



Katikati Primary School Board Meeting

Wednesday 28 May 2025 in the school's boardroom at 4.00pm

1.0 Karakia

2.0 Administration Matters:

2.1 Present: A Rapson, R Nathan, V Uilou, M Paterson, L Hunter J Ballinger-Judd (via cellphone), A Willett and R Richards.

2.2 Apologies: A Nicholson, A by de Ley

2.3 Confirmation of minutes held 26 March 2025 as a true and correct record. Moved A Rapson. Seconded V Uilou.

Matters Arising: Nil

2.4. Correspondence

Inward:

Staff Leave Request - Tammy Parker from 17th Sept to 10th October (8 days in total either side of school holidays). Approved All

Vis Tab Visitor Management System Approved All

Resignation Letter Teacher

Gold Coast Leadership Study Tour,.

RAMS emailed and approved via email

AED annual service enquiry. Under review. Feedback provided at next meeting.

Outward:

Letter to Honourable Erica Stanford, Minister of Education

Reply letter to parent regarding learning support practices at KKPS

2.5. Conflict of Interest. No changes.

3.0 Principal's Report

3.1 Strategic Section

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

Community Consultation Timeline. Board is happy with the timeline.

UPCOMING EVENTS For BOT approval:

- 10th June: WBOP Cross Country
- 18th June: Uretara Planting (Senior Team)
- 24th June: BOP Cross Country

- 23rd July: Science Roadshow at KKC (Senior Team)

Moved A Willett. Seconded Mel Paterson

3.2 Financial

A Willett moved that the following payments be approved for payment for February, March and April.

February

- Andrea Nicholson moved that the internet payments of \$145,734.37 GST inclusive were paid as at 28th February 2025.
- Andrea Nicholson moved that the creditors of \$46,751.00 excluding GST as at 28th February 2025 be passed for payment.
- Andrea Nicholson moved that the credit card charge of \$186.00 for Twinkl Fee (Resources) be passed for payment as at 28th February 2025.

Seconded M Paterson.

March

- Andrea Nicholson moved that the internet payments of \$123,612.46 GST inclusive were paid as at 31st March 2025.
- Andrea Nicholson moved that the creditors of \$13,499.00 excluding GST as at 31st March 2025 be passed for payment.
- Andrea Nicholson moved that the credit card charge of \$592.48 for Professional Development be passed for payment as at 31st March 2025.

Seconded V Uilou.

April Lauren

- Andrea Nicholson moved that the internet payments of \$28,791.35 GST inclusive were paid as at 30th April 2025.
- Andrea Nicholson moved that the creditors of \$14,578.00 excluding GST as at 30th April 2025 be passed for payment.
- Andrea Nicholson moved that the credit card had no charges for 30th April 2025.

Seconded L Hunter.

2024 End of Year Financials submitted to board for review and approval.

Moved A Willett. Seconded V Uilou.

3.3 Health & Safety

A. Willett reported that the first H&S meeting was held on 13th May, and the committee is reviewing various areas for this year.

3.4 Staff Management

A Willet updated board that the Staff wellbeing survey is underway as of Week 5.

L Massey updated the board regarding new teacher roles in progress.

3.5 Asset Protection

A Willet presented Property Report.

1. Board approved the sub committee's recommendation for the Painting Contract and library roof. This would not require any additional expenditure in the budget line for 2025.

A Willet moved. Seconded A Rapson

2. M Dyer requested a temporary fence between the back of Matakana and rooms 16 and 17, costing up to \$5,000. It would create a safe outdoor space for high-needs ORS-funded students and staff. The movable panels allow flexibility if student placement changes. This will be an evolving space to ensure it meets the needs of all concerned. As this is unbudgeted, Board approval is required.

A Willett moved. Seconded A Rapson

3.6 General

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

4. Policies Open for Review

A. Rapson reported that the six policies are focused on emergency management set up on School Docs, with the deadline at the end of Term 2.

Policies Currently Open for Review

- Planning and Preparing for Emergencies, Disasters, and Crises (board)
- Communication During an Emergency, Disaster, or Crisis (board)
- Emergency Closure (board)
- Emergency Management
- Disaster Management
- Crisis Management

General Business

1. A Rapson updated Board on Learning Support subcommittee. Meeting held to understand the scope and meeting with school SENCO staff. Further meetings will be held to understand the complex situation. Report to be developed in the next 14 weeks.
2. R Nathan updated board on neighbour's tree. A Rapson to draft a reply letter.
3. A Rapson Exit interview summary - in committee.
4. A Rapson updated board on Representative to attend NZSBA AGM - online - Saturday, July 12. J Ballinger-Judd will represent the board.
5. A Rapson updated re ERO. Report will be on the website in due course.
6. In-committee items

Actions

WHO	ACTION	COMPLETED BY
Whole Board	Review policies up for current review.	End of Term 2
A Nicholson	Unfortunately this can no longer be offered by Te Rūnanga o Ngāti Ranginui iwi. Management to review training requirements for staff on how to deal with unhappy/frustrated parents and community members	End of Term 2
A Nicholson	Wellness Survey – underway as of 28 th May Summary report to be presented to Board	Term 2 Term 3
J Ballinger-Judd	Report on conferences that she has attended. Feedback submitted.	Done
A Rapson A Rapson	Learning Support Terms of reference Draft report underway	Done Term 3
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 3
L Hunter	Policies Report – provided	Done
R Nathan A Rapson	To meet neighbour Margaret Robertson re Tree. Letter of reply to be drafted	Done 25th June
A Rapson	Complete exit interviews – ongoing	end of Term 2
M Paterson/A Nicholson	Due to resignation of Board teacher representative - review process for teacher elections	25th June

Business for Next Meeting

Nil

8. **Next BOT Meeting** 25th June 2025

9. **Meeting Closure** 4.50pm

10. **Closing Karakia**

Confirmed on this 25 Day of June 2025 as a true and Correct record with amendments.

 Presiding Member

Anita Rapson