



## **Katikati Primary School Board Meeting**

**Wednesday 10 December 2025 in the school's boardroom at 4.01pm**

### **1.0 Karakia**

### **2.0 Administration Matters**

**2.1 Present:** A Rapson, L Hunter, V Uilou, A Nicholson, J Ballinger-Judd, A Oliver, L Mafi, L Massey, A Willett, R Richards,

**2.2 Apologies:** C Thomas

**2.3 Confirmation of minutes held 29 October 2025 as a true and correct record.**

**Moved A Rapson. Seconded A Nicholson**

**Matters Arising:** Nil

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

### **2.5 Correspondence**

#### **Inward:**

- Cate Williams - 27 Nov 2025 Commitment to Continue to Give Effect to Te Tiriti o Waitangi
- Resignation Letter from Jen van Heuckelum
- Resignation of from Sarah McMenamin

#### **Outward:**

- Letter to Minister Stanford Te Tiriti o Waitangi 20 11 2025 (received an automated response)
- Email to all staff thanking them for their effort during the lockdown (3 Dec 2025)

#### **Board approvals via email to be minuted:**

Anita, Ashleigh and Jenner to act on behalf of the board in the suspension subcommittee (17 Nov 2025)

Anita, Ashleigh, Candice and Jenner to act on behalf of the board in the suspension subcommittee (24 Nov 2025)

Motion that the Katikati Primary School Board co-opt Lillian Mafi as a Hapu Representative and Board member, effective immediately, for the remainder of the current Board term (2 Dec 2025)

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

### **3.1 Strategic Goals**

A Nicholson presented the Strategic Goals

- A Willett presented Year 3-6 End of Year Aggregated Data 2025
- L Massey presented Years 1-2 End of Year Aggregated Data 2025
- A Nicholson presented Analysis of Variance
- A Nicholson presented Annual Plan 2026

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

- 9/12 Rooms 5 and 17 visiting Lexham Park
- 11- 16/12: Prizegiving Practices at KKC
- 17/12: Year 3 – 6 Prizegiving
- 18/12: Graduation Dinner

*The above events were approved previously.*

### **3.2 Financial Report**

#### **October:**

Andrea Nicholson moved that the internet payments of \$43,479.90 GST inclusive were paid as of 31st October 2025.

Andrea Nicholson moved that the creditors of \$23,534.00 excluding GST as of 31st October 2025 be passed for payment.

Andrea Nicholson moved that the credit card charge for \$102.94 be passed for payment for 31st October 2025.

**Moved A Nicholson. Seconded J Ballinger-Judd**

#### **Draft Budget:**

- A Nicholson presented the Draft Budget 2026

**Moved A Nicholson. Seconded V Uilou**

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

A Nicholson reported that the H&S meeting was held on 2<sup>nd</sup> December.

### **3.4 Staff Management**

A Nicholson presented the Staff Management Report.

The following positions were ratified by the Board:

- Annie Sims to be appointed to the permanent full-time position of SENCO/ DP
- Jasmine Mattock to be appointed to the permanent full-time position of Junior Team Leader / Teacher

**Moved A Nicholson. Seconded V Uilou**

### **3.5 Asset Protection**

A Nicholson presented the Property Report.

- Review 2025 Cyclical Maintenance Plan
- The 2026 cyclical maintenance plan was presented for approval.

#### **Moved A Nicholson. Seconded A Rapson**

- Assets Purchased and Removed were presented for approval.

The old mower has been replaced. S Graveson wants to purchase for \$500+GST which is what the trade in cost would be.

#### **Moved A Nicholson. Seconded by All**

### **3.6 General**

A Nicholson welcomed L Mafi and thanked the board for the 2025 year.

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

### **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

### **5.0 General Business**

1. Staff breakfast - Monday 2nd Feb 8.00am to welcome back team
2. Learning Support Report – **presented and moved by A Rapson. Seconded All**
3. Draft Board work plan 2026 – **presented and moved by A Rapson. Seconded All**
4. Code of Conduct reflection – to be discussed at 2026 meetings
5. BOT resolution to apply to Grassroots for \$25k for our sensory room. **Moved A Rapson. Seconded V Uilou**
6. Sale of Ride on Mower (Asset Removed from Register) Sell to S Graveson for \$500 + GST. **Confirmed under Property Report.**
7. Motion that all board members need to attend the full meeting to receive the honorarium and to keep the fee payment as it is. All Agreed.
8. In-committee items

## **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	Complete
A Nicholson	Health & Safety Report check how to link incidents with same child	Complete
Whole Board	Review policies up for current review.	End of Term 4
A Nicholson	De-escalation training to be organised as part of the TODs at the start of 2026.	Complete
A Rapson / J Ballinger-Judd	Learning Support Subcommittee - Draft report to be presented to the Board.	Complete
A Rapson / J Ballinger-Judd	Complete exit interviews	Ongoing
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	Complete
A Nicholson	Review Air Conditioning for Matakana	Term 1 2026
A Rapson	New board members induction to review and complete	Term 1 2026

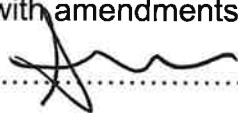
## **7.0 Business for Next Meeting**

Nil

**8.0 Next Board Meeting** 25 February 2026

**9.0 Meeting Closure** 5.29pm

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

  
.....Presiding Member

**Anita Rapson**