



## **Katikati Primary School Board Meeting**

**Wednesday 25 June 2025 in the school's boardroom at 4.00pm**

### **1.0 Karakia**

### **2.0 Administration Matters**

**2.1 Present:** A Rapson, R Nathan, M Paterson, L Hunter, J Ballinger-Judd, A Nicholson, M Dyer, R Richards.

**2.2 Apologies:** A by de Ley, V Uilou.

**2.3 Confirmation of minutes held** 28 May 2025 as a true and correct record. Moved A Rapson. Seconded M Paterson

**Matters Arising:** Nil

### **2.4. Correspondence**

#### **Inward:**

Staff Leave Request - Jennie McKeown from 17th Aug to 18th Sept 2026 (24 days in total). Approved

Resignation 27th June - Jamie Collin (Teacher Aide)

RAMS circulated via email

2024 End of Year Auditor Closing Report

#### **Outward:**

Letter to neighbour regarding tree (12 June 2025)

Letter to parent (9 June 2025)

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

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

#### **3.1 Strategic Goals**

- A Nicholson updated the board on the Study Tour.
- **Community Consultation.** Board discussed ideas on how to best organise. For collecting student voice, ensure it is age appropriate e.g. what makes you proud

to be a Katikati Primary School student; what do the ERICA values mean to you?). Add a community survey question regarding aspirations for your child's education. Facilitate community hui to develop concepts from the community survey.

- **Northern Cluster Learning Support Panel.** M Dyer updated the board.
- **Staff Well Being Survey** should have results at next board meeting
- **Learning Support & ESOL Mid Year Report.** M Dyer updated the board on her report. A Nicholson provided information regarding the opportunity of working with Tauranga Special School.

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

26/6: Bay of Plenty Cross Country

23/7: Science Road Show at Katikati College for Team 3

Moved A Nicholson. Seconded All board members.

### **3.2 Financial Report**

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

#### **May**

A Nicholson moved that the internet payments of \$86,979.52 GST inclusive were paid as at 31st May 2025.

A Nicholson moved that the creditors of \$10,318.00 excluding GST as at 31st May 2025 be passed for payment.

A Nicholson moved that the credit card charges of \$439.10 for Maths Numeracy be passed for payment for 31st May 2025.

Seconded A Rapson

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

A Nicholson reported that the H&S meeting was held on 19th June.

School Photographs will be reviewed for 2026 in response to concerns regarding attitude to health and safety.

### **3.4 Staff Management**

Two junior teachers appointed for Terms 3 & 4.

A Nicholson move. Seconded - J Ballinger-Judd

### **3.5 Asset Protection**

A Nicholson presented the Property Report.

Review furniture requirements for Term 3 and 4 for Year 0 & 1(action).

### **3.6 General**

A Nicholson moved to adopt the Principal's report. Seconded L Hunter

## **4.0 Policies**

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

- 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

Review emergency plan areas i.e Fire Drills, lockdown, oil spills, emergency contact tree. (action)

## **5.0 General Business**

1. Update on Learning Support subcommittee (A Rapson): Reviewing external research reports. Draft to be prepared for the next Board meeting.
2. Elections - Election day is set for 10th September; new Board takes office on 17th September
3. Wellness Survey - survey is complete and the results will be reported to Board at beginning of Term 3

4. After School Care. Community Centre are having to close this as of 27th June, 2025.

5. In-committee items - Nil

WHO	ACTION	COMPLETE 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  This is considered a requirement to support our staff - investigate a training provider	End of Term 2
A Nicholson	Wellness Survey – Summary report to be presented to Board	Term 3
A Rapson / A by de Ley	Learning Support Subcommittee - Draft report to be presented to Board	30 July
A Rapson	Letter of reply regarding tree	Done
A Rapson / J Ballinger-Judd	Complete exit interviews	Ongoing
M Paterson/A Nicholson	Due to resignation of Board teacher representative - review process for teacher elections.  M Paterson staying on until T3 Week 3 - so not required.	Done
A Nicholson	Review furniture requirements for Term 3 and 4 for Year 0 & 1	Term 3
A Nicholson	School Photograph provider to be reviewed for 2026	Before 2026
A Nicholson	Review emergency plan meets policy requirements i.e Fire Drills, lockdown, oil spills, emergency tree.	End of Term 3

**6.0 Actions**

**7.0 Business for Next Meeting**

Nil

**8.0 Next Board Meeting** 30<sup>th</sup> July 2025

**9.0 Meeting Closure** 5.12pm

**10.0 Closing Karakia**

Confirmed on this 30<sup>th</sup> Day of July 2025 as a true and Correct record with amendments.

.....Presiding Member

**Anita Rapson**