Kahikatea Kirkwood
Intermediate School

Board Meeting
Thursday 21 May 2026 5:15pm

1 Administrative Matters

a Present

Phil Tappenden, Kathryn Blankley, Cam Wright, Amy Kennerley, Victoria Sergel

Apologies: Richard Jackson, Nick Ruscoe.

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 30 April 2026 are accepted*
Moved: *Amy Kennerley* ***Seconded:*** *Cam Wright*
Carried

e. Action List from Previous Meeting

Read and gone through.

1. **SchoolDocs** – continues.
2. **Principal's Workplan** – continues
3. **School Uniform Update**: Continues.
4. **Development and use of AI**:
   Meetings scheduled and development is coming along.
5. **10YPP** – continues.
   The Ministry are working on disposal of the Kirkwood Avenue Technology block and building the new blocks, as two separate projects.

Motion: *The Board moves that the Action List for 21 May 2026 be accepted.*
Moved*:* *Victoria Sergel* ***Seconded****: Amy Kennerley*
Carried

f **Correspondence Received:** No correspondence received.

Correspondence Out: Nil

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

Discussed and gone through.

Points to note:

Assurances to the Board presented and gone through. The Principal assured the Board these are actioned.

Motion: *The Board accepts Principal's Report for 21 May 2026.*
Moved: *Amy Kennerley* ***Seconded:*** *Victoria Sergel*
Carried

3 Health and Safety

No further Health and Safety issues to report.

4 Financial Report

Tabled at meeting and previously emailed:

Financial Report for 30 April 2026
Journal Report up to 30 April 2026

Read and discussed.

The **Final Budget for 2026** was previously emailed to the Board and was approved via email.

Motion: *The Board ratifies the Final Budget for 2026.*
Moved: *Victoria Sergel* ***Seconded:*** *Cam Wright*
Carried

Motion: *The Board ratifies payments of $100,178.80 for 30 April 2026.*
Moved: *Victoria Sergel* ***Seconded:*** *Amy Kennerley*
Carried

Motion: *The Board accepts the Financial Statements for period ending 30 April 2026.*
Moved: *Victoria Sergel* ***Seconded:*** *Cam Wright*
Carried

5. General Business

a. **International Student Fee Report**: Tabled at tonight's meeting and previously emailed to the Board.

The Board discussed and went through report. The Board discussed increasing the International Student fee to $14,500 per year. The Principal will consult with the International Director and will get back to the Board.
In summary, the Board approved the fees presented with a possible increase to $14,500.

Motion: *The Board approves the International Student fees as presented with the possible increase to $14,500.*
Moved: *Victoria Sergel* ***Seconded:*** *Amy Kennerley*
Carried

b. **Open Day**: Monday 29 May (9:00am – 10:30am and 5:30am – 7:00pm)

c. **Stand Down** of a student – discussed via email – no further discussions needed.

d. **Attendance Report** – discussed and gone through.

Motion: *The Board moved the Attendance report be noted.*
Moved: *Amy Kennerley* ***Seconded***: *Victoria Sergel*
Carried

e. **2027 placements for Year 7**
At this stage Wharenui School changes are still in consultation with the Ministry of Education therefore the Board discussed and agreed to increase the number of places available for 2027.

Motion: *The Board approved the out of zone enrolments placements for Year 7 in 2027 to be increased to 140.*
Moved: *Cam Wright* ***Seconded:*** *Victoria Sergel*
Carried

The next Board meeting will be held on Thursday 25 June 2026
The meeting closed at 5:45pm

Signed: ...P.P.............................. **Presiding Member, Victora Sergel**

Date: ...25-June-2026.......................................