

	Kaitaia Primary School Kia Ngawari (Be Understanding)		
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BOARD MEETING

Board Minutes:

Date: Monday, 21st September 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: RTLB Cluster Manager Susan Arrowsmith

Committee/Board Members Apologies:

Others Apologies:

Karakia/Whakawhanaungatanga: Te Waru Popata

Minutes of Previous Meeting: August 31st, 2026

Motion that Minutes are accepted as true and correct:

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

Action Plan / Matters Arising

Moved: Bronwyn Beddows **Second:** Tui Matthews **Carried**

Correspondence:

Inwards:

- Leave request for 2027 - [in-committee](#)

Outwards:

-

Motion: That Correspondence inwards and outwards be received:

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

RTLB Report;

- RTLB is hosting an event and will be visiting historical places like Tane Mahuta next year.
- Opononi Area School will be one of the host schools, as well as Kaitaia Primary School

Finance Report:

"That the financial reports to 31 August 2026 as prepared by Ask Accounting be accepted".

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

"The Board gives approval for Nellie Shaw from Ask Accounting to be given approval to have access to the RTLB cheque account and credit card through ASB, EdPay and ESL to perform her role for RTLB as she is a recognised financial service provider".

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

This motion has come about due to Sharon Patrick resigning from the RTLB portion of her role within KPS effective from Term 4, 2026. Sharon's hours through EdPay will be reduced accordingly from Term 4 even though there will be a transition period.

Health and Safety Report

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

Moved: Ian Kaihe-Wetting **Second:** Riana Wihongi **Carried**

Principal's Report

2026 Roll

	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	<u>MALE</u>	<u>FEMALE</u>	<u>TOTAL</u>
<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 27th</u>	1	44	44	47	44	53	60	148	145	293
<u>June 29th</u>	2	43	44	48	45	53	60	149	146	295
<u>July 27th</u>	8	41	44	48	46	53	60	150	149	299
<u>Aug 31st</u>	9	43	43	48	49	54	61	155	152	307
<u>Sept 21st</u>	11	44	43	49	49	55	60	156	155	311

Attendance 2026

Term 3	Attendance %	No.Students	Days Open
Week 1	85.34%	296	10/10
Week 2: BOT Meeting	83.98%	299	10/10
Week 3	80.41%	300	10/10
Week 4	80.40%	303	10/10
Week 5	82.75%	303	10/10
Week 6	78.23%	307	8/8
Week 7: BOT Meeting	82.73%	310	10/10
Week 8	81.59%	312	10/10
Week 9	85.98	311	10/10
Week 10 BOT Meeting			

Curriculum:

[New Social Sciences Curriculum 2026 - Phases One and Two \(Y0-6\)](#)

2026 KPS Reading	Feb At/Above = 16%	June At/Above =32%	Nov At/Above = 52% in 2025 (small majority)
2026 KPS Writing	Feb At/Above = 8%	June At/Above =22%	Nov At/Above = 40% in 2025 (less than half)
2026 KPS Maths	Feb At/Above = 35%	June At/Above =44%	Nov At/Above = 52% in 2025 (small majority)

Self-Review:

We've been busy with surveys over the past few weeks at Kaitaia Primary School. Students, staff, and Whānau are all focused on the upcoming Strategic Plan, which must be ready by January 1st next year. By 1st March, 2027, we need to have our new Strategic Plans published on our websites and shared with key stakeholders like MOE, iwi, and the community. Our ERO evaluation partner is also recommended to receive a copy. There are a few templates available in their [School Planning Toolkit](#).

Governance Manual updates - this is something we should look at and completely update by the end of 2026... I've started a [Governance Manual Review](#) folder where we can add stuff to in the upcoming months.

I came across this [Workplan](#) document on the NZSBA website. It needs a bit of review and tweaking but it could be used by us in our first meeting each year to set our annual plans as a Board.

2026 Surveys:

[Student Wellbeing Survey 2026](#)

[Staff Wellbeing Survey 2026](#)

[Whanau Wellbeing Survey 2026](#)

[Comparison between the 2023 and 2026 Whanau Surveys](#)

Personnel:

2027 appointments coming up - [in committee](#) discussion

2027 Staffing at KPS - [in-committee](#) discussion

Property:

We recently had a visit from the FNDC for a building inspection of our Whare Marino - [summary report](#)

- The whole bottom of the Whare has no compliance, the MOE has triggered this to clean it up
- A guy from the council write a summary report (above) and has addressed the areas with the compliance areas
- Speaking to our project management team, they believe that it isn't our fault - the mahi was done 20 years ago, Brendon has put in writing to the MOE asking them to help us as it may cost \$20,000.
- No time limits just yet of when this mahi needs to be done

Coming up in this holiday break we have the team from Shade Systems installing the 8m extension to our middle school covered area. We have the team from Stonecraft building a new retaining wall alongside the driveway down to Junior School. On Wednesday 7th October, we have the team from LM Consulting and their condition assessment team visiting our school to collect information to start our next 10YPP.

RTLb:

Our next RTLb Exec hui in Wellington is scheduled for Wednesday 4th November.

ICP Conference 2026:

This was really worthwhile going to. I was one of 6 Tumuaki from the Far Far North. There were 1200 delegates from 47 countries around the world at the conference in Auckland. "Nga Hau e Wha" was the theme song for the conference, it was played at the start of each day and at the day's close. It also featured in the closing ceremony. Feedback from delegates I met throughout the week was very positive and many requested a copy, which I gifted to the ICP and NZPF organising teams for their websites. There were many repetitive themes throughout the week, most common were AI in School and Leading with Heart and with Cultural Connection. This was great to hear and really validates the pathway we are on at KPS. I made connections with Principals from throughout NZ as well as South Africa (of course, rugby was in the mix there), Australia and the UK. We've swapped contact details and are hoping to share ideas as we all navigate this AI education landscape. I am thankful for the opportunity to attend such a conference as this. Experiences like this continue to open my eyes to the wider world of global education. Sadly, I didn't win any sponsor prizes this time around.

2027 Planning

Our provisional Staffing and Funding entitlements have arrived. The MOE has our Staffing for 2027 based on a role of 306. Our funding is based on the same number but looks to be at the same level as this year. Over the last few weeks, the Senior Management team has discussed options and plans for 2027, 3 teaching jobs have been advertised and interviews for these will be done by the end of this week.

Physical Restraint Incidents Reported: None

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

Moved: Te Waru Popata

Second: Bronwyn Beddows

Motion:

Policy Review (Attached below)

[Smoke Free and Vape Free Environmental Policy](#)

[Kaitia Primary School EOTC Policy](#)

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

Moved: Tui Matthews

Second: Riana Wihongi

Carried:

General Business:

[Room 10 Camp Proposal](#) - Brendon will do the final sign off

[Room 11 and 12 Camp Proposal](#) - Revised camp proposal, Brendon will do final sign off

[KPS Self-Assessment Tool](#): I've created this tool for us to individually self-assess towards identifying individual and collective areas of governance development.

- Each board member will have their own tab in the Governance Self-Assessment Tool
- When each member puts their answers in, it will enter into an overall rating from the whole board

Signed as True and correct:



Closing Karakia: Te Waru Popata

Meeting finished: 07:04pm

Next Meeting: Monday, 26th October 2026

Ian Kaihe-Wetting

Presiding Member

21st September 2026