

	Kaitaia Primary School <i>Kia Ngawari (Be Understanding)</i>	
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BOARD MEETING

Board Minutes:

Date: Monday, 27th July 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 (online)

Committee/Board Members Apologies:

Others Apologies:

Karakia/Whakawhanaungatanga: Ian Kaihe-Wetting

Minutes of Previous Meeting: June, 29th 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: Ian Kaihe-Wetting

Carried

Correspondence:

Inwards:

- [Email from MOE about our next 10YPP](#) - Martha and Tui have an interest in joining the property team with Brendon.
- Resignation letter - [In-Committee](#)

Outwards:

-

Motion: That Correspondence inwards and outwards be received:

Moved: Martha Popata

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:

- This has been sent to the Ministry of Education and will be sent to the schools this week
- Susan has made this table herself - the first table is the break down of who is in the different schools
- Practice models that are used as RTLB
- Still have a range of individual students 60.5% working with RTLB over the area
- Majority of the students are Maori, 70.3%
- A lot of the target is learning and behaviour
- Kaitaia, Kaikohe & Bay of Islands is a common area for referrals
- Funds are allocated depending on what the type of request is - mostly on learning, then learning and behaviour
- 72 schools are covered from South of Bay of Islands to the Far North
- The board approves of Susan's proposal.

Finance Report:

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

Moved: Ian Kaihe-Wetting

Second: Riana Wihongi

Carried

"That the annual financial statements to the 31st of December 2025 as audited by Silks Audit be accepted".

Moved: Ian Kaihe-Wetting

Second: Riana Wihongi

Carried

Finance notes included with alterations to show the deficit differences between the draft deficit budget of \$37,013 and the final deficit budget of \$5,731 in the drive.

Health and Safety Report

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

Moved: Martha Popata

Second: Tui Matthews

Carried

Principal's Report

2026 Roll

	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	<u>MAL</u> <u>E</u>	<u>FEMAL</u> <u>E</u>	<u>TOTA</u> <u>L</u>
<u>Feb</u> <u>20th</u>	0	40	45	49	44	52	59	143	146	289
<u>Mar</u> <u>30th</u>	0	42	45	50	45	53	59	147	147	294
<u>May</u> <u>27th</u>	1	44	44	47	44	53	60	148	145	293
<u>June</u> <u>29th</u>	2	43	44	48	45	53	60	149	146	295
<u>July</u>	8	41	44	48	47	53	60	151	149	300

<u>27th</u>										
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Attendance 2026

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
Week 5	86.49%	294	10/10
Week 6	84.15%	293	10/10
Week 7	77.94%	296	8/8
Week 8	83.66%	299	10/10
Week 9	86.84%	294	10/10
Week 10	68.14%	295	10/10
Week 11	78.24%	295	10/10
Weekly Average Attendance across all classrooms = 82.89% (from 20.04.26 - 03.07.26)			

Term 3	Attendance %	No.Students	Days Open
Week 1	82.77%	300	10/10

Curriculum:

[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)

Self-Review:

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.

Personnel:**Property:**

[Fire Alarm Upgrade Notice](#) - for work to be done in 2027

[Updated 5YA with amendments](#) - we've received MOE approval and our Project Manager (Tristan Simpkin from Arcline Design) is in discussions with Stonecraft and Shade Structures to sort when they can do the work we require.

[Nga Iti Kahurangi property updates](#) - funded by MOE (this is separate to our 5YA and 10YPP)

Finance:

As per the report from Sharon Patrick.

KPS has been gifted a Version 10 Activ Panel from Promethean (Australia). This is in response to the \$50 000 loss we suffered last year when Activ Vision went into liquidation. Promethean has also supplied our school with 5 version 10 control boxes which we've been able to put into our Activ Panels that had the outdated Version 6 control boxes. The version 10 control boxes cost just under \$700 each and have enabled our oldest panels to become the most advanced Activ Panels in our school. Promethean have effectively given our school \$35 000 worth of equipment for \$3500 (10%). This is amazing value and our classrooms are already benefitting from this. **Since we lost our \$50 000 deposit to Activ Vision**, our school has been given a schoolwide automated bell and PA system (from Ultra IT) valued at \$100 000, for \$50 000. And now we have been given this extra package from Promethean saving our school another \$35 000. **That's \$81 500.**

RTLb:

RTLb National Exec hui - Wednesday 12th August in Wellington @ MOE building. I will fly down on Tuesday 11th August, stay overnight, then fly back after the hui on the 12th August. I'll be back to work at KPS the following day (Thursday 13th August).

TTPA:

Next Council meeting is scheduled for Friday 28th August. I will be away from school on that day.

ICP Conference 2026:

This is being held in Auckland at their new convention centre. It is a conference for Principals from all around the world. I will be flying down to Auckland on Monday 14th September - after school and will be returning on Friday afternoon after school has finished.

Physical Restraint Incidents Reported: None

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

Moved: Bronwyn Beddows Second: Riana Wihongi

Motion:

Policy Review (Attached below)

[Sun Smart Policy](#)

[Communicable Diseases Policy](#)

[Privacy Act Policy](#)

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

Moved: Te Waru Popata Second: Tui Matthews

Carried:

General Business:

[EOTC Proposal from Room 23](#)

*Signed as True and
Correct*



Closing Karakia: Te Waru Popata

Meeting finished: 07:44pm

Ian Kaihe-Wetting

Presiding Member

Next Meeting: Monday 31st August

27th July 2026