



# Kaitaia Primary School

Kia Ngawari (Be Understanding)

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## BOARD MEETING

**Board Minutes:** November

**Date:** 24th, November 2025 - 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:** Ian Kaihe-Wetting

### Minutes of Previous Meeting:

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

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

### Action Plan / Matters Arising

**Moved:** Te Waru Popata                      **Second:** Riana Wihongi                      **Carried**

### Correspondence:

**Inwards:**

- [RTLB Funding Agreement 2026/2027](#)

**Outwards:**

- [The Year That Was 2025](#)

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

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

### RTLB Report: Susan Arrowsmith

- RTLB are no longer to work with year 0 and year 1 students
- Next year will be a transition period, we have two positions from Whangārei up to cover our 72 schools
- Strategic planning is happening for them and RTLB are with working with the community a bit more

### Finance Report:

**"That the Kaitaia Primary School 2026 draft budget with a deficit of \$37,013 be accepted".**

**Moved:** Tui Matthews                      **Second:** Bronwyn Beddows                      **Carried**

**"That the Kaitaia Primary School October financial accounts as prepared by Ask Accounting be accepted".**

**Moved:** Tui Matthews                      **Second:** Bronwyn Beddows                      **Carried**

**"That the Kaitaia Primary School Board gives approval for Sharon Patrick to apply for \$19,223.00 to Milestone Foundation Limited for 50 Chromebooks".**

**Moved:** Tui Matthews                      **Second:** Bronwyn Beddows                      **Carried**

**Resolution to Milestone Foundation Limited**

Moved: Tui Matthews

Second: Bronwyn Beddows

Carried

Health and Safety Report

Motion: "That the Health and Safety report is accepted."

Moved: Martha Popata

Second: Riana Wihongi

Carried

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
<u>July 25th</u>	7	44	48	45	54	61	53	160	152	312
<u>August 25th</u>	12	46	47	45	56	61	52	165	154	319
<u>September 19th</u>	12	46	47	45	55	60	51	164	153	317
<u>October 25th</u>	22	45	47	43	56	60	52	168	157	325
<u>November 24th</u>	24	45	47	42	55	58	54	166	159	325

Term 4	Attendance %	No. Students	Days Open
Week 1	80.03%	322	10
Week 2	82.25%	324	8 (Staff Only Day)
Week 3	77.08%	325	8 (NZEI Strike)
Week 4	81.54%	323	10
Week 5	81.98%	324	10
Week 6	82.56%	324	10
Week 7	77.07%	324	10
Overall	80.36%	324	66

Curriculum:

[KPS Reading Results 2025](#)

[KPS Writing Results 2025](#)

[KPS Mathematics Results 2025](#)

Self-Review:

[Board Assurance Statement](#)

[School Improvement Framework Synthesis Tool - Stewardship and Governance Review](#)

[KPS School Attendance Management Plan 2026-2028](#)

**Personnel:**

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

End of year staff lunch - Thursday 11th December 1.30pm - 3pm at the Kaitaia RSA

Principal PGC - 2025 (in-committee)

**Property:**

Janene Quirk from MOE (our new property adviser) came in to visit our school for the first time on Wednesday 5th November. She had many questions because it was her first visit here so I took her on a comprehensive tour of our school. She found answers to all her questions and repeatedly said how impressed she was with the condition of our buildings and classroom environments.

I'm still waiting on the FNDC for approval to get our Library Deck project underway.

**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:**

It was another busy month working with the RTLB team during October. The RTLB Forum in Wellington was informative and largely productive. Lead School Principals and Cluster Managers were able to contribute repeatedly to the new organisational documents which will guide operating standards and practice standards moving forwards. There is still work to be done but the feeling across the clusters is that it has been an inclusive process.

**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)**

[Smokefree and Vape Free Policy](#)

[Sun Smart Policy](#)

[Sick Bay/Medical Room Policy](#)

[Privacy Act Policy](#)

[Cybersafety Policy](#)

[Artificial Intelligence Policy \(Draft\)](#)

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

**Moved:** Te Waru Popata

**Second:** Riana Wihongi

**Carried:**

**General Business:**

Letter to MOE re. our obligations to Te Tiriti

Ian & Brendon will work on this

**Signed as True and Correct**



**Date: 24th November 2025**

**Closing Karakia:** Te Waru Popata

**Meeting finished:** 07:45pm

**Next Meeting:** February, 2026

Ian Kaihe-Wetting  
Presiding Member

