



Kaitaia Primary School

Kia Ngawari (Be Understanding)

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5 Church Road - Kaitaia

Office Phone: 09 408-0228

BOARD MEETING

Board Agenda: May

Date: 26th May 2025

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

Apologies: Ian Kaihe-Wetting

Karakia/Whakawhanaungatanga: Brendon

Minutes of Previous Meeting: [April, 28th 2025](#)

Motion that Minutes accepted as true and correct:

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

Action Plan / Matters Arising

Correspondence:

Inwards:

- Discretionary leave requests from RTLB staff (to be discussed in-committee)
- Complaint letter (to be discussed in-committee)
- Resignation letter (to be discussed in-committee)

Outwards:

-

Motion: That Correspondence inwards and outwards be received:

Moved: Te Waru Popata **Second:** Melanie Burger **Carried**

RTLB Report :

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

Motion: Moved: Second: Carried -

MOVE TO NEXT MONTHS MEETING

Finance Report:

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

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

"That the 2025 final budget be increased to have a deficit of \$84,675 due to increasing the code 44350 ten year maintenance from \$27,271 to \$58,002".

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

"That Sharon Patrick be appointed as Returning Officer for the Kaitaia Primary School 2025 Triennial Board elections to be held on 3rd September 2025. The returning officer will be paid the recommended fee which is 50% of the base amount (total base fee is \$816.88 incl gst) plus 25% of the student fee per pupil (per pupil fee is \$9.36 incl gst). This fee will be paid in full regardless of whether or not there is a voting election".

Motion: The board approves for Sharon Patrick to be appointed as the Returning Officer for the Kaitaia Primary School 2025 Triennial Board elections held on 3rd September 2025.

Moved: Melanie Burger **Second:** Te Waru Popata **Carried**

Signed Letter of Appointment of above to be given to Sharon. Letter in May BOT pack

[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

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
Week 4	84.12%	307	10

School closure 16.05.2025 - [MOE letter](#)

Curriculum:

Delwynne, Wendy And Martha have been visiting classrooms doing observations on learning programmes with a specific focus on Literacy. They have enjoyed their classroom visits and have seen that our kaiako and kaimahi are working well together as a team. The focus on structured learning in our classrooms is obvious but our Senior Leaders have identified some key areas to tidy up. Resources and scaffolding steps for learning in Handwriting have been identified as an area to work on. Matching our teaching actions to our planned programme is also a focus area for a few staff. Senior Management have had very positive discussions about what steps we need to put in place with our teams. I look forward to hearing about the positive progress in these areas at future staff and syndicate meetings.

Personnel:

Last Thursday we celebrated support staff day, hosting a "high tea" in Room 19. It was very well received, as was the thank you meeting at Peekaboo restaurant after school that day. It was also Pink Shirt Day, as you can tell.



Budget 2025

The Government has announced the defunding of the RT Lit service as at the end of 2025. Our school is the host school for the RT Lit who serves schools in the Far North. The MOE have released a [Factsheet](#) for schools at this time.

Property:

Lots of tree maintenance is going on at the moment. Our grounds team is working hard to pre-empt storm damage and are busy cutting back unsafe limbs from trees before they become a safety issue. They are creating quite a bit of mulch which is helping to raise some wet areas around our Junior School area. We're working on a plan to cover the bare ground patches where silt and sand cause drainage issues during heavy downpours. The KPS150 was a great catalyst for enhancing our school grounds. Our caretaking team is keen to see the standards of care remain high.

Finance:

Sharon and I have been working with our accounting team as well as our Property Project Manager (Tristan Simpkin from Arcline Design) to update our 2025 cyclical maintenance provision for our budget. I am now awaiting final touch-ups from Tristan before I present it to the Board. Looks to be \$45-50K but is still TBC.

Physical Restraint Incidents Reported: None

Motion: That the principals report is accepted by the board

Moved: Martha Popata

Second: Tui Matthews

Motion:

Policy Review (Attached below)

[Bilingual Education Policy](#)

[Sensitive Expenditure Policy](#)

[Fundraising Policy](#)

[School Parent Donations Policy](#)

[Good Employer Obligations Policy](#)

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

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

General Business:

Closing Karakia: Te Waru Popata

Meeting finished: 07:09 pm

Next Meeting: 23rd June, 2025 05:30 pm

Signed as True and Correct

Date: 27.05.2025

B.L. Morrison
(Principal).