

KAIAPOI NORTH SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 8 APRIL 2024

Present :- Jason Miles, Julie Garing, Greg Thompson, Will Rothman, Nathan Lines, Deena Bayliss, Dan Gilmore.

Shane Fairmaid, director of Momentum Projects, managing Director of the Beachgrove development & the future Moore development next to the school, was welcomed to the meeting. He presented an overview of the planned development around the school, ongoing through the next 10 - 15 years. He is keen to consider access for pick up & drop off points for families dropping children to school at the back of the school (Beachgrove side). Also fostering a closer relationship with the school, a mutually beneficial partnership. He has assured the Board that flood mitigation is a priority for the development, as we need to know that the school won't be worse off than we are now in terms of flooding.

Apologies :- Nil

Conflict of Interest - to be declared as each item is discussed (nil)

Minutes of previous meeting -

Moved William, seconded Nathan, that the minutes of the previous meeting be confirmed. Carried.

Matters Arising -

Covered in Principals report.

Correspondence in -

- NZEI: Notification of paid union meetings, 1 staff member attended & reported back to the staff meeting. Holidays Act remediation.
- MOE; notification of Cultural Leadership Allowance availability. Primary Teachers Collective agreement, we meet the criteria, \$5000 pa, allocated shared to two staff members.
- MOE; Approval for Principals RTLB concurrence allowance granted.

Correspondence out -

- To School community via Hero notifications; Notice of Casual vacancy on Board. Requires 10% or more of eligible voters to request a by-election.
- Letter to the Rata Foundation in support of a grant application being applied for to be used to upgrade our kapa haka uniforms.

Moved Jason, seconded Dan, 'that all correspondence be accepted.' Carried.

Board vacancy - response from eligible voters was minimal (9 people, 1.3%) As there was less than 10% response, we are able to go ahead & select someone for the Board. There has been some interest from the school community, they will be sent the eligibility criteria to complete, and invited to submit a bio to Greg. We have 6 weeks from the 28th March to complete the process.

Principal's Report -

NAG1 - Curriculum

Following Board approval, 2024 Strategic & Annual Plans are now published on our website.

KNS Fundamental Learning statement has been put together by the leadership team, and is available to share with anyone who asks for more information. We are complying with the 3 hours per day expectation of reading, writing & maths.

EOTC survey - 89 responses were received with 50/50 for and against, giving us flexibility to change but not too radically. The proposal is that we have three camps, one each at years 6, 7, & 8, resulting in lower costs & smaller groups in each camp. Other EOTC opportunities including Beach Education, day trips to outdoor activities, 3 Peaks challenge, etc will make up the balance of EOTC. BOT looked at this recommendation favourably as it reflected the feedback of our community well. Jason will share the decision with the community at the start of term 2.

Professional learning & development for 2024 -

Structured Literacy - we have held further workshops hosting 30 teachers from other schools. It is heartening to see Structured Literacy in Years 1 -3 is now a national priority. KNS staff and Board need to be proud of our role in promoting the Structured Literacy approach for children in NZ.

A Whanau hui has been organised for 7th May. Hamish Dale is coordinating a funding application, helping to raise funds for new kapa haka uniforms. The Tuahiwi education committee has been asked to assist with the design and development of our uniforms.

Pasifika talanoa - meeting held on 7th March. Families were welcomed & asked to share their feedback, & enjoyed a performance from our children. Dan commented that there are ex KNS students from Shirley Boys High who are also keen to contribute to assisting the performance group.

RTLB -

Cluster managers report tabled - there has been a noticeable increase in neuro diverse new entrants enrolling, some of which come with MOE funding, some not. This is a nationwide increase.

Events in the past month -

Childrens/Cultural day celebrations were a highlight on Friday 15th March as we celebrated the 32 different cultures represented in our school community.

NAG2 - Self Review & Documentation

Policies up for review in term 1 are -

- Te Tiriti o Waitangi
- Board Responsibility
- Parent Involvement
- Communication with Parents
- Community Conduct Expectations
- Documentation and Self-Review Policy
- School Planning and Reporting
- Reporting to Parents on Student Progress & Achievement

These are now with Schooldocs for review.

Cell phone use policy - the mandated requirement for all schools to have a cell phone use policy in place has been completed by the leadership team and communicated to staff. The Board has agreed to the policy which can now be confirmed on Schooldocs and communicated to the community.

Motion ‘ that we accept the cell phone use policy as presented.’

Moved Dan, sec Deena. Carried.

Jason will put the information out to the community in the next school newsletter due out this week.

NAG3 - Employer Responsibility

As per the correspondence above, a new cultural leadership allowance has been negotiated as part of the latest Teacher Collective agreement. This is being shared by two staff at KNS.

NAG4 - Finance -

The following motion was circulated to Kaiapoi North School Board members for approval via email on Wednesday 27th March 2024.

Motion “The KNS Board has resolved to apply to the Rata Foundation for a grant of \$9782.00 towards the cost of upgrading uniforms used by our kapa haka groups. KNS Board authorises Julie Wallis to apply on their behalf.”

Motion approved by :- Jason Miles; seconded by Deena Bayliss. Carried.

A copy signed by Board chair Greg Thompson was sent to Julie Wallis to be submitted with the application.

February Finance reports and payments -

Moved Jason, seconded Nathan, “that the February 2024 financial reports be accepted and the accounts retrospectively be approved for payment.” Carried.

Annual accounts - these have been prepared and sent to our auditor. Once complete the accounts need to be sent to the MOE by 31st May.

Photocopier lease proposal - a recommendation was presented for the renewal of the 5 year photocopier lease. Julie will contact other schools who use Fujifilm to gauge their feedback, if we receive a positive response then the Board agrees to the change, and the new machines will be installed in the holidays.

NAG 4 - Property/Assets

Lots of upgrade work is happening in the April holidays, including replacing windows & doors, carpet, installing LED lighting, acoustic panels, and Autex across several blocks. The work is scheduled to be completed by the end of the term 2 holidays in July.

Upgrade to pedestrian crossing - Jason will contact the WDC for an update.

SKIDS/music room - planning for minor repairs and painting the exterior of the room is continuing following an assessment from the Property committee.

Fencing project - we would like the Council and Community Board to consider the proposed north fencing of our boundary. On principle, the MOE is happy to fund on council land, but WDC insists on full consultation with the local community. We will now write to the Community Board (Jackie Watson) who will then ask the WDC representative to consult the community. We want the school to be accessible to the community outside of school hours.

NAG5 - Health & Safety

NAG 6 - Legislation

Our current roll as of 3rd April is 477. We currently have 24 enrolments confirmed for term 2 and a total of 53 further enrolments for 2024.

2025 School Dates -

In consultation with the Leadership team and other schools in Kaiapoi, we move the following -

Motion “That the KNS school dates for 2025 are confirmed as the following - first day being Thursday 30th January 2025, last day being Wednesday 17th December 2025. KNS will also be

closed on Friday 7th February 2025 and for a TOD on Friday 30th May 2025. This ensures we are open for the required 384 half days for 2025.”

Moved Jason, seconded Dan. Carried.

Meeting dates for 2024 are (5:30pm start) :-

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|------------------------|-------------------------------|
| - Monday 27th May | Monday 1st July |
| - Monday 12th August | Monday 23rd September |
| - Monday 11th November | Thursday 12th December |

Moved Jason Miles, seconded Deena, “that the Principal’s report be accepted & approved.”
Carried.

General Business -

Meeting closed at 7.22pm. Date of next meeting:- Monday 27th May 2024, at 5.30pm.

Approved by BOT Chairperson:_____ Date:_____