



# Kaitaia Primary School

Kia Ngawari (Be Understanding)

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## BOARD MEETING

**Board Agenda:** June

**Date:** 23rd June 2025

**Present:** Chantal Drewet, Martha Popata, Riana Wihongi, Tui Matthews, Melanie Burger, Brendon Morrissey, Te Waru Popata, Susan Arrowsmith

**Apologies:** Ian Kaihe-Wetting (Presiding Member)

**Karakia/Whakawhanaungatanga:** Brendon Morrissey

**Minutes of Previous Meeting:** [26th May Minutes](#)

**Motion that Minutes accepted as true and correct:**

**Moved:** Martha Popata      **Second:** Riana Wihongi      **Carried**

### Action Plan / Matters Arising

- Susan heard back from one of the RTLB members and she will be handing in her resignation letter at the end of term three.

### Correspondence:

#### Inwards:

- RTLB request for sabbatical leave
- **Motion that the request for sabbatical leave is accepted.**
- **Moved:** Brendon Morrissey      **Second:** Te Waru Popata      **Carried**

#### Outwards:

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**Motion: That Correspondence inwards and outwards be received:**

**Moved:** Melanie Burger      **Second:** Te Waru Popata      **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:** Tui Matthews      **Second:** Martha Popata      **Carried**

**RTLB Report :** [2024 financial report](#)      [2025 Annual Plan](#)      [Annual report declaration](#) - to be signed

- RTLB teachers do not spend much time with the new entrant teachers
- Minimum of .02 is what is offered to schools - this goes straight to the schools so the schools can sort it
- Susan would like that the RTLB has time to sit with the teachers where they can be trained in things that help in the classroom

**Motion:** "That the Board has read, received and accepted the RTLB Report for April"

**Motion:** Tui Matthews      **Moved:** Te Waru Popata      **Second:**      **Carried -**

### Finance Report:

"That the 31st December 2024 annual financial statements audited by Silks Audit be accepted".

**Moved:** Martha Popata      **Second:** Riana Wihongi      **Carried**

"That the 2025 annual provision of cyclical maintenance calculation to 31 December 2025 be accepted with the 2025 annual cost being \$41,980".

**Moved:** Te Waru Popata      **Second:** Tui Matthews      **Carried**

“That the 2025 final annual budget approved on 26th of May 2025 with a deficit of \$85,675 be replaced due to the 2025 cyclical maintenance plan above being implemented. The 2025 final annual budget will be a deficit of \$69,653. Budget 44350 has been reduced from \$58,002 to \$41,980 to reflect this approved plan”.

*Moved: Melanie Burger*

*Second: Martha Popata*

*Carried*

### Health and Safety Monthly Report:

#### Principal's Report

#### 2025 Roll

	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	MALE	FEMALE	TOTAL
<u>Jan 31st</u>	0	32	47	47	51	56	50	147	136	283
<u>Feb 21st</u>	0	34	50	44	54	56	52	148	142	290
<u>Mar 21st</u>	0	37	50	46	55	59	55	156	146	302
<u>Apr 28th</u>	0	40	51	45	55	59	54	158	146	304
<u>May 26th</u>	3	42	50	44	53	61	54	158	149	307
<u>June 23rd</u>	5	44	49	45	55	61	54	161	152	313

Term 2	Attendance %	No. Students	Days Open
Week 1	81.99%	308	10
Week 2	82.78%	312	10
Week 3	85.59%	308	8 (school closure)
Week 4	84.12%	307	10
Week 5	84.92%	307	10
Week 6	80.33%	310	8
Week 7	79.76%	311	10
Week 8	84.07%	313	8 (school event)
<b>Average Attendance for Term 2</b>		<b>82.95% to W8</b>	

#### Curriculum:

Our school will have 2 x Staff Only days in Term 3 (Friday 1st August and Friday 29th August). Their main focus will be on Mathematics but we will also look at overall curriculum alignment and processes for teaching Handwriting across the school.

#### Personnel:

We have employed a new Administration Clerk to begin work in our school office in Term 3. A vacancy became available due to our current Administration Clerk (Megan Duff) moving to the South Island for family reasons. Our new Administration Clerk will be Melanie Burger. Sharon Patrick, Leanne Baker and I (with support from Wendy Burnage) followed our employment processes, from advertising, shortlisting and interviewing to help make our final decision.

First aid training will be happening for about ½ of our staff on Monday 30th June (first Monday of the upcoming holiday break).

#### Property:

Our new schoolwide bell and public announcement system is due to be installed in the upcoming holiday break. Holiday work will include playground maintenance and some painting in our Senior School playground.

**Finance:**

The budget remains tight at the moment and we are planning our spending carefully. SMT have put a few of our capital purchase items back to next year to alleviate budget pressure.

**Physical Restraint Incidents Reported:** None

**Motion: That the Principals report is accepted by the board**

**Moved:** Te Waru Popata

**Second:** Riana Wihongi

**Motion:**

**Policy Review (Attached below)**

[Health and Safety Policy](#)

[Staff Use of School Property Policy](#)

[Equal Employment Opportunities Policy](#)

[Board Meeting Procedures Policy](#)

**Motion: That the policies be accepted with amendments by the Board:**

**Moved:** Melanie Burger **Second:** Tui Matthews **Carried:**

**General Business:**

**Closing Karakia:** Te Waru Popata

**Meeting finished:** 07:01pm

**Next Meeting:** 28th, July 2025

**Signed as True and Correct**  
**Date: 23.06.2025**



Board Member