



## **Katikati Primary School Board Meeting**

**Wednesday 25 March 2026 in the school's boardroom at 4.06pm**

### **1.0 Karakia**

### **2.0 Administration Matters Nil**

**2.1 Present:** A Rapson, A Nicholson, A Oliver, L Mafi, L Hunter, V Uilou, A Simms, J Ballinger-Judd, R Richards. C Thomas (attended via Zoom at 4.22pm)

**2.2 Apologies:** Nil

**2.3 Confirmation of minutes held 25 February 2026 as a true and correct record.  
Moved A Rapson. Seconded J Ballinger-Judd**

**2.4 Matters Arising:** Nil

**2.5 Conflict of Interest:** No updates.

### **2.6 Correspondence**

#### **Inward:**

- A Roche Annual Leave 7 - 14th Sept for overseas trip LWOP for approval. **Approved All**
- K Joshi Leave Terms 2 and 3 for overseas trip for approval. **Approved All**
- OIA Request (Academic Research) – Board policies on trustee use of personal devices.
- Information about your upcoming audit - Office of the Auditor-General Te Mana Arotake, 13 March.

#### **Outward:**

- To Regan Cunliffe 6 March: OIA Response – the Board has no policies on trustee use of personal devices.
- To MOE 4 March - Confirmation that the Board supports an application to establish a satellite of Tauranga Specialist School at Katikati Primary School.

#### **Board approvals via email to be minuted:**

- 10th March RAMS Nth Cluster Swim Team Yr 5/6.

### **3.0 Principal's Report**

#### **3.1 Strategic Goals**

- A Nicholson presented the Strategic Goals and presented the Curriculum Refresh to the Board.
- Concern raised that the Mental Health Clinician is no longer available. See Action.

### **UPCOMING EVENTS For BOT approval:**

1st April:	WBOP Swimming Sports
2nd April:	School Fun Run
26th - 28th May:	School Discos
TBC:	School Cross Country
RAMS:	School Fun Run

**Moved by A Nicholson. Seconded V Uilou**

### **3.2 Financial Report**

#### **January:**

- Andrea Nicholson moved that the internet payments of \$52,879.96 GST inclusive were paid as of 31st January 2026.
- Andrea Nicholson moved that the creditors of \$236,975 excluding GST as of 31st January 2026 be passed for payment.
- Andrea Nicholson moved that the credit card had no charges for 31st January 2026.

**Moved A Nicholson. Seconded A Rapson**

#### **February:**

- Andrea Nicholson moved that the internet payments of \$293,186.28 GST inclusive were paid as of 28th February 2026.
- Andrea Nicholson moved that the creditors of \$59,731.00 excluding GST as at 28th February 2026 be passed for payment.
- Andrea Nicholson moved that the credit card charge of \$2994.94 for Twinkl Fees, BSLA PD, Maths Subs, Mtg refreshments to be passed for payment as of 28th February 2026.

**Moved A Nicholson. Seconded A Rapson**

- Discussion regarding increasing costs.

### **3.3 Health & Safety Subcommittee**

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

### **3.4 Staff Management**

- A Nicholson presented the Staff Management Report.
- Professional Development in progress.

### **3.5 Asset Protection**

- A Nicholson presented the Property Report.
- Discussion regarding stolen fencing. Concern regarding lack of security for children during school hours.

**A Rapson moved to adopt the Property Report. Seconded L Mafi**

### **3.6 General**

Discussion regarding significant increase to School Roll (50). MOE has not predicted accurately which affects staffing requirements.

**A Nicholson moved to adopt the principal's report. Seconded V Uilou**

#### **4.0 Policies**

A. Rapson reminded Board to review policies before the end of Term 1 on School Docs:

**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

#### **5.0 General Business**

1. Reporting and Assessments.
2. Disposal of records (KKPS Record listing Mar 2026) **A Rapson moved. Seconded. J Ballinger Judd.**
3. NZSTA upcoming webinars for board members to review.
4. NZSBA 2026 Conference - Auckland 17-19 July. Recommended that one to two board members attend due to budget constraints. **A Rapson moved that up to two people attend. Seconded. V Uilou**
5. Staff Health & Wellbeing. A Rapson presented proposal. A Nicholson provided an update. **A Rapson moved the Staff Health & Wellbeing Proposal be accepted.. Seconded. L Hunter**
6. February's post-meeting reflection survey presented by A Rapson. Requested board members to utilise and provide feedback.
7. Stand downs. **A Nicholson** moved that the Board delegates the DPs to act as Principal in her absence, enabling them to make the decision to stand down or suspend if the Principal is away. **Approved All**
8. In-committee items - Nil

#### **6.0 Actions**

<b>WHO</b>	<b>ACTION</b>	<b>COMPLETE BY</b>
A Nicholson	Review Caretaker staffing requirements.	Term 3
A Nicholson/ A Rapson	Mental Health Clinician – concern no replacement. Letter of complaint to be completed.	Start of Term 2
Whole Board	Review policies up for current review.	Ongoing
A Rapson / J Ballinger-Judd	Complete exit interviews	Ongoing
A Rapson	New board members induction to review and complete. A Rapson to keep checking in.	Ongoing
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. Quotes provided by S Graveson	Update May Meeting

WHO	ACTION	COMPLETE BY
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 27 May 2026**

**9.0 Meeting Closure 5.24pm**

Confirmed on this 27<sup>th</sup> Day of May 2026 as a true and Correct record with amendments.



.....Presiding Member

**Anita Rapson**