

	Kaitaia Primary School Kia Ngawari (Be Understanding)		
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BOARD MEETING

Board Minutes:

Date: Monday, 18th May 2026

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

Non Committee/Non Board Members Present:

Committee/Board Members Apologies:

Others Apologies: RTLB Cluster Manager Susan Arrowsmith

Karakia/Whakawhanaungatanga: Te Waru Popata

Minutes of Previous Meeting:

Motion that Minutes are accepted as true and correct:

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

Action Plan / Matters Arising

Staff item follow-up - [in committee](#)

Parent item follow-up - [in committee](#)

Moved: Ian Kaihe-Wetting *Second:* Te Waru Popata *Carried*

Correspondence:

Inwards:

- [Emergency Closure Letter from MOE](#)
- [2025 ERO report for Kaitaia School](#)

Outwards:

-

Motion: That Correspondence inwards and outwards be received:

Moved: Bronwyn Beddows *Second:* Ian Kaihe-Wetting *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: Tui Matthews *Second:* Martha Popata *Carried*

RTLB Report: Susan Arrowsmith - Absent

Finance Report:

"The Kaitaia Primary School Committee/Board resolved to apply to Grassroots Trust Limited for funding towards sports equipment and sandpit equipment for the amount of \$3,484.35".

None of the above members abstained from discussions as there were no conflict of interest.

Resolution to Grassroots Trust Limited

Moved: Tui Matthews

Second: Bronwyn Beddows

Agreed unanimously.

"The drivers license identifications provided by Brendon Morrissey and Sharon Patrick are certified as being true and correct and either or both of them are delegated by the committee/Board to authorise the above application to Grassroots Trust Limited".

Moved: Tui Matthews

Second: Bronwyn Beddows

Agreed unanimously

"That the financial reports to 30 April 2026 as prepared by Ask Accounting Ltd be accepted".

Moved: Tui Matthews

Second: Bronwyn Beddows

Carried

Health and Safety Report

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

Moved: Martha Papata

Second: Ian Kaihe-Wetting

Carried

Principal's Report

2026 Roll

	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	MALE	FEMALE	TOTAL
<u>Feb 4th</u>	0	35	46	50	44	55	59	145	144	289
<u>Feb 20th</u>	0	40	45	49	44	52	59	143	146	289
<u>Mar 30th</u>	0	42	45	50	45	53	59	147	147	294
<u>May 25th</u>		43	46	50	45	53	59	149	147	296

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

Week 10	82.45%	294	8/8
Average Attendance for Term 1		84.07%	

Term 2	Attendance %	No.Students	Days Open
Week 1	82.37%	295	10/10
Week 2	84.14%	297	8/8
Week 3	84.03%	299	8/8
Week 4	86.04%	296	10/10

Curriculum:

[2026 Curriculum Implementation Plan](#)

Self-Review:

[T1 Attendance Report - MOE](#) - Higher attendance than this time last year.

Personnel:

[Fuel Response Planning 2026](#) - draft v1

[FRP in Word](#) - draft v1

[Fuel Response Factsheet](#) - We are business as usual in both phases 1 and 2, but when both phases 3 and 4 come in it may be possible where staff will have to car pool, the biggest issue around that is not everyone has the same schedules, some have whanau who they need to attend to.

Property:

[Updated 5YA with amendments](#) - just waiting on final MOE approval to get started.

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 last RTLb National Exec meeting was held in Wellington on Thursday 23rd April went well. We have two new General Managers and a new Deputy Secretary in charge of Learning Support for all schools in Aotearoa. The RTLb Exec worked with the two new GMs revisiting mahi done last year and discussing work to be done this year to continue the process. Both GMs agreed that they want to continue working collaboratively with the RTLb Exec throughout 2026. We have two more meetings in Wellington as well as some online workshops in between meetings.

TTPA:

The TTPA inducted nine new life members. All recently retired Principals from Tai Tokerau who have served on Exec panels during their tenure in TTPA.

Physical Restraint Incidents Reported: None

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

Moved: Ian Kaihe-Wetting ***Second:*** Tui Matthews

Motion:

Policy Review (Attached below)

[Performance Management Policy](#)

[Trainee Teachers Policy](#)

[Professional Development Policy](#)

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

Moved: Te Waru Popata Second: Riana Wihongi

Carried:

General Business:

[Room 13 Camp proposal](#) - *the board agree to give Brendon to follow through to conclusion with Room 13 camp:*

Signed as True and Correct

Closing Karakia: Te Waru Popata

Meeting finished: 06:36pm

Next Meeting: Monday 29th June



Ian Kaihe-Wetting
Presiding Member

18th May 2026