



Kaitaia Primary School

Kia Ngawari (Be Understanding)

Email: kaitaiaps@xtra.co.nz

5 Church Road - Kaitaia

Office Phone: 09 408-0228

BOARD MEETING

Board Agenda: July

Date: 28th July 2025

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

Apologies: Ian Kaihe-Wetting

Karakia/Whakawhanaungatanga: Te Waru Popata

Minutes of Previous Meeting: [23rd June Board Minutes](#)

Motion that Minutes accepted as true and correct:

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

“Amendment to 26th May 2025 to include Ian Kaihe-Wetting as present at this meeting”.

- Present at the emergency meeting held on the 2nd of June.

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

Action Plan / Matters Arising

Correspondence:

Inwards:

- [Confirmation of reinvestment of Resource Teacher: Literacy funding](#)
- Resignation letters - to be discussed in-committee

Outwards:

- [TPPA Survey Reveals School Readiness Crisis in Tai Tokerau](#)

Motion: That Correspondence inwards and outwards be received:

Moved: Te Waru Popata **Second:** Tui Matthews **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: Martha Popata **Second:** Riana Wihongi **Carried**

RTLB Report : Susan Arrowsmith (online)

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

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

Finance Report:

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

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

Health and Safety Report:

Motion: “That the Health and Safety report is accepted.”

Moved: Tui Matthews **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 |

| 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 (school closure) |
| Week 4 | 84.12% | 307 | 10 |
| Week 5 | 84.92% | 307 | 10 |
| Week 6 | 80.33% | 310 | 8 |
| Week 7 | 79.76% | 311 | 10 |
| Week 8 | 84.07% | 313 | 8 (school event) |
| Week 9 | 79.08% | 306 | 10 |
| Average Attendance for Term 2 | | 82.52% | |

| Term 3 | Attendance % | No. Students | Days Open |
|--------|--------------|--------------|-----------|
| Week 1 | 82.79% | 310 | 10 |
| Week 2 | 81.25% | 312 | 10 |

Curriculum:

KPS Achievement DATA 2025 against the expected KPS standard by the overall Percentage of students

| Standard | At Risk By 1+ Level | On Track Within 1 Sub Level | At On Track | Exceeding By 1+ level | Roll Total | ORS |
|-----------------|------------------------|-----------------------------------|----------------|--------------------------|------------|-----|
| Writing Feb '25 | 61% | 32% | 5% | 2% | 291 | |
| Writing Jun '25 | 41% | 38% | 16% | 5% | 310 | |

| | | | | | | |
|---|----------------|-----------------|-----------|--------------|--------------|----------------|
| Reading Feb '25 | 56% | 32% | 7% | 5% | 291 | |
| Reading Jun '25 | 40% | 32% | 18% | 10% | 310 | |
| Maths Feb '25 | 41% | 34% | 15% | 10% | 291 | |
| Maths Jun '25 | 28% | 39% | 24% | 9% | 310 | |
| StepsWeb Spelling Age for Years 3 – 4 against Chronological Age 2025 | | | | | Roll | |
| | At Risk | On Track | At | Above | Total | Average |
| Feb 2025 | 31% | 32% | 17% | 20% | 206 | 7.9 yrs |
| June 2025 | 23% | 31% | 18% | 28% | 210 | 8.2 yrs |

Personnel:

Teacher Aide coverage for staff being away during Term 3 is as follows:

Miss Anahera Tere is a fixed-term Teacher Aide in our Junior School covering Rebecca Palachie.

Mr Hami Tere will be in Room 22 as Teacher Aide to cover Margaret Cook.

We will also be looking for someone to look after our school Library once Mrs Puckey retires.

Property:

Our grounds staff have been diligently working away at preventative drainage maintenance. They have also begun painting the interior walls of our school swimming pool area. It looks fantastic!

Finance:

Sharon Patrick and I have been working our way through some issues with top-ups to our Teacher Aide Pay Equity Claims. The MOE have recently revealed a new formula which is a downsizing on previous years. Sharon and I will have further updates as this term continues.

RTLB:

I recently attended the 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 has been invited into 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: Te Waru Popata

Second: Riana Wihongi

Motion:

Policy Review (Attached below)

[Suspension of Students Policy](#)

[Administering Medication Policy](#)

[Emergency Evacuation Policy](#)

Motion: That the policies be accepted by the Board:

Moved: Martha Popata

Second: Tui Matthews

Carried:

General Business:

Room 11 Camp proposal

[Room 23 Camp proposal](#)

Closing Karakia: Te Waru Popata

Meeting finished: 07:32pm

Next Meeting: Monday, 25th August 2025. 05:30pm

Signed as True and Correct

B. L. Morrissey

Date: 25th August 2025

Brendon Morrissey
Principal