



Katikati Primary School Board Meeting

Wednesday 25 February 2026 in the school's boardroom at 4.08pm

1.0 Karakia

2.0 Administration Matters

2.1 Election of Officers:

- **Presiding Member: A Rapson** nominated by A Nicholson. Seconded J Ballinger-Judd
- **Treasurer: L Hunter** nominated by J Ballinger-Judd. Seconded A Nicholson
- **Personnel: J Ballinger-Judd** nominated by A Rapson. Seconded L Mafi
- **Property: V Uilou** nominated by A Rapson. Seconded J Ballinger-Judd
- **Policy Representative: A Rapson** nominated by J Ballinger-Judd. Seconded A Nicholson
- **Privacy Representative: A Rapson** nominated by A Nicholson. Seconded A Oliver

2.2 Present: A Rapson, A Nicholson, A Oliver, L Mafi, L Massey, R Richards.

C Thomas and J Ballinger-Judd (attended via Zoom)

2.3 Apologies: L Hunter, V Uilou

2.4 Confirmation of minutes held 10 December 2025 as a true and correct record.

Moved A Rapson. Seconded A Nicholson

2.5 Matters Arising: Nil

2.6 Conflict of Interest: No updates.

2.7 Correspondence

Inward:

- Nil

Outward:

- Nil

2.8 Code of Conduct Review

- A Rapson presented the Ministry of Education Code of Conduct with the fifteen objectives.
- A Rapson reminded board that there are resources on the NZTEA website.

3.0 Principal's Report

3.1 Strategic Goals

- A Nicholson presented on progress towards each of the Strategic Goals
- L Massey presented the BSLA Report and updated Board regarding Professional Development.
- Powhiri was well received with many of the whanau staying for morning tea. Thank you L Mafi for organising.
- Forming Connections with whanau is in progress with the teachers.
- A Nicholson and L Massey updated the Board on how the Behaviour Support system was working.

UPCOMING EVENTS For BOT approval:

- Date to be confirmed: TEAM 1 SWIMMING SPORTS
- Date to be confirmed: TEAM 3 SWIMMING SPORTS
- Date to be confirmed: TEAM 2 SWIMMING SPORTS
- 17/3: NORTH CLUSTER SWIMMING SPORTS
- 2/4: SCHOOL WIDE FUN RUN

Moved by A Nicholson. Seconded A Rapson

3.2 Financial Report

Budget: After reviewing the end of year financial statements, there have been minor changes made to the draft budget presented to the Board at the end of 2025.

Final 2026 Budget approved. The deficit has been recognised and that it will be funded through working capital.

Moved A Nicholson. Seconded A Rapson

November:

- Andrea Nicholson moved that the internet payments of \$94,808.87 GST inclusive were paid as at 30th November 2025.
- Andrea Nicholson moved that the creditors of \$19,927 excluding GST as at 30th November 2025 be passed for payment.
- Andrea Nicholson moved that there are no charges on the credit card for 30th November, 2025

Moved A Nicholson. Seconded J Ballinger-Judd

December:

- Andrea Nicholson moved that the internet payments of \$36,260.39 GST inclusive were paid as at 31st December 2025.
- Andrea Nicholson moved that the creditors of \$12,187 excluding GST as at 31st December 2025 be passed for payment.
- Andrea Nicholson moved that there were no credit card charges for 31st December, 2025.

Moved A Nicholson. Seconded J Ballinger-Judd

3.3 Health & Safety Subcommittee

A Nicholson reported that the H&S meeting was held in February.

3.4 Staff Management

- A Nicholson presented the Staff Management Report.
- Professional Development in progress for February and March.

3.5 Asset Protection

- A Nicholson presented the Property Report.
- Roofing and Bark is currently underway.
- Advertisement placed for Caretaker Assistant.

3.6 General

A Nicholson presented the dates for the 2026 Board meetings

BOT meeting dates for the year:

- 25th February
- 25th March
- 27th May
- 29th July (changed from the 24th June)
- 26th August
- 28th October
- 9th December

A Nicholson moved to adopt the Principal's Report. Seconded L Mafi

4.0 Policies

A. Rapson reported that the six policies open for review before the end of Term 1 on School Docs are:

Board Policies currently under review: Safety On and Off School Grounds section in the Health, Safety, and Welfare Policy:

- Alcohol, Drugs, and Other Harmful Substances Policy
- Sun Protection
- Digital Technology and Online Safety
- Cell phones and Other Personal Digital Devices

5.0 General Business

1. NZSTA upcoming webinars for student suspension 10 March. We need board members to attend these as this is a prerequisite for board members attending a suspension meeting.
2. Disposal of records (KKPS Record listing Feb 2026). Records for destruction as per records. **Moved A Rapson. Seconded J Ballinger-Judd and A Nicholson**
3. Delegations register recommended by NZSTA.
4. Summary of exit interviews T3 & T4 2025.
5. In-committee items.

6.0 Actions

WHO	ACTION	COMPLETE BY
Whole Board	Review policies up for current review.	End of Term 1 2026
A Rapson / J Ballinger-Judd	Complete exit interviews	Ongoing
A Nicholson	Review Air Conditioning for Matakana. S Graveson to get quote. During Lockdown unbearable	Term 1 2026
A Rapson	New board members induction to review and complete. A Rapson to keep checking in.	Term 1 2026
A Nicholson J Ballinger-Judd	Windows / Black out to review. MOE should pay for this as buildings owned by MOE. J Ballinger Judd to provide information.	Term 1 2026
A Rapson	A Rapson to contact School Docs to be part of feedback group/stay up to date with developments.	Term 1 2026

7.0 Business for Next Meeting

Nil

8.0 Next Board Meeting 25 March 2026

9.0 Meeting Closure 5.19pm

Confirmed on this 25 Day of March 2026 as a true and Correct record with amendments.

 Presiding Member

Anita Rapson