



## **Katikati Primary School Board Meeting**

**Wednesday 29 October 2025 in the school's boardroom at 4.02pm**

### **1.0 Karakia**

### **2.0 Administration Matters**

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

**2.2 Apologies:**

#### **2.3 Election of Officers**

Presiding - Anita Rapson nominated herself. Moved V Uilou. Carried.

Treasurer – Loren Hunter nominated herself. Moved A Rapson. Carried.

Personnel – Jenner Ballinger-Judd nominated herself. Moved V Uilou. Carried.

Property Representative – Valarie Uilou nominated herself. Moved A Nicholson. Carried.

Policy Representative – Anita Rapson nominated herself. Moved V Uilou. Carried.

Hapu Representative – TBC Board to liaise with local iwi to appoint a new *hāpū* representative

Privacy Representative - Anita Rapson nominated herself. Moved V Uilou. Carried.

Staff Representative – Elected - Ashleigh Oliver

Committee Member – Elected - Candice Thomas

**2.4 Confirmation of minutes held 27 August 2025 as a true and correct record.**

Moved A Rapson. Seconded L Hunter

Minutes updated to include thank you to Mel Paterson

**Matters Arising:** Nil

## **2.5 Correspondence**

### **Inward:**

- Resignation from Marlene Dyer (DP Senco) Marlene was thanked for her valuable contribution to the school
- Leave for L Landman 3 - 11th November 2025 (approved by email)
- Email from Parent Claire Hill re leave during term time. Board approved the use of the Q code for this leave as the child was attending a conference. Moved Val Uilou, Seconded J Ballinger-Judd

### **Outward:**

- Letters of thanks to Roy and Mel. Carried All
- Letter to the Ministry of Education (4th September). Discussed In Committee

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

**2.7 Welcome and overview of the role of the Board.** A Rapson welcomed the new board. Induction information sent to A Oliver and C Thomas for their review.

**2.8 Code of Conduct** Moved A Rapson, Seconded L Hunter

## **3.0 Principal's Report**

### **3.1 Strategic Goals**

A Nicholson presented the Strategic Goals

Student Attendance Management Plan 2026 was moved A Nicholson, Seconded A Rapson  
Carried: All

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

11/11: North Cluster Athletics

21/11: Katikati College Transition Day

26/11: WBOP Athletics

27/11: Orange Day (Thank you event for Road Patrollers and Bus Monitors)

9/12: Team 2 End of Year Trip to Tuapiro

11- 16/12: Prizegiving Practices at KKC

17/12: Year 3 – 6 Prizegiving

18/12: Graduation Dinner

### **UPCOMING EVENTS For BOT approval cont.**

Date TBC End of year celebration with ORS students to local farm

Date TBC Year 6 Students' Transition

Term 4 Swimming: The decision will be made no later than Week 7 as to whether we will open the school pool this term. The decision will depend on the water temperature. Usually in Term 4 there would be a pool party for Team 3 and another for our Year 6 volunteers. As the Dave Hume Pool is currently closed, the dates for these have not been set yet. If we have opened our school pool, we may have to hold the events here.

Moved A Nicholson. Seconded V Uiolu

### **3.2 Financial Report**

#### **August:**

Andrea Nicholson moved that the internet payments of \$67,016.78 GST inclusive were paid as at 31st August 2025.

Andrea Nicholson moved that the creditors of \$19,958 excluding GST as at 31st August 2025 be passed for payment.

Andrea Nicholson moved that the credit card charge for \$532.98 be passed for payment for 31st August, 2025.

Moved A Nicholson. Seconded A Rapson

#### **September:**

Andrea Nicholson moved that the internet payments of \$39,687.92 GST inclusive were paid as at 30th September 2025.

Andrea Nicholson moved that the creditors of \$37,164.00 excluding GST as at 30th September 2025 be passed for payment.

There was no spend on the credit card for September 2025.

Moved A Nicholson. Seconded L Hunter

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

A Nicholson reported that the H&S meeting was held on 22<sup>nd</sup> October.

### **3.4 Staff Management**

A Nicholson moved that the following appointments for 2026 be ratified

- Chloe Skarratt to be appointed to a permanent Scale A position
- Phillipa Getty to be appointed to a permanent Scale A position
- Shelley Gracie to be appointed to a permanent Scale A position
- Janneke Tata to be appointed to a permanent Scale A position
- Alison Leek to be appointed to a fixed term Scale A position for the 2026 academic year

Moved: A Nicholson, Seconded: C Thomas

### **3.5 Asset Protection**

A Nicholson presented the Property Report.

### **3.6 General**

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

### **4.0 Policies**

A. Rapson reported that the six policies open for review before the end of Term 4 on School Docs are:

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

- Bullying and Harassment (Board)
- Behaviour Management (Board)
- Searches, Surrender, and Retention of Property
- Minimising Physical Restraint (Board)
- Stand-down, Suspension, and Exclusion
- Staff Wellbeing and Safety

#### **Updated policies to be minuted as approved:**

- Finance and Asset Management
- Health and Safety Management
- Health Support

A Rapson moved to adopt the Policies. Seconded V Uilou

A Rapson tabled Generative A1 policy for Primary and Intermediate schools to review.

Moved by A Rapson to address this in school procedures and provided professional development for staff. Seconded All

### **5.0 General Business**

#### **1. End-of-Year Gift Vouchers for Staff:**

Gift vouchers will be provided to all permanent and contract staff as a token of appreciation, with amounts based on their hours worked: \$20, \$30, and \$50 Countdown Vouchers. Relievers will receive a token \$10 Cafe Voucher. A. Nicholson will review staff hours to determine the appropriate voucher for each person.

Moved A Rapson, Carried All

2. Christmas dinner for the Board discussed. Rather than a Christmas Dinner for the board, the preference is to do something for the staff in the new year.

Moved A Rapson, Carried All

3. In-committee items (Anita)

### **6.0 Actions**

<b>WHO</b>	<b>ACTION</b>	<b>COMPLETE BY</b>
A Rapson / A Nicholson	Board to liaise with local iwi to appoint a new <i>hāpū</i> representative	Term 4
A Nicholson	Health & Safety Report check how to link incidents with same child	Term 4
Whole Board	Review policies up for current review.	End of Term 3
A Nicholson	De-escalation training to be organised as part of the TODs at the start of 2026.	End of Term 4
A Rapson / J Ballinger-Judd	Learning Support Subcommittee - Draft report to be presented to the Board. Workshop session being organised.	End of Term 3

A Rapson / J Ballinger-Judd	Complete exit interviews	Ongoing
A Nicholson	School Photograph provider will provide a new photographer	Done
A Nicholson	Draft/prepare the Strategic Plan (this will include the consolidation of community engagement survey results). A Nicholson to present at December Board Meeting	Term 4

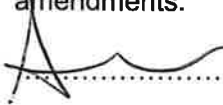
**7.0 Business for Next Meeting**

Nil

**8.0 Next Board Meeting** 10 December 2025

**9.0 Meeting Closure** 5.50pm

Confirmed on this 10th Day of December, 2025 as a true and Correct record with amendments.

.....Presiding Member

**Anita Rapson**