnr Rooms 3&4 wished to do a repeat of the rubbish pickup – all agreed.  
Leigh Landman, has applied for one-week unpaid leave. Approved

### 2. Principals Report:

A Nicholson presented her report:

#### 2.1 Strategic Section

Roll: 2023 – 482; 2024 -480

#### **STRATEGIC GOAL ONE: To enhance the children's academic achievement**

**KAIAWHINA APPOINTMENT:** We are really pleased with how well the new kaiawhina is working in Room 25. Unfortunately, we haven't as yet been able to appoint a new kaiako for the class. Andrea is hoping to extend her contract into Term 2. She proposes that we offer her a contract until the end of the year. This will assist while we don't have a te reo speaking kaiako for the class and will assist the new kaiako hopefully coming in later in the year.

A Nicholson advised Wallena Pauuvale-Samuels is doing a wonderful job and would like to keep her to end of the year. Ten applicants have applied for the Kaiako position.

A Nicholson suggested Karen Cross to move up to senior class with Wallena's support. Janneke Tata to take the junior class. Starting from term three.

The position can be readvertised for next year. All agreed.

*APPRAISAL CONVERSATIONS:* The Deputy Principals have held appraisal conversations this term. The teachers have identified children in their classes who need to make accelerated progress as well as what they are going to put in place to assist.

### ***STRATEGIC GOAL TWO: To reflect our community within our school***

*CULTURAL PEDAGOGIES UNIT HOLDER:* Andrea and our Cultural Pedagogies Unit Holder went to a presentation by Russell Bishop. His focus is on closing the gap in terms of academic achievement. We came back with ideas for the induction of new staff to ensure consistency of approaches school wide.

Cultural leadership allowance is new funding for \$5000 per year. However, this needs to be in place by the end of term 1. As we haven't appointed this position as yet, it was suggested to appoint someone temporarily otherwise the funding will be given to another school. All agreed.

*WHĀNAU HUI:* There will be a whānau hui next week on the 28<sup>th</sup> March. It will be focused on strategic planning and consulting whānau on their aspirations for the pod moving forward.

### ***STRATEGIC GOAL THREE: Promoting wellbeing for all***

*TRUAMA INFORMED PRACTICE (TIP):* Lynda Knight de Blois is our PLD facilitator. She visited the school on the 18<sup>th</sup> and 19<sup>th</sup> March. During her visit she walked through classrooms; observed in the playground; held a staff meeting to raise staff members' understanding of the impact of stress on the brain and had 1:1 sessions with teachers looking at children for whom they had a concern. The teachers will start to implement the ideas for individual children and monitor effectiveness.

One of our target areas is behaviour in the playground. We are finding that coming in from breaks is often where arguments happen. We are going to structure the end of our breaktimes differently to have all staff out in the playground for the last 10 minutes before children come back to class. The reason behind this is for teachers to be able to intervene if they can see children becoming heightened and/ or to resolve issues between children before they get back to the classroom. It will also enable children to interact with and get to know a wider range of staff members.

*SOFT START:* At the beginning of the year we implemented a soft start across the school to help children to be more settled at the start of the school day. Some teachers are more experienced than others with the soft start, so we need to have further professional development in this area in order to ensure consistency of approach. We will be inviting one of our local Resource Teachers of Learning and Behaviour to provide professional learning and to help us refine what we have started.

*VISUAL TIMETABLES:* This month teachers and teacher aides have had professional learning based on the use of visual timetables and so that children know what to expect during their day, providing a sense of control or security for them. This is working well.

*PB4L(Positive Behaviour For Learning):* This year we are embarking on Teir 2 of PB4L. This tier is targeted at children with moderate behavioural concerns. It will tie in very well with our Trauma

Informed Practice. There will be a group of teachers leading this development school wide. It will look at providing interventions and supports to assist teachers and children.

It was asked how are the students being identified for this? Criteria? A Nicholson advised children have been identified by the teachers who are frequently involved in low level incidents.

A Nicholson advised that the MOE will be visiting next week with their new representative.

*MENTAL HEALTH CLINICIAN:* Andrea and Marlene Dyer met with our new clinician this month to discuss what the service will be able to provide for our school. The clinician will start working with children in Term 2.

*UP COMING EVENTS* For BOT approval:

10/4: WBOP SWIMMING SPORTS

6/5: TREASURING OUR PLACE: starts on the 6<sup>th</sup> May for the senior school\

Week 4 date to be confirmed: SCHOOL CROSS COUNTRY

Board approved these events.

## 2.2 Financial

The draft financial statements for 2023 are included in the Board pack. As there were no questions regarding these financial statements, all agreed for them to be approved and signed.

Financial February 2024:

1. We are 16% through 2024 and expenditure in the Operating Accounts is currently 15% (Our Income is at 24%).
2. We have a \$298,843 operating surplus with a \$985,899 working capital surplus at the end of February.

· Andrea Nicholson moved that the internet payments of \$172,239.03 inclusive were paid as at 28<sup>th</sup> February, 2024.

· Andrea Nicholson moved that the creditors of \$21,610.35 including GST as at 28<sup>th</sup> February, 2024, be passed for payment.

· There was \$337.15 expenses for book purchases for Resource Room on the credit card as at 28<sup>th</sup> February, 2024.

February accounts were moved to be approved by A Nicholson and seconded by J Ballinger-Judd. All agreed.

Comments:

- Our budget for Stationery/hats sits at 58% for stationery purchases to set up for the new year.
- Our budget for Office Stationery sits at 21% for office stationery purchases of \$416.00 to set up for the start of year.
- Our budget for Cyclical Repairs/Plant repair sits at 31% for servicing of pool hoist, bearings for tyres and tools of \$1377.00.
- Our budget for Cyclical Repairs/Swimming pool sits at 35% for pool chemical purchases of \$1231.00.
- Our budget for Cyclical Repairs/Buildings sits at 54% - office window latch, building supplies, fix drain pump of \$577.00.
- Our budget for Asset Protection/Vandalism sits at 48% for replacement of safety glass of \$960.00.

- Our budget for Pod Resources sits at 34% for classroom purchases to set up for the new year.
- Our budget for Literacy sits at 101% with purchases of books for the year of \$818.00.
- Our budget for Maths Numeracy sits at 64% for maths consumables of \$744.00.
- Our budget for Learning & Teaching sits at 33% for Kiwi Kids News subscription of \$199.00.
- Our budget for eTAP sits at 58% for eTAP annual subscription of \$4897.00.
- Our budget for the Principals' Association sits at 43%, an annual subscription having been paid this month.
- Our budget for Copier Charges sits at 91%. We had to pay \$1,326 for printer cartridges (none needed to be purchased in 2023). This budget line will overrun.
- Our budget for the laminator and binder sits at 78%, stock having been purchased for the new year.
- Our budget for EAP sits at 57%.
- Our budget for Teacher Registrations sits at 35%, registrations for renewal will come up throughout the year so some months will be heavier than others.
- Our budget for trophies sits at 39%, this should balance out as we move through the year.

It was questioned if our working capital figure is high. A Nicholson advised it doesn't need to keep at that level, giving available funds to spend as necessary.

## 2.3 Health & Safety

### Health & Safety Meeting Minutes

**Date:** 20th March 2024

**Present:** Andrea, Tania, Jen, Steve

**Apologies:** No apologies

#### I. The Board's commitment to workplace health and safety

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](mailto:plans@police.govt.nz) - underway

Wellness survey - Michelle would like to meet with any of the Health and Safety Committee who are available on the 3rd April at 3.20pm to discuss where to from here.

#### 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. Steve to send to the signwriter.

#### III. Risk identification, assessment and management

Jen will send the digital document to Steve for our fire procedures to make alterations.

Mowing of the back field- This won't be an issue during the cooler months. Another reminder to teachers and relievers that they are not to send children to the backfield unattended.

Heat Pumps - The Board has approved changes to our 5YA plans so that heat pumps can be fitted before next Summer.

Fencing Panels and Bolts for the Gates - The gate has been fixed, replacement panels have been delivered.

#### Near Miss:

Children in Swimming Pool during Holidays- Couldn't discern from the photographs which children were involved in swimming when the pool was closed over the holiday. Steve has checked the regulations, the height of the fence is compliant. Steve has screwed down any fence panels that were

becoming loose. Michelle Kedian<sub>5</sub> will have a look at the pool fence to see if we have adequate signage to cover the school if the pool is misused out of hours.

Child knocked off bike on crossing - An article has been put in the newsletter to remind parents to take care when approaching the crossing due to sunstrike at this time of year. Children have been reminded that they need to walk their bikes/ scooters across the crossing.

#### IV. Information, training and supervision

Whole school are undertaking PLD on trauma informed practice.

#### V. Incident and accident reporting, recording and investigation

DATE	AGE	SEX	TIME	LOCATION	HOW DID IT HAPPEN	INJURY	OUTCOME
15.3.	10	M	Lunch	Field	Playing soccer	Rolled ankle	Possible sprain
15.3	10	M	Lunch	Field	Playing soccer	Hurt knee when collided with friend	Possible sprain
18.3	11	M	Lunch	Field	Ran into a goal post	Bruise	Ice pack

No follow up action needed

#### Harm to staff

Date	Role of Staff	Harm caused by	Description of Incident	Injury/Harm	Photo
13/3/2024	Teacher Aide	Child	Fight between two boys inside classroom. Got between them to stop the punching. Student started punching middle ring finger on left hand and arm	Bruised. No further treatment required	
13/3/2024	Principal	Parent	Parent heightened after being called in regarding incident above. Slapped Principal across the face.		

The boy involved in the first incident was stood down for two days. A physical restraint form was sent to the MOE.

The parent has been charged and a trespass order put 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 was sent out to all staff to put themselves forward.

#### VII. Emergency planning and readiness

A false alarm was triggered on the 14th March. This happened at the end of the school day. Teachers need to be reminded that they don't go back to class first if they are already outside. Parents were asked to go to the backfield.

It was noted that nobody extra has put their hand up to come on committee. It was questioned if an incentive should be made to attract someone. Is Gift card? M Kedian thought it was worth considering. A suggestion was made to start mingling with staff as they did prior to COVID. Morning or afternoon tea? This way the board can get to know staff which may help to engage staff onto different boards as necessary.

The board were reminded that it was discussed on training for staff on how to manage difficult parents who become irate and violent. This will be followed up.

## **2.4 Staff Management**

*PRINCIPAL APPRAISAL:* This year Andrea will be working with an external appraiser, Jo Wilson. As well as working through Principal appraisal, she will work with the SLT to look at appraisal systems school wide.

### *PROFESSIONAL LEARNING:*

- 5<sup>th</sup> March: Using Visual Aids in the Classroom – Whole School
- 8<sup>th</sup> March: Russell Bishop Closing the Achievement Gap – Andrea Nicholson; Tammy Parker
- 14<sup>th</sup> March: Positive Behaviour for Learning - Andrea Nicholson; Amanda Willett and Karen Cross.
- 15<sup>th</sup> March: Maths Leadership Cluster Meeting - Ashleigh Oliver and Sam Brown
- 18<sup>th</sup> and 19<sup>th</sup> March: Trauma Informed Practice – whole staff

Two “teachers only” days this year for the new curriculum. 31 May & 15 Nov.

One new staff appointment for fixed term. Britteny Kerebs starts next term in a new entrant class in room 4.

### **Policy and Procedures:**

This month we put proposed new school rules for the use of phones at school out for community consultation along with our school statement on the health curriculum. The results of this consultation is included in your board pack.

Policy for Phones – Draft circularised from school documents. This can only be partly amended. It was decided to add the wording in the title to include “inside school hours” as outside these hours it is up to the parents to monitor.

KKPS does not allow children to bring personal devices, including smart watches, to school.

If there is a specific reason for a child to have one, parents need to contact Principal to arrange.

It was advised that other schools have the same rules applying to teachers as well.

Concern was expressed over inappropriate use around bullying. A Nicholson advised that devices should be removed from a child if in school but again outside school it is up to the parent to discipline.

A Nicholson moved, M Paterson seconded to be adopted this policy with the small amendment.

### **Asset Protection:**

The Property Manager’s Report was tabled and discussed.

Room 15 project which is for the ORS students, currently in Room 5 in the middle of the school. The Upgrade to Room 15 to be appropriate for these students and then Room 5 can again be used for new entrants.

Plans for this were distributed. It included an outside private space and three small rooms to use for children or meeting rooms.

The plans were discussed and signed off to proceed.

The Principal's Report was moved by A Nicholson, seconded by J Ballinger-Judd and accepted.

### **3. General Business:**

#### 1) Meeting dates for the rest of 2024:

27<sup>th</sup> March

29<sup>th</sup> May

26<sup>th</sup> June

28<sup>th</sup> August

25<sup>th</sup> September

30<sup>th</sup> October

11<sup>th</sup> December

#### 2) Canteen:

A Nicholson advised we have received a second Canteen proposal. This one has a registered kitchen at home, so will just sell from the school. Question was asked, "do we want to trial both Canteen proposals at the same time next term? It was suggested the two working together one doing two days and one three days. A Nicholson will arrange a meeting with Ro to ensure KINDO can handle both operators running at the same time.

#### 3) Grass Roots Gaming Grant Application

Discussion took place around the need to hire a teacher aide for the Sensory Room for the next 12 months. It was decided to apply to the Grassroots Trust for a grant. 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 12 months. The total requested is \$25,000 excluding GST. Moved by J Ballinger-Judd, seconded by M Kedian and all agreed.

#### 4) Hall Rental

Weekend rental going well and earning good income for the school.

#### 5) Terms of Reference for the review process for suspensions.

This was tabled. All agreed that it looks good and was approved.

#### 6) Code of Conduct for Visitors

The base of this document will be used in the newsletter.

It questioned what is the definition of "good behaviour"? Everyone has different ideas of what is acceptable.

This policy needs to link back to other related policies ie the complaints policy and the behaviour management policy.

#### 7) Board Member Vacancy

Notice emailed to caregivers database today with deadline dates. Less than five expressions of interest for an election so far. Need approx. 50 to force an election.

#### 8) Paeroa Farm Services Water Care Business coming to Katikati

It was advised that this new business is coming to Katikati with an incentive in April which they will donate 5% of April sales to KKPS. We will promote this via Newsletter and Facebook.

Meeting closed at 5.00pm.

Confirmed on this 29 Day of May 2024 as a true and Correct record with amendments.

.....Presiding Member