



# Kaitaia Primary School

Kia Ngawari (Be Understanding)

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## BOARD MEETING

**Board Agenda:** October

**Date:** 28th, October 2025

**Present:** Chantal Drewet, Tui Matthews, Bronwyn Beddows, Riana Wihongi, Martha Popata, Brendon Morrissey, Ian Kaihe-Wetting, Te Waru Popata, RTLB Cluster Manager Susan Arrowsmith (5.30pm)

### Apologies:

Karakia/Whakawhanaungatanga: Ian Kaihe-Wetting

### Minutes of Previous Meeting:

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

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

**Moved:** Martha Popata

**Second:** Tui Matthews    **Carried**

### Correspondence:

**Inwards:**

[Nga Iti Kahurangi - email](#)

**Outwards:**

- [Property Maintenance Grant Top-Up Application](#)

**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:** Martha Popata

**Second:** Bronwyn Beddows    **Carried**

### RTLB Report: Susan Arrowsmith

- [KPS Board Pātai for RTLB strategic plan whānau voice](#)
- [Data from schools so far](#)
- Strategic plan and goals so far

KPS Board Patai was the main topic tonight - Susan was able to ask all the board members their thoughts.

### Finance Report:

"That the Kaitaia Primary School September 2025 financial accounts as prepared by Ask Accounting be accepted".

**Moved:** Bronwyn Beddows

**Second:** Riana Wihongi

**Carried**

"Sharon Patrick has reviewed the asset register for impairment and there are no assets that have been impaired in 2025".

**Moved:** Bronwyn Beddows

**Second:** Riana Wihongi

**Carried**

"That the Kaitaia Primary School Board gives approval for Sharon Patrick to apply to Pub Charity Limited for Decodable Series 1 reading sets for \$4,404.35".

**Moved:** Bronwyn Beddows

**Second:** Riana Wihongi

**Carried**

Resolution to Pub Charity Limited

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

"That the Kaitia Primary School Board gives approval for Sharon Patrick to apply to Oxford Sports Trust Inc for technology and mathematics equipment for \$5802.49".

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

Resolution to Oxford Sports Trust Inc

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

**Health and Safety Report:**

**Motion: "That the Health and Safety report is accepted."**  
**Moved:** Bronwyn Beddows      **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
<b><u>Jan 31st</u></b>	0	32	47	47	51	56	50	147	136	283
<b><u>Feb 21st</u></b>	0	34	50	44	54	56	52	148	142	290
<b><u>Mar 21st</u></b>	0	37	50	46	55	59	55	156	146	302
<b><u>Apr 28th</u></b>	0	40	51	45	55	59	54	158	146	304
<b><u>May 26th</u></b>	3	42	50	44	53	61	54	158	149	307
<b><u>June 23rd</u></b>	5	44	49	45	55	61	54	161	152	313
<b><u>July 25th</u></b>	7	44	48	45	54	61	53	160	152	312
<b><u>August 25th</u></b>	12	46	47	45	56	61	52	165	154	319
<b><u>September 19th</u></b>	12	46	47	45	55	60	51	164	153	317
<b><u>October 25th</u></b>	22	45	47	43	56	60	52	168	157	325

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
Week 7	78%	321	8 (Staff Only Day)
Week 8	85.63%	317	10
Week 9	85.00	316	10

Week 10	79.37	317	10
<b>Average Attendance for Term 3</b>		<b>80.24%</b>	

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)

**Self-Review:**

**Board Assurance Statement**

**School Improvement Framework Synthesis Tool - Stewardship and Governance Review**

**Personnel:**

Resignation email - to be discussed further in committee

Disestablishment of RT Lit - to be discussed further in committee

**Property:**

It's been a very busy time for our Caretaker and Grounds Staff during the holidays. A burst storm-water line under the concrete by the Hall led to some investigation and repairs. All deck areas around the school were water-blasted and main concrete areas in need, received treatment too. A digger was used to remove some vegetation that was impeding access behind the middle school carpark. All PIRs were checked and cleaned - cobwebs and bug spray. Internal painting of our school pool area is now complete and final preparations are underway for the next swimming season. Next up will be the marking out of our bottom fields in readiness for our school Athletics day scheduled for 24.10.25.

Some great news via correspondence over the school holidays - Property Maintenance Grant Top-Up and the upcoming re-connection with the team from the Nga Iti Kahurangi Project.

We have a site visit from the Geotech specialists to survey the area where we are adding the [Library deck](#).

**Finance:**

Nice PMG Top-Up coming of \$28 853.

2026 Provisional Funding and Staffing is available on the Pourato website. It still has some missing components and will have the full story by mid-November. Our school staffing is based on a roll of 317, which is 9 students more than our Provisional Staffing of 2025.

**RTL B:**

I will be away in Wellington this term for the RTL B National Executive hui and the RTL B National Forum for Cluster Managers and Lead School Principals (October 21st and 22nd). I have 2 online meetings this term for the RTL B National Executive, working with the MOE on the new Learning Support structure for NZ beginning in 2026. This mahi involves the RTL B service but also looks at the new Learning Support Coordinators and Early Intervention Teachers.

**Physical Restraint Incidents Reported:** None

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

***Moved:*** Ian Kaihe-Wetting

***Second:*** Martha Popata

***Motion:***

**Policy Review (Attached below)**

**[Child Protection Policy](#)**

**[Lockdown Policy and Procedure](#)**

**[Playground Supervision Policy](#)**

**[Sexual Harassment Policy](#)**

**[Restraint Minimisation Policy](#)**

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

***Moved:*** Te Waru Popata

***Second:*** Bronwyn Beddows

***Carried:***

**General Business:**

*Signed as True and Correct*

**Closing Karakia:** Te Waru Popata  
**Meeting finished:** 07:22pm

**Date:** 29th October 2025

**Next Meeting:** Monday, 24th November

Presiding Member

A handwritten signature in black ink, reading "Ian Kaihe". The signature is written in a cursive style with a large, prominent initial 'I'.