



Katikati Primary School Board Meeting

Wednesday 27 May 2026 in the school's boardroom at 4.04pm

1.0 Karakia

2.0 Administration Matters Nil

2.1 Present: A Rapson, A Nicholson, A Oliver, L Hunter, V Uilou, C Thomas, J Ballinger-Judd, A Willett, R Richards.

2.2 Apologies: L Mafi, L Hunter

**2.3 Confirmation of minutes held 25 March 2026 as a true and correct record.
Moved A Rapson. Seconded C Thomas**

2.4 Matters Arising: Nil

2.5 Conflict of Interest: No updates.

2.6 Correspondence

Inward:

- Letter to School Boards - Curriculum Reform and Webinar Sign-Up Form. Discussed and reply letter to be drafted for circulation.
- Treasuring our Place (received 11th May). Reply letter drafted from Board. Agreed to send letter.
- Presiding Member resignation letter (21st May).
- Letter from teacher requesting to take refreshment leave. Board approved.

Outward:

Board approvals via email to be minuted:

Approval for Lillian Mafi to join the appointment panel for the new kaiako to replace Janneke (30 April 2026)

3.0 Principal's Report

3.1 Strategic Goals

- A Nicholson presented on progress towards each of the Strategic Goals.
- Apply for funding for a new kapa haka uniform with Grassroots. Ratified All

UPCOMING EVENTS For BOT approval:

- 2nd June: North Cluster Cross Country

- 16th June: WBOP Cross Country
- 17th June: Freshmoves Dance Festival (cancelled)
- 30th June: BOP Cross Country
- 27th July: Senior School Ultimate Frisbee

Moved by A Nicholson. Seconded V Uliou

3.2 Financial Report

March:

Andrea Nicholson moved that the internet payments of \$76,532.34 GST inclusive were paid as of 31st March 2026.

Andrea Nicholson moved that the creditors of \$85,082.73 excluding GST as of 31st March 2026 be passed for payment.

Andrea Nicholson moved that there were no credit card charges as of 31st March 2026

Moved A Nicholson. Seconded A Rapson

April:

Andrea Nicholson moved that the internet payments of \$118,040.91 GST inclusive were paid as of 30th April 2026.

Andrea Nicholson moved that the creditors of \$36,244 excluding GST as of 30th April 2026 be passed for payment.

Andrea Nicholson moved that the charges of \$195.00 be passed for payment for April 2026.

Moved A Nicholson. Seconded A Rapson

Budget request for Kaiarahi i Te Reo

Moved A Nicholson. Seconded All

2025 End of Year Financial Statement to be ratified ready to be sent to MOE by 31st May.

Moved A Nicholson. Seconded J Ballinger Judd

3.3 Health & Safety Subcommittee

A Nicholson reported that the H&S meeting was held in May 20th.

- H Purcell to update the Board regarding EOTC as required.

3.4 Staff Management

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

POSITIONS TO RATIFY:

The following positions need to be ratified

- LeAnne Taylor to be appointed to the full time, fixed term position of junior school teacher.
- Kate O Leary to be appointed to a full time, fixed term position for maternity cover.
- Jennifer Koopu to be appointed to the full time, permanent position of kaiako.
- Ann Townsend will be covering for Kristy Graveson while she is on leave.

Moved A Nicholson. Seconded A Rapson

3.5 Asset Protection

- A Nicholson presented the Property Report.

A Rapson moved to adopt the Property Report. Seconded C Thomas

3.6 General

A Nicholson moved to adopt the principal's report. Seconded J Ballinger Judd

4.0 Policies

A. Rapson reminded Board to review policies before the end of Term 2 on School Docs:

Board Policies currently under review:

- Daily School Bus
- School Swimming Pool & Swimming Off Site
- Education Outside the Classroom (EOTC)
- EOTC Governance Roles & Responsibilities
- EOTC Risk Assessment & Management

Updated policies - motion to accept the updated policies (live on SchoolDocs):

- Student Wellbeing and Safety (all policies in this section)
- Staff Conduct
- Managing Traumatic Incidents
- Missing Student Procedure
- Bullying and Harassment
- Review Schedule and Board Assurances
- Identifying and Responding to Suspected Child Abuse or Neglect
- Recording Photos, Video and Sound

A Rapson moved to adopt policies Seconded V Uilou

The impact of the changes to the Privacy Act were discussed and it was acknowledged that SchoolDocs has updated relevant policies.

5.0 General Business

1. Draft email response regarding Treasuring our Place
2. Bay of Plenty Property 101 Seminar (26th March) – C Thomas was unable to attend and will share the update from the Seminar via email.
3. 2026 NZSBA AGM (23rd May) – Update from J Ballinger Judd AGM postponed until 9th June.
4. Upcoming NZSBA webinars discussed with trustees
5. NZSBA conference attendees
6. Budget request - Kaiarahi i Te Reo position
7. Afternoon parking and road safety concerns discussed. A letter has been drafted to the local police and council.
8. Grassroots Grant Application. Ratified by Board.
9. In-committee items

6.0 Actions

WHO	ACTION	COMPLETE BY
A Nicholson/ A Rapson	Mental Health Clinician – concern no replacement. Letter of complaint to be completed.	End 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

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
A Rapson	Letter regarding Curriculum Reform. Discussed and letter to be drafted for circulation.	June 2026
A Nicholson	Review potential co-opt members	June 2026
A Nicholson	Review wall fans for Matakana in response to lockdown heating issues	June 2026
A Nicholson A Rapson	Raise concerns with local police and council regarding road safety and for parents to assist the school. Also contact Merle from local paper.	June 2026

7.0 Business for Next Meeting

Nil

8.0 Next Board Meeting 29 July 2026

9.0 Meeting Closure 5.14pm

Confirmed on this ^{29th} Day of July 2026 as a true and Correct record with amendments.

.....Presiding Member

~~Anita Rapson~~

J. Ballinger-Judd