



## **Katikati Primary School Board Meeting**

**Wednesday 30 July 2025 in the school's boardroom at 4.00pm**

### **1.0 Karakia**

### **2.0 Administration Matters**

**2.1 Present:** A Rapson, M Paterson, L Hunter, V Uilou, A Nicholson, A Willett, L Massey, R Richards. By phone - J Ballinger-Judd.

**2.2 Apologies:** R Nathan. Absent with no apology - A by de Ley.

**2.3 Confirmation of minutes held** 27<sup>th</sup> June 2025 as a true and correct record. Moved A Rapson. Seconded A Nicholson

**Matters Arising:** Nil

### **2.4. Correspondence**

#### **Inward:**

- Staff Leave Request – Kristy Graveson 2026 Term 3. All Approved
- A Nicholson – Family wedding 3 weeks. Approved

**Outward:** Correspondence from parent (HK 25 June 2025)

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

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

#### **3.1 Strategic Goals**

Academic achievements updated board. A Willett and L Massey discussed the mid-year data reports.

Sub Committee required to develop strategic plan: A Rapson, L Hunter. All agreed.

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

Date TBC: Matakana Pod visit to Katikati Museum to see the new waka exhibition.

6.8.25: Year 3 & 4 Netball Competition

8.8.25: One ORS funded student to the Tumanako Art Exhibition Tauranga

21.8.25: Funky Fun Day

26.8.25: Treasuring our Place Stream Visit

Moved A Nicholson. Seconded All board members.

### **3.2 Financial Report**

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

Increase EAP Service budget as requested by A Rapson

#### **June**

Andrea Nicholson moved that the internet payments of \$39,808.07 GST inclusive were paid as at 30<sup>th</sup> June 2025.

Andrea Nicholson moved that the creditors of \$9,114 excluding GST as at 30<sup>th</sup> June 2025 be passed for payment.

Andrea Nicholson moved that there were no credit card charges up to the 27<sup>th</sup> June.

Seconded A Rapson

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

A Nicholson reported that the H&S meeting was held on 15<sup>th</sup> July.

### **3.4 Staff Management**

A Nicholson presented the Staff Management Report.

### **3.5 Asset Protection**

A Nicholson presented the Property Report.

### **3.6 General**

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

## **4.0 Policies**

A. Rapson reported that the six policies open for review before the end of Term 3 on School Docs are:

#### **Board Policies currently under review:**

- Child Protection Policy
- Abuse Recognition and Reporting Policy
- Safety Checking

**Other policies currently under review:**

- Food and Nutrition Policy
- Police Vetting Policy
- Missing Student Procedure

Updated policies - motion to accept the updated policies: Seconded M Paterson.

- Asset Management
- Property Management
- Property Maintenance and Repairs
- Third-party use of School Property
- Personal Property and Insurance

**5.0 General Business**

1. Term 2 Attendance Report. Discussed.
2. Tauranga Special School MOU. Next steps approved by all board.
3. Update on Staff Wellbeing Survey. Discussed. Next survey to be conducted by an independent company. Approved by all board.
4. Review of student achievement data (in Deputy Reports folder).
5. Upcoming NZSBA training opportunities. A Rapson tabled these are available.
6. Elections update. Nominations close 6<sup>th</sup> August.

**6.0 Actions**

WHO	ACTION	COMPLETE BY
Whole Board	Review policies up for current review.	End of Term 3
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 3  In progress
A Rapson / A by de Ley	Learning Support Subcommittee - Draft report to be presented to Board	30 August

A Rapson / J Ballinger-Judd	Complete exit interviews	Ongoing
A Nicholson	School Photograph provider to be reviewed for 2026	Before 2026
A Nicholson	Draft/prepare the Strategic Plan (this will include the consolidation of community engagement survey results)	TBC
A Nicholson	Review emergency plan meets policy requirements i.e Fire Drills, lockdown, oil spills, emergency tree  Finalising lockdown approach with SLT.	Done

### **7.0 Business for Next Meeting**

Nil

**8.0 Next Board Meeting** 27<sup>th</sup> August 2025

**9.0 Meeting Closure** 4.57pm

Confirmed on this 27.....Day of August.....2025 as a true and Correct record with amendments.

.....Presiding Member

**Anita Rapson**