

Kaikohe Christian School Board Meeting

Friday 23rd January 5-30 pm

Present: Pastor Mike Shaw, Peter Giesbers, Daizaleah Marupo, Monte Tito, Guy Bakewell (Presiding member), Kiri James, Rob Torr (DP), Tumuaki Te Rangi Allen

Quick recap

The board meeting focused on reviewing the principal selection process, discussing attendance management policies, and examining academic performance improvements. The group reviewed concerns about the recruitment process, including communication issues and timeline delays, while also addressing the need to improve student attendance rates through better tracking and notification systems. The board discussed changes to academic deadlines and assessment methods to better support both struggling and high-achieving students, with particular attention to extending deadlines for special cases while maintaining consistent expectations for all students. The conversation ended with a discussion of the school's financial position and plans for facility improvements, including a covered court and carport projects, with approximately \$192,000 allocated for these initiatives.

Next steps

- Secretary: Send out previous meeting minutes to board members.
- Secretary/Board: Review minutes for confidential content and request removal of sensitive information as needed.
- Joni: Put together the attendance management documentation for parents and bring it to the team for review.
- Rob: Update attendance management policy to include intervention strategies, enforcement/prosecution protocols, school-led and ministry-led prosecution details, and reference to relevant procedures.
- Rob: Update attendance management procedures to include involvement of the local church minister as a support contact.
- Rob: Update attendance management documentation to reference the policy for ramifications and ensure School Loop communication method is included.
- Rob: Review and update the attendance management policy and procedure documents, then circulate them to the board for review.

- Board: Review and approve the annual plan and budget at the extraordinary meeting scheduled for Sunday.
- Rob/Secretary: Send out the budget to board members for pre-reading before the Sunday meeting.
- Board: Update the plan to guide next steps at the next (extraordinary) meeting.
- Board/Secretary: Set meeting dates for the year at the next meeting.
- Joni: Ensure information on how parents can track student attendance via the KAMAR portal is communicated to parents.
- Rob: Check that enforcement/prosecution protocols and support processes are visible on the school website and in relevant policies; update as necessary.
- Rob: Hire Tiana Paraone as a teacher aide to support identified students.
- Tumuaki and Rob: Coordinate with Moana Timoko for the term 1 and 2 program to support students in getting licenses, opening bank accounts, etc.
- Rob: Oversee the upgrade and communication of the attendance management one-pager and ensure it references the full policy.
- Rob, in collaboration with Sharlane, will organise Meet the Principals week explanation of the vision and future pathways, in week 2 on Wednesday night.
- Board/Rob: Consult with the community (potentially at a neutral venue) to gather feedback on school performance for ERO/compliance and school improvement.
- Tumuaki and Rob: seek building/infrastructure quotations as discussed (carport, court cover, entryway, toilets, storage unit).

Summary

Principal Selection Process Review

The meeting focused on reviewing the selection process for the principal position. They highlighted issues with communication, including missing key dates and unclear information about interview stages, which they attributed to a lack of proper guidance from the recruiter. The candidate emphasized the importance of providing candidates with detailed timelines and clear communication about the selection process, suggesting that using a specialized education recruiter might have improved outcomes.

Recruitment Process Miscommunication Issues

The group discussed issues with a recruitment process, where a candidate felt the recruiter misinterpreted the requirement for Te Reo fluency instead of the stated need for understanding of Te Reo. The candidate expressed disappointment about the feedback received during the interview

process, which incorrectly stated they were not fluent in Te Reo, though Trish confirmed this was not the board's intention. While acknowledging the recruiter's thoroughness in conducting interviews, the group criticized the excessive deliberation time and communication gaps in the recruitment process, noting that decisions should be made within 48 hours.

Principal Appointment Process Review

The meeting discussed the appointment process for a new principal, highlighting delays due to misunderstandings about the timeline and paperwork requirements. It was noted that the process was handled externally to maintain objectivity, with a panel that included students and staff. The group acknowledged the confidentiality issues and leaks during the process, emphasizing the importance of clear communication between the recruiter and the school. The cost of the appointment process was compared to another school's experience, reassuring the group that their decision was financially reasonable given the need for a Christian recruiter.

Reflecting on Interview Processes

The meeting focused on reflecting on recent interviews and hiring processes. Te expressed gratitude for the opportunity and emphasized their commitment to giving their all in their new role. They discussed the professionalism and thoroughness of the interview process, highlighting the value of having an outsider conduct the interviews to ensure fairness. The group also touched on the differences between primary and secondary school interview processes and the importance of feedback. Murray's experience and knowledge were noted as valuable assets, particularly in relation to the new curriculum. The conversation ended with a brief mention of sending in previous minutes, which Rob agreed to handle.

Attendance Management Process Review

The meeting focused on attendance management and the review of board minutes. The group discussed changes to internal processes to improve attendance tracking and reporting, including clearer instructions for teachers and a plan for contacting parents regarding absences. They also reviewed the flowchart for student absences and explained the ministry's requirement for an 80% attendance rate. The discussion included details on how the school will handle absences of less than 5 days, including communication with parents and support for students.

School Attendance Management System

The meeting focused on attendance management and communication protocols at the school. The team discussed implementing a new attendance tracking system using School Loop, which will allow parents to receive notifications about their children's attendance without requiring mobile phone

credit. They reviewed the Ministry of Education's attendance guidelines, which define different attendance levels (regular, irregular, moderate, and chronic) based on percentages, and agreed to update their documentation to reflect these standards. The team also established that parents must contact the school between 8:15 and 8:45 AM to report absences, and that students with attendance below 80% will trigger automatic notifications to parents and staff.

Student Absence Notification System Implementation

The meeting focused on implementing a notification system for student absences using School Loop, which allows teachers and parents to track attendance. The group discussed the timing of notifications, with agreement to send them between 8:15 and 8:45 AM, and emphasized the importance of clear communication with parents about how to access and use the tracking system. They clarified that a single period absence does not count as a full day absence, and explained that form class teachers are responsible for investigating and documenting absences, with parents having the option to request a formal meeting if needed.

Teacher Attendance and Enforcement Protocols

The meeting focused on attendance management and teacher availability issues. Teachers were instructed to contact the SMT team if they are unable to attend, with senior management responsible for ensuring a teacher is present in every classroom. The discussion also covered the need to clearly communicate enforcement and prosecution protocols to parents, including legal obligations, warning notices, and the criteria for school- and ministry-led prosecutions, which will be added to the policy document for board review.

School Attendance Policy Updates

The meeting focused on school attendance policies and procedures, with discussions about implementing clearer guidelines and communicating them to parents. The group agreed to reference the main policy in attendance letters and procedures, while also incorporating practical approaches like involving local church ministers. They also addressed concerns about flexible deadlines for assignments, deciding to standardize deadlines while providing reasonable extensions only for valid reasons. The discussion concluded with plans to update the board with these changes and to ensure consistent homework expectations across all year levels.

School Infrastructure and Educational Support

The meeting focused on improving educational outcomes and addressing infrastructure needs at the school. Te discussed simplifying policies and procedures to enhance clarity and consistency, while also highlighting efforts to support students, particularly those needing assistance with literacy and

numeracy to achieve NCEA qualifications. Te emphasized the importance of engaging the community and providing opportunities for students to pursue higher education, mentioning recent successes in sending students to universities and polytechnics. Additionally, ideas were brought forward to address the school's physical infrastructure, including covering the courts and constructing a carport, covered way from the office to the principal's office, storage unit for the caretaker, and electric signage at the front for school advertising, with a budget of around \$192,000 proposed for these improvements.