



Katikati Primary School Board Meeting

Wednesday 27 August 2025 in the school's boardroom at 4.00pm

1.0 Karakia

2.0 Administration Matters

2.1 Present: A Rapson, R Nathan, L Hunter, V Uilou, A Nicholson, M Dyer, J Ballinger-Judd, R Richards

2.2 Apologies: A by de Ley

2.3 Conflict of Interest: No changes.

2.4 Confirmation of minutes held 30 July 2025 as a true and correct record.
Moved A Rapson. Seconded L Hunter

Matters Arising: Nil

2.5 Correspondence

Inward:

Letter from Hayley Purcell (Staff Member) – Approved All

Leave Form for L Tawhiti – Approved All

Letter of thanks from Principal Federation

Outward:

Letter of complaint to MOE. Board agreed to proceed sending the letter.

3.0 Principal's Report

3.1 Strategic Goals

A Nicholson presented the Strategic Goals

A Rapson wanted to thank all the teachers including for Year 0 where they have had to develop the programme.

UPCOMING EVENTS For BOT approval:

2nd - 4th September: School Discos

3rd September: Team 3 River Planting with TOP

8th - 10th September: Team 3 camp (already approved)

Moved A Nicholson. Seconded V Uilou

3.2 Financial Report

Andrea Nicholson moved that the internet payments of \$48,541.51 GST inclusive were paid as at 31st July 2025.

Andrea Nicholson moved that the creditors of \$10,894 excluding GST as at 31st July 2025 be passed for payment.

Andrea Nicholson moved that the credit card charge for \$99.00 be passed for payment for 31st July, 2025.

Moved A Nicholson. Seconded J Ballinger Judd

3.3 Health & Safety Subcommittee

A Nicholson reported that the H&S meeting was held on 21st August.

Panadol to be provided to children when required with parents' authorisation. Board Agreed.

3.4 Staff Management

A Nicholson presented the Staff Management Report.

Staffing levels discussed. A Nicholson moved to recruit up to two over entitlement teachers if sufficient budget. Board approved.

3.5 Asset Protection

A Nicholson presented the Property Report. A Rapson signed tender for roof.

Moved A Rapson. Seconded R Nathan

3.6 General

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

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

5.0 General Business

- 2026 Term Dates to be confirmed: 9th February to the 19th December. Board Approved..
- Hall Hire. SG requested flexibility in hireage fees as it all depends on the type group i.e. caravan club. Board Approved.
- Christmas Staff Gift from Board. Board Approved to provide GV of \$50.
- Induction information for new Board - for discussion. On the 16th of October a Governance meeting is organised at the college. Compulsory for new board members to attend. The first board meeting will cover induction and all key requirements as a board member.
- SchoolDocs has an optional Generative AI policy for Primary and Intermediate schools - Board will review.
- Update on Learning Support Report. As per 6.0 Actions.
- Update on Strategic Plan Subcommittee. On hold until MOE can provide information. As per 6.0 Actions.
- Upcoming NZSBA training opportunities. A Rapson referred Board to review Webinar.
- Post meeting reflection - thank you to those completing this.
- In-committee items (Anita) . Nil

On behalf of the Primary School Board, we'd like to extend a sincere thank you to Roy Nathan for his dedication and service over the past nine years.

Roy's commitment, insight, and steady support have played a valuable role in shaping the direction of our school community. His contributions have left a lasting impact, and we are truly grateful for the time, energy, and care he has given throughout his tenure.

On behalf of the Primary School Board, we'd like to extend our sincere thanks to Mel Paterson for her dedication and commitment over the past nine years serving as the Staff Representative on the Board.

A. Nicholson (Principal) also wishes to personally thank Roy for his ongoing support and involvement during his time on the board. It's been a pleasure working with him, and his thoughtful input has always been appreciated.

We wish Roy all the very best for the future and thank him once again for everything he's brought to our school.

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 <i>V Uilou and J Ballinger Judd may know of someone.</i> <i>Email Principal Association</i>	End of Term 3 In progress
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 to be reviewed for 2026	Before 2026

A Nicholson	Draft/prepare the Strategic Plan (this will include the consolidation of community engagement survey results)	Term 4
A Rapson	Share draft SchoolDocs Generative AI policy for Primary and Intermediate schools to Board	Before October
A Nicholson	Register a record of communications and details sent to the Minister and MOE.	Establish - ASAP Maintain - ongoing

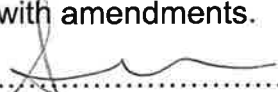
7.0 Business for Next Meeting

Nil

8.0 Next Board Meeting 29 October 2025

9.0 Meeting Closure 5.38pm

Confirmed on this 29.....Day of Oct.....2025 as a true and Correct record with amendments.

.....Presiding Member

Anita Rapson