



## **Katikati Primary School Board Meeting**

Wednesday 26 March 2025 in the school's boardroom at 4.00pm

### **1.0 Karakia**

### **2.0 Administration Matters:**

**2.1 Present:** A Rapson, A Nicholson, R Nathan, M Dyer, V Uilou, M Paterson, and R Richards.

**2.2 Apologies:** L Hunter, A by de Ley, J Ballinger-Judd

**2.3 Confirmation of minutes held** 26 February 2025 as a true and correct record. Moved A Rapson. Seconded A Nicholson

**Matters Arising:** Nil

### **2.4. Correspondence**

**Inward:**

- Margaret Robertson - Neighbour Re: Overhanging Tree (forwarded to S Graveson). R Nathan to make contact with M Robertson.
- Approval of leave request for Christine Townsend by Board members via email (11 March 2025). Approved via email.
- Approval of reallocation of 5YA funds to install barriers to stop children climbing on roof by Board members via email (6 March 2024). Approved via email.
- Kaha Group proposal. Board approved to proceed.
- Resignation: Cathy McGeady - teacher; Dannae Baker - Teacher Aide. Exit interviews will be arranged by A Rapson.

**Outward:** Draft letter ready to go to Education Minister. Any suggestions to be emailed to A Rapson.

**2.5. Conflict of Interest.** No change

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

#### **3.1 Strategic Section**

A Nicholson went through updates related to meeting our strategic goals.

**UPCOMING EVENTS For BOT approval:**

1st and 2nd April: Treasuring our Place Museum visit: Team 3

9th April: WBOP Swimming Sports

13th May: School Cross Country

20th May: North Cluster Cross Country

Moved A Nicholson. Seconded R Nathan

### **3.2 Financial**

A Nicholson moved that the following payments be approved for payment for January.

- Andrea Nicholson moved that the internet payments of \$33,248.67 GST inclusive were paid as at 31st January 2025.
- Andrea Nicholson moved that the creditors of \$64,307.00 excluding GST as at 31st January 2025 be passed for payment.
- Andrea Nicholson moved that the credit card had no charges for 31st January 2025.

Seconded Val Uilou.

### **3.3 Health & Safety**

A. Nicholson reported that the first H&S meeting was held on 18th March, and the committee is reviewing various areas for this year.

### **3.4 Staff Management**

A Nicholson went through Staff Management.

### **3.5 Asset Protection**

A Nicholson presented Property Report.

### **3.6 General**

A Nicholson moved to adopt Principal's report. Seconded M Paterson.

## **4. Policies Open for Review**

Summary of latest updates from SchoolDocs to be presented at next meeting. A. Rapson reported that six policies are up for review on School Docs, with the deadline at the end of Term 1.

Policies Currently Open for Review

- Health, Safety, and Welfare Policy (board)
- Safety Management System (board)
- Risk Management (board)
- Worker Engagement, Participation, and Representation
- Healthcare (board)
- Recording and Reporting Accidents, Injuries, and Illness

## General Business

1. 2025 Work Plan in 'Permanent Folder'. Live document
2. Decision regarding Returning Officer (school board elections). Board approved to engage Schooled. A Nicholson to action.
3. Property subcommittee update. Will happen in Term 2.
4. Learning Support needs subcommittee – TOR. Discussed. Agreed that various staff to be involved as required. A Rapson moved to proceed and approve ToR. Seconded M Paterson.
5. Draft letter to the Minister – A Rapson to process.
6. School Transport Meeting - document in Curriculum Reports.

## Actions

WHO	ACTION	COMPLETED BY
Whole Board	Review policies up for current review.	End of Term 1
R Nathan A Nicholson	Investigate Staff Training in how to deal with irate and violent parents.  Training details to be emailed.	Done  ASAP
A Nicholson	Wellness Survey – Health and Safety Committee are reviewing new format and questions to gain a clearer result. On schedule for Term 2	Term 2
J Ballinger-J udd	Report on conferences that she has attended.	Term 2
A Rapson/A Nicholson  A Rapson	Organise a sub committee to review issues surrounding some of our children. Involve M Dyer and teachers.  Terms of reference to be drafted for review.	Term 1  Done
A Nicholson	Time Capsule buried 2000. Property Mgr has pinpointed where it is situated. Scheduled to be dug up in 2025. Outline of how to celebrate will be reviewed and tabled e.g. plant a tree, invite past students to attend.	Term 2
L Hunter	Policies Report	May 2025

A Rapson	Draft 2025 Work Plan.	Done
R Nathan	To meet neighbour Margaret Robertson re Tree	April
A Rapson	Complete exit interviews	April
A Rapson	Letter to Minister to send.	April

### **Business for Next Meeting**


Nil

8. **Next BOT Meeting** 28 May 2025

9. **Meeting Closure** 4.34pm

10. **Closing Karakia**

Confirmed on this 28 Day of MAY 2025 as a true and Correct record with amendments.

 Presiding Member  
Anita Rapson