



Kaitaia Primary School

Kia Ngawari (Be Understanding)

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5 Church Road - Kaitaia

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BOARD MEETING

Board Agenda: August

Date: 25th August 2025

Present: Chantal Drewet, Tui Matthews, Bronwyn Beddows, Riana Wihongi, Martha Popata, Brendon Morrissey, Ian Kaihe-Wetting, Te Waru Popata

Apologies:

Karakia/Whakawhanaungatanga: Te Waru Popata

Minutes of Previous Meeting: [Monday, 28th July](#)

Motion that Minutes are accepted as true and correct:

Moved: Bronwyn Beddows **Second:** Riana Wihongi **Carried**

Action Plan / Matters Arising

Election of officers - Board

- Presiding Member - Ian Kaihe-Wetting
- **Property + Health & Safety - return to this**
- Finance - Riana Wihongi
- Coopt Te Waru Popata back into the board - Te Waru agrees

RTLB Report : Susan Arrowsmith online @ 06.00pm

Since we last met - the main thing on top at the moment is 4 staff members on long term leave.

- Mereana is currently on Bereavement Leave after losing her partner. We are unsure at the moment of how long she will be away for.
- Dallas is still on long term leave - Susan messaged last week, and has not heard back from her
- Susan is retiring at the end of term, but is on sick leave from concussion
- Michelle is on long term leave at the moment with shoulder, hip and back issues - was meant to be back today (25th, August) but today gave Susan another medical certificate - not sure for how long (a reliever has been put in place for starting in Term 4).
- Strategic plan: a few changes that Susan will present to us next time

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

Correspondence:

Inwards:

- [T2 Attendance Summary report from MOE](#)

Attendance report is sent to the MOE weekly reporting back on our school attendance. With winter happening at the moment, 40% of our students are here 90% of the time. Other categories are mentioned around 80% - 90%, 70% & then there will be below 70% which equals a couple days away a week.

- [ERO notification of visit in Term 4](#)

Ero is coming back, we haven't had a proper visit from them since 2017. We will go through this as a board prior to them arriving at KPS. Brendon always makes sure to link to the documents he has agreed to, so they have everything they need right in front of them. It will be good for us to have interim meetings between now & November so it's broken down into smaller bits. Keep our catch up meetings to Monday nights as this works good for us - all online. There is an expectation that while ERO is at KPS there will be a board meeting.

There is a brand new way on how ERO is checking schools.

- [Letter from Minister of Education re TTPA Survey](#)

Based on a survey done on all of Te Taitokerau and how ready the new entrants are that are arriving at school. Out of the 151 schools sent, 63 replies came back

- **Resignation letter - to be discussed [in committee](#)**

Outwards:

-

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:** Ian Kaihe-Wetting **Carried**

Finance Report:

Board Elections. Effective from 6th August our new Board is: Ian Kaihe-Wetting, Tui Matthews, Riana Wihongi, Bronwyn Beddows. Principal - Brendon Morrissey. Staff Representative - Martha Popata. All above positions were nominated and as there were fewer nominations than vacancies all nominations were the elected Board. We thank Te Waru Popata for his contributions to the Board and Kaitaia Primary School since his election in October 2022.

Health and Safety Report:

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

Moved: Bronwyn Beddows **Second:** Te Waru Popata **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

Term 3	Attendance %	No.Students	Days Open
Week 1	82.79%	310	10
Week 2	81.25%	312	10
Week 3	77.87%	314	10
Week 4	76.72%	314	10
Week 5	78.10%	315	10
Week 6	75.02%	319	10

Self-Review:

Board Assurance Statement
School Improvement Framework

Personnel:

We have Bonnie Greenall working in our School Library in place of Mrs Puckey from the start of Term 4.
Leave request - to be discussed in-committee

Property:

Our grounds staff have been working on preventative measures for managing schoolwide flooding. They've also had some plumbing and drainage issues to deal with during this last week.

Finance:

Sharon Patrick and I have put in an application to review our school roll. The MOE has subsequently changed our staffing roll from 308 to 318. This will have a positive effect on our overall school budget which is much needed.

RTLB:

I recently attended a second RTLB National Exec meeting in Wellington. Our Exec met with Ministry of Education staff to discuss elements of the Learning Support Review. This review is going to affect all learning support services to schools in Aotearoa. Our Exec is part of the working group which will continue to advise the Minister of Education about changes moving forwards. It is likely to mean a few more trips to Wellington to help refine MOE thinking and help ensure that the changes made benefit schools nationwide. I will keep the Board posted on further dates when I could be away in Wellington doing this mahi.

Physical Restraint Incidents Reported: None

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

Moved: Martha Popata

Second: Tui Matthews

Motion:

Policy Review

Motion: No policies reviewed at this Board meeting

Moved: Riana Wihongi

Second: Ian Kaihe-Wetting

Carried:

General Business:

[Room 20 Camp Proposal](#)

[Room 10 Camp Proposal](#)

[Room 21 Camp Proposal](#)

The Board give Brendon permission to do final sign off.

Signed as True and Correct

Closing Karakia: Te Waru Popata

Meeting finished: 07:39pm

Next Meeting: Monday, 27th October (Week 4)

Date:

27/08/2025

Presiding Member

