



Kaitaia Primary School

Kia Ngawari (Be Understanding)

Email: kaitaiaps@xtra.co.nz

5 Church Road - Kaitaia

Office Phone: 09 408-0228

BOARD MEETING

Board Minutes: February

Date: 24th March 2025

Present: Chantal Drewet, Martha Popata, Ian Kaihe-Wetting, Riana Wihongi, Tui Matthews, Melanie Burger, Delwynne Stevenson, Te Waru Popata.

Apologies: Brendon Morrissey.

Karakia/Whakawhanaungatanga: Ian Kaihe-Wetting

Minutes of Previous Meeting:

Motion that Minutes accepted as true and correct:

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

Action Plan / Matters Arising

- Ian & Brendon to do the Principal's appraisal for Brendon.

Correspondence:

Inwards:

- [Survey - NZSTA](#)

Outwards:

- Nil

Motion: That Correspondence inwards and outwards be received:

Moved: Te Waru Popata **Second:** Martha Popata **Carried**

RTLB Report :

Finance Report:

“That the Kaitaia Primary School February financial accounts as prepared by Ask Accounting be accepted.”

Moved: Ian Kaihe-Wetting **Second:** Tui Matthews **Carried**

Health and Safety Monthly Report: No injuries to speak of, just plasters and ice packs to date.

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
<u>Mar 21st</u>	0	37	50	46	55	59	55	156	146	302

Annual Report 2024 and Strategic Plan 2025-26

Both documents are now public on the KPS website page. The Annual Report and Strategic Plan have been submitted to the Auditor.

February Student Achievement Data Summary

See Reports in Folder.

	At Risk (-1 Level)	-1 Sublevel	At	Above	Roll
Reading	56%	32%	7%	5%	291
Writing	61%	32%	5%	2%	291
Maths	41%	34%	15%	10%	291
Spelling	31%	32%	17%	20%	206

Policy Review: We are current with the term 1 policy review schedule.

Personnel: Nil

Resourcing 2025:

Property:

Junior Big Top: The top and underneath of the Junior Outdoor Learning Environment have been completely cleaned for \$5k. This job needs to be scheduled every two years. This means that both OLEs will be cleaned then.

Paint Contract: Carus agreed to clean all the gutters within their contract, and KPS would pay for the cherry picker hire. Only part of this job has been carried out to date. Have received notification that they will do this before the 150th event. This includes the chemical wash (in preference to water blasting) to clean the concrete.

5YA Library Deck: Brendon and Tristan have the plans for @\$146k. Note that this is an enclosed deck.

Physical Restraint Incidents Reported: None. New staff have both completed the module.

General Business:

KPS150 Organisation

- Copy of [School Event Run Sheets](#)
- Out-of-School Events
 - Set up
 - Sounds - Damo
 - Tables / Chairs
 - Intro and housekeeping (appropriate to Venue) emergency, toilets
 - Menu and bar options plus use of courtesy vehicle
 - MC, introduce the speakers.
 - Banter between speakers
 - Mix and mingle
 - Closing
 - Set down

Next meeting: Monday 28th April
Closing Karakia: Ian Kaihe-Wetting

Meeting finished: 06:31pm

Ian Kaihe-Wetting

Presiding Member

Signed as true and correct
Date: 31/03/2025