

PAKIRI SCHOOL BOARD OF TRUSTEES

Minutes of the meeting held 2 July 2024 at 5:34pm

Kotahi te hikoi whakamua United as one; moving ahead together

1. Administration

1.1 Cherie opened with karakia.

1.2 **Present:** Andrew Chambers, Kelly Ayres, Jarred Balle, Cherie Williams, Raewyn Hatfull, Myles Deighton, Diane Greenwood.

1.3 No conflict of Interest.

1.4 Speaking Rights:

Motion: the Board resolves that pursuant to Part 7 section 48(5) & (6) of the Local Government Official Information and Meetings Act 1987 Diane Greenwood be granted speaking rights at the meeting relevant to her role as minutes secretary.

Moved: K Ayres

CARRIED

1.5 Next meeting 6 August 2024 at 5:30pm.

1.6 Previous minutes of 14 May 2024 were minuted as true and correct,
Moved Kelly, Seconded Myles.

2. Principals Section

2.1 Principals Report

22 students.

Attendance 87.41%.

10 year property plan sent to board members - feedback needed before being signed and sent away.

Property Plan to be sent out to be looked at for next meeting. Caretaker able to do some jobs.

Annual Goals - Andrew has PLD in Term 3 - Literacy Yrs 0-3/4.

Pakiri Community Group - koha \$100.00 for the Garden to Table.

Safety cameras - Privacy Policy to be looked at firstly. To trial two on buildings over the school holidays. Further discussion next meeting.

Playground upgrade - Andrew motions a board member to take on applying for Grants . Kelly can with help. Cherie to approach someone too. Two firms coming to look at the current playground for advice.

Kelly suggests Pet Day money goes towards the upgrade - agreed

Andrew tables and moves his report. Moved Andrew, Second Kelly.

Carried

3. Strategic Decisions

3.1 Tabled the Audited 2023 Annual accounts have been received and

Accepted with one dispute which has been updated. Moved Andrew
Seconded Kelly, Carried.

3.2 Drinking Water Safety Plan - Jarred and Kelly working on.

4. **Review / Monitoring**

4.1 Financial report

4.1.1 May 2024 including payments accepted Moved Kelly seconded
Myles. Carried

4.2 Policy reviews and Assurances as per School Docs

4.2.1 Safety Checking.. Kelly moves the policy as ratified and
unchanged.

Public Excluded Session at 6.51pm

Motion: the Board resolves that pursuant to the provisions of Part 1 sections a6 and 7 and Part 7 section 48 of the Local Government Official Information and Meetings Act 1987 to exclude the public from this part of the meeting to

- Approve public excluded minutes from the previous meeting
- Discuss Official Information Act questionnaire

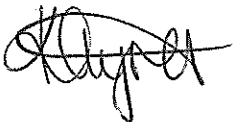
and for these reasons the public conduct of proceedings would be likely to result in the disclosure of information the withholding of which is necessary to enable the Board to conduct, without prejudice or disadvantage negotiations and to protect the privacy of natural persons under section 9 (2) (a) of the Official Information Act 1982.

Moved: K Ayres

CARRIED

Moved out of Public Excluded Session at 7:12pm

There being no further business to discuss the meeting closed at 7:12pm.

True & correct record of meeting.
 13/8/24

ratified as unchanged
~~2/7/24~~ 2/7/24



Pakiri School

Currently under review

We are reviewing this policy for its content and how well the school implements it. To share your comments and rate its implementation, click the "Start your review" button.

About the review process ⓘ

Start your review

Safety Checking

At Pakiri School, we have a responsibility to ensure the safety of our students under the Children's Act 2014, Education and Training Act 2020, and Health and Safety at Work Act 2015. One of the ways we meet this responsibility is by carrying out safety checking to limit the risk of harm to students. Safety checking involves a risk assessment of a person's suitability to have contact with our students.

Under the Children's Act 2014, the board of Pakiri School is responsible for ensuring all children's workers employed or engaged by the school are safety checked before their employment or engagement begins, and then every three years. We may also safety check others as appropriate.


Who we safety check

We safety check core and non-core ► **children's workers** as required by the Children's Act. The Children's Act defines children's workers as those working in, or providing, a ► **regulated service** that may involve regular or overnight access to a child/children without a parent/guardian present. The board determines whether a children's worker is a core or non-core worker at Pakiri School based on their role. Part of the safety checking process involves police vetting.

We may use our safety checking procedures for others employed or engaged by the school (even if not required by the Children's Act), including those we are required to police vet under the Education and Training Act 2020 (Schedule 4). See **Police Vetting**.


How we safety check

The board or their delegate is responsible for completing the following safety checking within the required timeframes and before the person starts work at the school. We are mindful of potential or perceived conflicts of interest when carrying out safety checking. See **Conflicts of Interest**.

1. **Identity confirmation** – We confirm identity according to the Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015 (s 5). For a list of approved identity documents see **Confirmation of Identity** .
2. **Any information about previous ► criminal convictions**. See **Police Vetting**.
3. **Other information** – We gather details about work history and professional organisation membership, and verify licences, registrations, and qualifications. We interview the person and assess their working experiences and relationships with children, and carry out referee checks for children's workers.

4. **Risk assessment** – We evaluate all information gathered as part of our safety checking to make a professional judgement about whether the person would pose any risk to the safety of children if they were employed as a children's worker. We consider the relevant indicators in context and seek further evidence if necessary. Our risk assessment takes into account:

- the safety and best interests of students
- the nature and seriousness of the information, and the relevance and risk to the role
- the length of time since relevant matters occurred
- the person's age at the time of relevant matters and their conduct since
- whether there is a pattern of similar information, and whether there are any other aggravating/mitigating factors.

See **Guidelines for risk assessments of school staff and contractors under Schedule 4** .

Our risk assessments may involve further investigation or discussing any concerns with the person we have safety checked.

Safety checks by others

Teaching staff are police vetted and risk-assessed by the Teaching Council as part of registered teachers gaining a practising certificate, or unregistered and uncertificated teachers gaining a limited authority to teach (LAT). We conduct a safety check of all teaching staff before they are engaged or employed, and every three years (see the steps above).

In some instances, the school may choose to accept safety checks carried out by other organisations (e.g. relieving agencies, teacher training providers, transport service providers) on behalf of the school, or as part of their own organisation's certifying, enrolment, or employment processes. The other organisation's safety checking may include police vetting. We may choose not to rely on a safety check by another organisation, and to instead carry out our own. We do not accept safety checks supplied by individuals.

If we choose to rely on a safety check by another organisation, we ask permission from the person being safety checked first. We agree in writing with the other organisation which parts of the safety check they will do and that their safety checks for that specified person are done to the standard set out in the Children's Act 2014. We complete our own identity checks and risk assessments.

Keeping safety checks up to date

As required by the Children's Act, we safety check existing children's workers within three years after the date of the last safety check. This includes confirmation of any name changes, police vetting, and registration checks with professional organisations and authorities. The board or their delegate completes a risk assessment at the end of this process to determine whether the worker poses a risk to the safety of children.

Record keeping

The school maintains a record of all safety checks and police vets, including the dates. We also keep records of assurances and risk assessment information if checks were conducted by others.

All safety checking information is kept confidential and managed according to our privacy and records retention policies. Records are kept securely for seven years from the date of the last action before being destroyed. See **Privacy** and **School Records Retention and Disposal**.

The principal assures the board that all children's workers employed or engaged by the school have been safety checked before their appointment. The principal confirms that all children's workers

have been safety checked as required within 3 years of the previous check. See **Self-Review and Board Assurances**.



Related topics

- **Board Responsibility**
- **Police Vetting**
- **Child Protection**
- **Teacher Registration and Certification**
- **Referee and Background Checks**
- **Contractors Working at School**
- **Parent Involvement**
- **Privacy**
- **School Records Retention and Disposal**
- **Visitors**

Legislation

- Children's Act 2014
- Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015
- Education and Training Act 2020
- Health and Safety at Work Act 2015
- Privacy Act 2020

Resources

- Ministry of Education | Te Tāhuhu o te Mātauranga:
 - **Children's Act 2014 requirements for schools and kura** 
 - **Risk assessments for Police vets under the Education and Training Act 2020** 

Release history: Term 1 2024, Term 4 2022, Term 4 2021

IN THIS SECTION

Police Vetting

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|--------------------|-------------|
| Last review | Term 1 2024 |
| Topic type | Core |