



# Kaitaia Primary School

Kia Ngawari (Be Understanding)

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## **BOARD MEETING**

**Board Minutes:** February

**Date:** 24th February 2025

**Present:** Chantal Drewet, Martha Popata, Ian Kaihe-Wetting, Riana Wihongi, Tui Matthews, Melanie Burger, Delwynne Stevenson, Susan Arrowsmith (RTLB Cluster 1 Manager).

**Apologies:** Brendon Morrissey, Te Waru Popata

**Karakia/Whakawhanaungatanga:**

**Minutes of Previous Meeting:**

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

**Moved:** Riana Wihongi    **Second:** Melanie Burger    **Carried**

### **Action Plan / Matters Arising**

- Ian & Brendon to do the Principal's appraisal for Brendon.
- Susan to come to the board meeting first one of each term.

### **Correspondence:**

**Inwards:**

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**Outwards:**

- Peach Boxing; re Mea Motu visit 7.2.25.
- A. Ruxton: Received and accepted resignation.

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

**Moved:** Tui Matthews    **Second:** Martha Popata    **Carried**

**RTLB Report :**

### **Priorities:**

Student success.

Capability

Leadership (as a leadership team, and leaders in RTLB)

Partnerships

Resourcing

**Motion: "That the Board has read, received and accepted the RTLB Annual Report for 2024."**

**Motion:**                      **Moved:** Ian Kaihe-Wetting                      **Second:** Martha Popata                      **Carried**

**Finance Report:**

**No financial report to the 31 January 2025 due to lack of financial transactions. First financial report will be as at 28th February 2025, due mid March.**

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

Health and Safety Monthly Report: Nil

**Acting Principal's Report February 2025**

**2025 Roll**

|                 | Year 0 | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | <u>MALE</u> | <u>FEMALE</u> | <u>TOTAL</u> |
|-----------------|--------|--------|--------|--------|--------|--------|--------|-------------|---------------|--------------|
| <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          |

**Annual Report 2024 and Strategic Plan 2025-26**

This report will be sent to MOE in May in conjunction with the finance report.

**Policy Review (Attached below)**

3/11 Safe Practice for Staff Policy

6/3 Copyright Policy

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

**Moved:** Melanie Burger

**Second:** Martha Popata

**Carried:**

**Personnel:**

**Resourcing 2025:**

**Property:**

**Concrete Driveway:** Stonecraft has added an extra 1.2m to the corner, with reinforcing and topsoil filler. Costs will come from the contingency funding.

**Issues Arising:** Carus will water blast the concrete around buildings and clean gutters, and KPS pay for cherry picker hire.

**Physical Restraint Incidents Reported:** None. New staff have been requested to get this module completed.

**General Business:**

KPS150 Organisation

**Next meeting:** 24th March, 2025 @ 05:30pm

**Closing Karakia:** Ian Kaihe-Wetting

**Meeting finished:** 06:50pm

Ian Kaihe - Wetting



Presiding Member

Signed as true and correct

Date: 24/03/2025