



Kaitaia Primary School

Kia Ngawari (Be Understanding)

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5 Church Road - Kaitaia

Office Phone: 09 408-0228

BOARD MEETING

Board Minutes: February

Date: 23rd, February - 05:15pm

Committee Members Present: Chantal Drewet (Minutes Secretary), Tui Matthews, Bronwyn Beddows, Riana Wihongi, Martha Popata (Staff Representative), Brendon Morrissey (Principal), Ian Kaihe-Wetting (Presiding Member), Te Waru Popata.

Non Committee Members Present:RTLB Cluster Manager Susan Arrowsmith (5.30pm)

Committee Members Apologies:

Karakia/Whakawhanaungatanga: Te Waru Popata

Minutes of Previous Meeting:

Motion that Minutes are accepted as true and correct:

Moved: Brendon Morrissey *Second:* Martha Popata *Carried*

Action Plan / Matters Arising

[Letter to Minister Stanford re Education and Training Act amendments 2025](#)

Moved: Ian Kaihe-Wetting *Second:* Te Waru Popata *Carried*

Correspondence:

Inwards:

- [ERO Draft Report for Kaitaia School 2025](#)

Motion: That Brendon can reply and let ERO know to publish the report

Moved: Bronwyn Beddows *Second:* Martha Popata

Outwards:

- [Northland Age article 26.02.2026](#)

Motion: That Correspondence inwards and outwards be received:

Moved: Tui Matthews *Second:* Riana Wihongi *Carried*

Declaration of Conflict of Interest

Motion: "As a Board, we formally declare that there have been no conflicts of interest documented or recorded since our previous board meeting".

Moved: Martha Popata

Second: Te Waru Popata

Carried

RTLB Report:Susan Arrowsmith

- [RTLB annual report 2025](#) - Last year we were finishing up with what was happening in the cluster. They have partially achieved the achievements set. Two new RTLB are looking at being appointed to be ready for Term 2.
- [Celebrations, Risks & Issues 2025 - T3&4](#)
- [Annual report Part 2](#)
- [Strategic plan](#)

Motion: Susan (RTLB Cluster Manager) has delegated responsibility on behalf of the board to do the day-to-day management of RTLB Cluster 1 in accordance with guidelines set out in the Operating Standards and Procedures 2025.

Moved: Bronwyn Beddows *Second:* Riana Wihongi

Finance Report:

"That the Kaitaia Primary School interim financial reports prepared by Ask Accounting Ltd for December 2025 be accepted".

Moved: Tui Matthews

Second: Ian Kaihe-Wetting

Carried

"That the Kaitaia Primary School budgeted balance sheet for 2026 and the cash flow budget for 2026 as prepared by Ask Accounting be accepted:

Motion: The Board accepts and approves the documents above, and gives Brendon permission to publish the documents through the ministry data portal.

Moved: Ian Kaihe-Wetting Second: Te Waru Popata

Personnel:

Staff appointments for 2026 - [in committee](#)

Principal PGC - 2025 ([in-committee](#))

Principal Mentorship application 2026 - [in committee](#)

Resignation Letter - [in committee](#)

Property:

I had a meeting with our project manager, Tristan Simpkin in the last week of the school holidays. Tristan shared with me that the engineers had come back with some more structural requirements for our Library Deck project. The additions would eat into a considerable amount of our funding, meaning that we would only be able to complete the external concrete pad, retaining wall and external roof to cover the new concrete pad. In essence, we would have a new covered area as an extension to our Library. If we wanted to close it in with joinery, it would have to happen at a later date when more funding became available.

Following a discussion with Whaea Bonnie, our librarian, it was decided that with some minor internal alterations, she would be able to gain some more shelving and display space, without any extra building required. This means that our final \$145K in our 5YA can be redirected towards other small projects. Senior management have suggested replacing the retaining wall in the junior school (which took some damage in the recent weather events). Another small project could be extending our canopy in the Senior school. I have made contact to get quotes for these two projects which will hopefully fit within our existing 5YA budget.

It is important to note that the MOE has directed schools to spend their current 5YA allowance before their plan expires in June 2027.

Finance:

After almost 2 months of refining, we have a draft budget ready to start 2026. It features a small deficit which we will work hard to decrease. To keep our Working Capital levels at a safe level, we will only purchase new items up to \$65K approx. Further discussion about this should be in-committee as it affects particular staff members.

RTLB:

Our first RTLB National Executive meeting was held on Tuesday 3rd Feb. The focus was on what is needed to follow up on all the work that was done in 2024. Confirmation of what the Minister is expecting from the CMS data is the next focus and will drive mahi for the Exec this year, along with how to navigate the shared space in Year One with the new Early Intervention Service staff. The first face-to-face RTLB Exec meeting is still TBC in Wellington.

Physical Restraint Incidents Reported: None

Motion: That the Principal's report is accepted by the board

Moved: Bronwyn Beddows

Second: Tui Matthews

Motion:

Policy Review (Attached below)

[Attendance and Absenteeism Policy](#)

[Equity Policy](#)

[Te Tiriti o Waitangi Policy](#)

[Personnel Management Policy](#)

[Appointment of Staff Policy](#)

Motion: That the policies be accepted by the Board:

Moved: Te Waru Popata

Second: Riana Wihongi

Carried:

General Business:

Signed as True and Correct

Closing Karakia: Te Waru Popata

Meeting finished: 07:21pm

Next Meeting: Monday, 30th March @ 5.15pm

Ian Kaihe-Wetting
Presiding Member

Ian Kaihe
24/02/2026