Kahikatea Kirkwood
Intermediate School

Board Meeting
Thursday 19 March 2026 5:15pm

1 Administrative Matters

a Present

Phil Tappenden, Nick Ruscoe, Kathryn Blankley, Cam Wright, Richard Jackson (arrived at 5:30pm).

Apologies: Victoria Sergel, Amy Kennerley.

b Disclosures in Conflict of Interest

No conflicts of interest to report

c Opened meeting with a Karakia (closed with Karakia Mutunga)

d Minutes of Previous Meeting

Motion: *That the minutes of the meeting held on Thursday 26 February 2026 are accepted with the following correction:*

Moved: *Nick Ruscoe* ***Seconded:*** *Cam Wright*
Carried

e. Action List from Previous Meeting

Read and gone through.

Motion: *The Board moves that the Action List for 19 March 2026 be accepted.*
Moved*:* *Nick Ruscoe* ***Seconded****:* *Cam Wright*
Carried

f Correspondence Received: As per list.

Tabled at the meeting:

Correspondence received from the Officer of the Auditor General regarding the process the Auditor General goes through in general terms for the upcoming Audit.

Correspondence Out: As per list.

Discussed and gone through.
Motion*:* *The Board moves that the Correspondence for 19 March 2026 be accepted.*
Moved: *Phil Tappenden* ***Seconded****:* *Nick Ruscoe*
Carried

2 Principal's Report (including Health and Safety Legislation)

Discussed and gone through.

Tabled at the meeting:

Addendum to the meeting:
Principal's Workplan 2026 has been updated and previously emailed to the Board.

Teacher Aide position: In the process of employing a Teacher Aide. Finalising after interviews being held.

Board assurances: *Read and gone through.*

Near miss incidents – the Board discussed and would like any near miss incidents need to be constantly reviewed when required.

Note: Change to Principal's report: Signing of the MOU with a school in China has been postponed until next term as the local (Chinese) Government would like to be involved.

Motion: *The Board accepts the Principal's Workplan March 2026 update (previously emailed to the Board).*
Moved: *Nick Ruscoe* ***Seconded:*** *Cam Wright*
Carried

Motion: *The Board accepts Principal's Report for 19 March 2026.*
Moved: *Cam Wright* ***Seconded:*** *Nick Ruscoe*
Carried

3 Health and Safety

Two more incidents tabled at tonight's meeting as.

- **Broken finger** – Student injured little finger while playing sport on the field, student required medical treatment resulting in a broken finger.
- **Broken wrist** – student broke his wrist when he landed on the ground resulting in a broken wrist.

Both incidents have incident reports completed.

4 Financial Report

Read and discussed.

Motion: *The Board ratifies payments of $185,420.58 for 28 February 2026.*
Moved: *Phil Tappenden* ***Seconded:*** *Nick Ruscoe*
Carried

Motion: *The Board accepts the Financial Statements for period ended 28 February 2026.*
Moved: *Phil Tappenden* ***Seconded:*** *Nick Ruscoe*
Carried

5. General Business

a. **SchoolDocs –** continues. Ratify at the next meeting.
b. **Development and use of Ai**:

The Board discussed and went through the draft SchoolDocs AI Policy and agreed to accept this policy. Staff will then develop procedures based around this policy.

Motion: *The Board approves the SchoolDocs AI guidance policy and approve staff will work on developing procedures based around this AI policy.*
Moved: *Phil Tappenden* ***Seconded:*** *Nick Ruscoe*
Carried

c. **CDN trust** letter receiving requesting an increase in their funding.
We currently have 3 or 4 youth workers who assist our school and they have supported us well for many years now.
CDN Trust thanked the Board for their partnership and have presented a new contract requesting an increase in funding as their community funding has been reduced over time.
The Board discussed the value of having the youth workers support our school and agreed to pay 33% of their funding total which amounts to $16,000 for the year starting in Term 2 2026. Currently we pay $8,000 per year.

Motion: *The Board approves to increase CDN Trust workers support to 33% of their funding total starting from Term 2 2026 and amounts to $16,000.*
Moved: *Phil Tappenden* ***Seconded:*** *Nick Ruscoe*
Carried

d. **School Uniform update:** Continues to be designed.

e. **Cultural Responsiveness:** Our Kapa Haka group has 75 students which allows our students to enter a particular competition. It has been requested the school purchase 75 matching Kapa Haka uniforms which cost approximately $9,000. The Board discussed and agreed that this would enhance the culture and value of our school. The Board approved.

Motion: *The Board approves the purchase of Kapa Haka uniforms for our group at a cost of approximately $9,000.*
Moved: *Nick Ruscoe* ***Seconded:*** *Cam Wright*
Carried.

f. **Autex** (soft board) is being installed in the administration area over the holiday period.

g. **Boiler house**:
Note: The boiler house was discussed at the property meeting recently held with the Ministry. The plan is it will be removed so there may be space for a garage/shed which which could be used for storage.

The next Board meeting will be held on Thursday 30 April 2026
The meeting closed at 5:55pm

Signed: .... **Acting Presiding Member, Amy Kennedy ~~Nick Ruscoe~~**
Date: 30 April 2026.