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|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------|---------------------------|--|
|  | <h1>Kaitaia Primary School</h1> <p>Kia Ngawari (Be Understanding)</p> |                           |  |
| Email: <a href="mailto:kaitaiaps@xtra.co.nz">kaitaiaps@xtra.co.nz</a>             | 5 Church Road - Kaitaia                                               | Office Phone: 09 408-0228 |  |

## BOARD MEETING

### Board Minutes:

**Date:** Monday, 31st August 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: July 27th 2026

*Motion that Minutes are accepted as true and correct:*

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

### Action Plan / Matters Arising

**Moved:** Martha Popata      **Second:** Bronwyn Beddows      **Carried**

### Correspondence:

#### **Inwards:**

- [Email from MOE about our next 10YPP](#) - Martha and Tui are joining the property team with Brendon.
- [Staff Wellbeing Survey](#) - to be completed by all board members
- [Email from FNDC](#) re proposed accessway
- [Letter from Far North District Council](#) - extension to covered area in middle school area
- resignation letter - to be discussed in-committee

#### **Outwards:**

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*Motion: That Correspondence inwards and outwards be received:*

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

### **RTLb Report;**

- RTLb have a focus on things that they know are going to help them build better relationships with their whanau
- Very structured model that is easy to understand.
- RTLb has one staff member returning from the classroom to work back as a RTLb - Then there is a new lady coming to join the Far North RTLb crew.

### Finance Report:

"The Kaitaia Primary School Committee/Board resolved to apply to Grassroots Trust Limited for funding for Room 13 camp accommodation for the amount of \$1,347.83".

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

## Resolution to Grassroots Trust Limited

*Moved:: Tui Matthews*

*Second: Bronwyn Beddows*

*Carried and agreed unanimously.*

“The drivers license identifications provided by [Brendon Morrissey](#), Tui Matthews and Sharon Patrick are certified as being true and correct and two of the three of them are delegated by the committee/Board to authorise the above application to Grassroots Trust Limited”.

**Moved:** Ian Kaihe-Wetting **Second:** Bronwyn Beddows

**Carried**

**Chon, Please get Ian to sign Grassroots resolution**

## Health and Safety Report

**Motion:** “That the Health and Safety report is accepted.”

*Moved: Riana Wihongi*

*Second: Tui Matthews*

*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          |

### 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              | 81.67%       | 303         | 10/10     |
| Week 6              | 78.23%       | 307         | 10/10     |
| Week 7: BOT Meeting |              |             |           |
| Week 8              |              |             |           |
| Week 9              |              |             |           |

|         |  |  |  |
|---------|--|--|--|
| Week 10 |  |  |  |
|---------|--|--|--|

#### Curriculum:

|                                  |                    |                    |                                             |
|----------------------------------|--------------------|--------------------|---------------------------------------------|
| <a href="#">2026 KPS Reading</a> | Feb At/Above = 16% | June At/Above =32% | Nov At/Above = 52% in 2025 (small majority) |
| <a href="#">2026 KPS Writing</a> | Feb At/Above = 8%  | June At/Above =22% | Nov At/Above = 40% in 2025 (less than half) |
| <a href="#">2026 KPS Maths</a>   | 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](#)

#### Property:

[10 Year Property Plan Initiation Planning Meeting Minutes](#)

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

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

#### RTLB:

At the recent National RTLB Exec hui in Wellington it was announced that the new Early Intervention Service currently operating in Y0/1, will not be expanding into the Y2 space. This is great news. Our advice to the Minister was to continue with RTLB supporting Early Intervention Teachers in Y0/1 in 2027. Our next RTLB Exec hui in Wellington is scheduled for Wednesday 4th November.

#### 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. I have written the theme song "[Nga Hau e Wha](#)" for the conference which will be played throughout the week, along with a few songs from my picture book "[Together Again](#)". I am gifting the link to the picturebook to Tumuaki from around Aotearoa and from all around the world. It now has some interactive features and follow-up learning activities that teachers may choose to do in class.

Physical Restraint Incidents Reported: None

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

*Moved:* Ian Kaihe-Wetting

*Second:* Te Waru Popata

*Motion:*

#### Policy Review (Attached below)

[Food and Nutrition Policy](#)

[School Policy on Drug Use and Misuse](#)

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

*Moved:* Tui Matthews

*Second:* Bronwyn Beddows

*Carried:*

#### General Business:

[Room 20 - camp proposal](#)

[Room 22 EOTC proposal](#)

[Room 21 - camp proposal](#)

**Closing Karakia:** Te Waru Popata

**Meeting finished:** 07:27pm

**Next Meeting:** Monday, 21st September 2026

*Signed as True and correct:*

A handwritten signature in black ink, appearing to read 'Ian Kaihe', written in a cursive style.

Ian Kaihe-Wetting  
*Presiding Member*

**31st August 2026**