



Kaitaia Primary School

Kia Ngawari (Be Understanding)

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5 Church Road - Kaitaia

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BOARD MEETING

Board Minutes: February

Date: 3rd February 2025

Present: Chanta Drewet, Martha Popata, Ian Kaihe-Wetting, Riana Wihongi, Tui Matthews, Melanie Burger, Te Waru Popata, Delwynne Stevenson.

Apologies: Brendon Morrissey

Karakia/Whakawhanaungatanga: Te Waru Popata

Minutes of Previous Meeting - [November, 25th 2024 Minutes](#)

Motion that Minutes accepted as true and correct:

Moved: Second: Carried

Action Plan / Matters Arising

- Ian & Brendon to do principal appraisal for Brendon

Correspondence:

Inwards:

- Resignation; A Ruxton (RTLB)
- Resignation; A Williams (Cleaner)
- Oxford Sports Trust Inc Grant successful for Decodable reading sets of \$4,953.48
- Te Runanga o Te Rarawa - Letter of Support for KPS150 celebration.
- Kaitaia Business Association - Letter of Support for KPS150 celebration.

Outwards:

- Application for funding of \$7 700.00 to Te Hiku Community Board for KPS150 Book formatting and Marquee hire.
- Application for funding of \$27 173.00 to Lottery Environment and Heritage for KPS150 Flox mural and historic photo panels. (Closes 26 Feb)
- L.Steele: Accepting her resignation.

Motion: That Correspondence inwards and outwards be received:

Moved: Te Waru Popata

Second: Martha Popata

Carried

RTLB Report :

Appointments: Tracey-Lee Perry was appointed to work in the Pewhairangi area.

Susan Arrowsmith was appointed as RTLB Manager Cluster 1. Her powhiri to the new role was 9 am, 29th February at the Baha'i Centre in Kerikeri.

[Proposed RTLB Budget 2025](#)

Motion: "That the Board has read, received and accepted the RTLB Annual Budget for 2025."

Motion: Tui Matthews

Moved: Riana Wihongi

Second:

Carried

Finance Report:

Motion: "That the Kaitaia Primary School interim December 2024 financial accounts as prepared by Ask Accounting be accepted"

Moved: Ian Kaihe-Wetting

Second: Martha Popata

Carried

Health and Safety Monthly Report Nil - the school has been open for just five days.

Acting Principal's Report February 2025

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

Attendance Summary 2022 - 2024

Year	Term 1	Term 2	Term 3	Term 4
2022	76.54%	80.46%	80.35%	82.92%
2023	83.01%	80.60%	81.87%	83.28%
2024	86.82%	82.41%	83.47%	82.12%

2024 End-of-Year Student Achievement Data Reports

[Reading](#)

[Writing](#)

[Mathematics](#)

Annual Report 2024 and Strategic Plan 2025-26

KPS School Board accepted the 22-page Annual Report 2024, and Strategic Plan 2025 - 26 - Follow up on 2023

[Library Report](#) - Library Report Accepted, and consider a succession plan for this position

Policy Review

[1/2 Curriculum Delivery Policy](#) -

[1/3 Assessment & Evaluation Policy](#)

[1/9 Te Tiriti o Waitangi Policy](#)

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

Moved: Te Waru Popata

Second: Riana Wihongi

Carried:

Personnel:

Cleaner Vacancy (R1 - 4) covered between Indi / Angel and N Walker, current Tchr Aide in the Junior syndicate.

Resourcing 2025:

Property:

Security Cameras Networked: We have identified that linking our security cameras to the local police monitor network is a priority for 2025.

Schoolwide Access: We have considered how we will manage access across various staffing responsibilities for the upgrade of our schoolwide external locking system with a view to this project happening in 2025.

Covered Area: Our covered learning area project outside of Rooms 9-14 is completed and will enable versatility in our daily classroom programs.

Flagpole: The unused flagpole has been removed and with permission shifted to a more frontal site beside the hall - the top of the stairs.

Stonecraft completed the concrete repair project during the summer holiday break. We now actually have a full 3m driveway access to the bottom field with a drain to take water to the sump at the bottom of the driveway. We have had the gate access to Panakareao St damaged - Stonecraft repaired this. The bollards need more fill behind them to stop stormwater from gouging out underneath the concrete. A new footpath was placed to the FRONT of Te Whare Marino. Stonecraft will also reset the bronze plaque into the stone seat alongside Te Ara Tonga.

Junior Stormwater: The plumbers replaced the stormwater pipe between the pool and the back of the Junior block and R&R repaired the trench left across the gate entrance to the pool area in the weekend.

Boundary Gates: The bus bay gates and the ramp gate latches and springs were repaired over the holidays. Indi has repaired the junior main gate latch again.

KPS Murals: Flox is painting the Poolside Wall with senior students in Week 10. Mooted that R12 is painting a triptych mural on plywood panels and R8 is painting a mural on the container in the junior area.

Issues Arising - the mud runoff from the hillside adjacent to the junior stairway was pushed almost halfway across the junior playground in the last rainfall. A curb or small wall inset is required to stop/slow down the flow along the new footpath beside the junior staffroom.

Physical Restraint Incidents Reported: None

General Business:

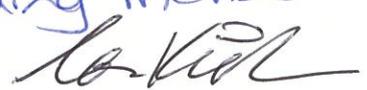
[KPS150 Inschool Timetable](#)

How do the Board see themselves involved in the KPS150 event organisation: A meeting is booked for 5.30 pm next Monday 10th Feb. DS make a run sheet for out-of-school events.

Next meeting: 25th February

Closing Karakia: Te Waru

Meeting finished: 07:00pm

Ian Kaihe-Wetting
Presiding Member

Signed as true and correct
Date: 24-02-2025