



Kaitaia Primary School

Kia Ngawari (Be Understanding)

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BOARD MEETING

Board Minutes: March

Date: Monday, 30th March

Committee Members Present: Chantal Drewet (Minutes Secretary), Tui Matthews, Bronwyn Beddows, Riana Wihongi, Martha Popata (Staff Representative), Brendon Morrissey (Principal), Ian Kaihe-Wetting (Presiding Member), Te Waru Popata.

Non Committee Members Present: RTLB Cluster Manager Susan Arrowsmith (5.30pm)

Committee Members Apologies:

Karakia/Whakawhanaungatanga: Ian Kaihe-Wetting

Minutes of Previous Meeting:

Motion that Minutes are accepted as true and correct:

Moved: Martha Popata

Second: Ian Kaihe-Wetting

Carried

Action Plan / Matters Arising

Moved:

Second:

Carried

Correspondence:

Inwards:

- Leave request - [in committee](#)

Outwards:

-

Motion: That Correspondence inwards and outwards be received:

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

Second: Tui Matthews

Carried

RTLB Report: Susan Arrowsmith

- RTLB have appointed a new practice leader
- 100% of people who attended the teacher's only day at Pamapurua have asked for them to come back and give them more RTLB. Susan is hoping that they will be able to deliver the same in the Mid North. Everyone is looking forward to the next one
- The Ministry of Education has created some procedures which landed in January this year - talk of what will work and not work with us up here in Te Tai Tokerau.
- Opportunities for the Mid North & The Far North to integrate together and split the cluster into two for more practice opportunities.
- Strategic plan - the two key goals are growing, the capability and the culture across the cluster.
- Two positions are happening this year.
- A lot more behavioural referrals are happening for this time of the year

Finance Report:

"That the financial reports to 28 February 2026 as prepared by Ask Accounting Ltd be accepted".

Moved: Martha Popata

Second: Tui Matthews

Carried

Health and Safety Report

Motion: "That the Health and Safety report is accepted."

Moved: Te Waru Popata

Second: Riana Wihongi

Carried

Principal's Report

2026 Roll

	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	MALE	FEMALE	TOTAL
Feb 4th	0	35	46	50	44	55	59	145	144	289
Feb 20th	0	40	45	49	44	52	59	143	146	289
Mar 30th	0	42	45	50	45	53	59	147	147	294

Term One Attendance 2026

Term 1	Attendance %	No.Students	Days Open
Week 1	67.60%	287	4/10
Week 2	83.84%	290	8/10
Week 3	88.79%	282	10/10
Week 4	87.12%	289	8/10
Week 5	87.64%	290	10/10
Week 6	88.78%	290	10/10
Week 7	81.67%	291	10/10
Week 8	85.05%	291	10/10
Week 9	74.06% (87.33% M-W)	294	8/8

Curriculum:

[2026 Curriculum Implementation Plan](#)

Self-Review:

[2025 Analysis of Variance](#)

[KPS Annual Report 2025](#)

[KPS Strategic Plan 2024-2026](#)

[KPS School Attendance Management Plan 2026-2028](#)

[2025 Kiwisport Report](#)

Personnel:

Staff appointments for 2026 - [in committee](#)

Complaint received 24.03.2026 - [in-committee](#)

Property:

I had a meeting with our MOE property advisor Janene Quirk about where we are with our Library deck project. Because the cost of completion has ballooned out courtesy of some extra engineering, we need to pivot and focus our remaining 5YA money on other important school projects. Following a discussion with the Senior Management Team, 3 projects were identified. A new retaining wall at the top of the Junior School driveway, an extension to the covered canopy in the Middle School and Fire Alarm upgrades in the Senior School. A quote from Stonecraft for the retaining wall has come in at \$7345.00 + gst. A quote from Ultra Secure for the Fire

Alarm upgrades has come in at \$40167.65 + gst. A quote from Shade Systems for the canopy extension is yet to arrive but should be around \$90000 + gst. We've already spent just over \$24K towards the Library deck project which we can claim back through the 5YA. My recommendation is that we carry out the Extension to the covered area, the retaining wall project and the \$24K already spent on the Library deck project. This will leave us just over \$20K to put towards the fire alarm project if we don't get funding towards it. I am still chasing up the MOE for an answer at this stage.

We recently accepted a quote from RDs Decorating to paint the inside of the main dental clinic office, entry way and toilet for \$5790.00 + gst. This will come out of our cyclical maintenance budget. It will be in the school holidays in April.

Finance: As per Sharon's report - extra news came late last week that our budget this year has had a \$25K increase following our March Roll Return. This will have a positive impact on our deficit budget.

RTLB:

My next RTLB National Exec meeting is being held in Wellington on Thursday 23rd April (Thursday of week one in Term Two). I will fly to Wellington on Wednesday 22nd April and stay the night before the day of the meeting. I will be absent from school on Tuesday 21st April from 11am onwards, all day Wednesday also and will resume school duties onsite on Thursday 23rd April.

TTPA:

I have been re-elected to be the President of the Tai Tokerau Principals Association for a 3rd year in a row. The election was held on Thursday 28th March at the TTPA Conference at Waitangi during the AGM.

Physical Restraint Incidents Reported: None

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

Moved: Bronwyn Beddows

Second: Tui Matthews

Motion:

Policy Review (Attached below)

[Copyright Policy](#)

[Staff Discipline Policy](#)

[Complaints Policy](#)

Motion: That the policies be accepted by the Board:

Moved: Te Waru Popata

Second: Riana Wihongi

Carried:

General Business:

Signed as True and Correct

[Room 12 camp proposal](#)

Closing Karakia:

Meeting finished:

Next Meeting:

Ian Kaihe-Wetting
Presiding Member