



# Kaitaia Primary School

Kia Ngawari (Be Understanding)

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## BOARD MEETING

**Board Agenda:** April

**Date:** 28th, April 2024

**Present:** Chantal Drewet, Martha Popata, Ian Kaihe-Wetting, Riana Wihongi, Tui Matthews, Melanie Burger, Brendon Morrissey, Te Waru Popata

**Apologies:**

**Karakia/Whakawhanaungatanga:**

**Minutes of Previous Meeting:** [24th March 2025](#)

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

**Moved:** Riana Wihongi **Second:** Martha Popata **Carried**

**Action Plan / Matters Arising**

**Correspondence:**

**Inwards:**

- Letter of request from Brendon Morrissey - In-committee
- PGC endorsement letter for BM (2024) - also In-committee
- Principal's job description review (2024) - In-committee

**Outwards:**

- 

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

**Moved:** Ian Kaihe-Wetting **Second:** Riana Wihongi **Carried**

**Motion: That the principal job description, and the PGC Endorsement letter for Brendon Morrissey are accepted by the board**

**Moved:** Martha Popata **Second:** Melanie Burger

**RTLB Report : A recent email from Cluster Manager, Susan Arrowsmith:**

We have two new RTLB starting in our cluster on Monday 12 May - week 3. Julie is a permanent position to our Pēwhairangi team and Blanche is relieving for Pāpā Noel in our Poutakitini team til the end of the year.

We would love to host the pōwhiri at KPS in the hall to welcome Julie and Blanche to our lead school, and it would be really lovely if we could involve our tamaiti in the pōwhiri to welcome our manuhiri. Brendon said he would have a chat to you, Martha, so I'm just getting the ball rolling. I look forward to hearing from you if it's possible to partner to welcome our new team members!

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

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

**Finance Report:**

**"That the 2025 Balance Sheet and Cash Flow Budgets as prepared by Ask Accounting be accepted"**

**Moved:** Melanie Burger **Second:** Tui Matthews **Carried**

**Motion: "That the Kaitaia Primary School Board gives approval for Sharon Patrick to apply to Oxford Sports Trust Inc for ClassLink Communication System for \$40,555".**

**Moved:** Melanie Burger **Second:** Brendon Morrissey

**Resolution: Oxford Sports Trust**

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

Health and Safety Monthly Report: Nil

### 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

Attendance % for Term One = 83.79 (Room 23 had the highest class average attendance with 88.08%)

#### Personnel:

Room 3 opened today and will be our new Reception Class in our Junior School. Ms Theona Turner will resume full-time duties running this classroom until the end of this year.

#### Property:

Our final 5YA project is still in the design stage. A [covered deck area](#) will be added to our school Library. Early plans are still being modified to include external access and a weather screen outside the main entry.

Physical Restraint Incidents Reported: None

#### Curriculum Update and TTPA News

I have been re-elected as President of the Tai Tokerau Principals Association for 2025. As TTPA President, I have been invited to attend a hui in Wellington on [Friday 9th May](#) to discuss the latest developments in Nationwide testing in schools. The meeting is being hosted by the NZEI and NZPF. I will also be absent on Friday 6th June. I will be in Whangarei hosting the next TTPA Exec council meeting at Hora Hora School.

#### Policy Review (Attached below)

[Library Policy](#)

[Strategic Planning Policy](#)

[Reporting on Student Progress Policy](#)

[Community Consultation and Communication Policy](#)

[Reviewing Policies/Policy Writing Policy](#)

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

**Moved:** Te Waru Popata

**Second:** Martha Popata

**Carried:**

#### General Business:

**Next meeting:** Monday, 26th May 2025 05:30 pm

**Closing Karakia:** Te Waru Popata

**Meeting finished:** 06:34 pm

**Signed as True and Correct**

**Date: 30 April 2025**

Ian Kaihe-Wetting

Presiding Member