Kahikatea Kirkwood
Intermediate School

Board Meeting
Thursday 25 June 2026 5:22pm

1 Administrative Matters

a Present

Phil Tappenden, Kathryn Blankley, Cam Wright, Nick Ruscoe.

Apologies: Richard Jackson, Victoria Sergel, Amy Kennerley

Note: If there is anything disagreed upon at tonight's meeting this will be carried forward to the next meeting due to Board attendance.

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 21 May 2026 are accepted*
Moved: *Cam Wright* ***Seconded:*** *Phil Tappenden*
Carried

e. Action List from Previous Meeting

Read and gone through.

1. **SchoolDocs –** continues. No reviews received.

Motion*: The Board ratifies the following SchoolDocs Policies for Term 2:*
School Swimming Pool;
Education Outside the Classroom;
EOTC Governance Rates and Responsibilities.
EOTC Risk Assessment and Management
Moved*: Cam Wright* ***Seconded:*** *Nick Ruscoe*
Carried

2. **Principal's Workplan** – continues

3. **School Uniform Update**: Waiting for samples.

4. **Development and use of AI**:
Continues. Meeting tomorrow.

5. **10YPP** – continues.

Properties. Phil met with Julia from the Ministry. Looked at possibilities for placement of technology area. Same time as they do the building they will complete the Technology blocks windows.

6. **2025 Annual Report**
   i. Has been uploaded onto our website.

7. **Audit Completion Report back from Auditor**.
   i. The Board read and discussed the **Final Audit Completion Report** for year ended 31 December 2025 from BDO. This was emailed to all Board members prior to the meeting.

   Points to note:

We have received the 2025 Annual Report and Audit Completion Report back from the auditor

Upon receiving the 2025 audited accounts, the 2026 balance sheet budget has now been updated to ensure the opening balance matches the audited accounts.

The 2025 Annual Report has been uploaded to the website.

Motion: Board Resolution: *That the Board approves and adopts the updated Balance Sheet Budget and Cash Flow Budget for the 2026 financial year, as presented, and authorises these budgets to be used for financial reporting and governance purposes.*
Moved: *Cam Wright* ***Seconded:*** *Nick Ruscoe*
Carried

Motion: *The Board accepts the Final Audit Completion Report for year ended 31 December 2025 from BDO.*
Moved*:* *Cam Wright* ***Seconded****:* *Nick Wright*
Carried

Motion: *The Board moves that the Action List for 25 June 2026 be accepted.*
Moved*:* *Cam Wright* ***Seconded****:* *Nick Ruscoe*
Carried

f Correspondence Received:

Discussed and gone through.

The Board discussed the petition regarding living wage and agreed to forward this on to Board members via email for comment. If all agreed then Phil will sign on behalf of the Board.

Voting for President and National Board Elections: The Board agreed to email all Board members for any of their preferred candidates. If agreed, Phil will vote on behalf of the Board.

Tabled at the meeting (Emailed 25 June 2026):

President Election - Te Whakarōpūtanga Kaitiaki Kura o Aotearoa | New Zealand School Boards Association - Voting has opened!

National Board Election - Te Whakarōpūtanga Kaitiaki Kura o Aotearoa | New Zealand School Boards Association - Voting has opened!

Correspondence Out: Nil

Motion: *The Board accepts correspondence for 25 June 2026.*
Moved: *Cam Wright* ***Seconded:*** *Nick Ruscoe*
Carried

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

Discussed and gone through.

Points to note:

Principal's Workplan: First page – remove staff name and replace with Technology Teacher.

Trailer stolen - cameras were unable to identify the person who stole the trailer. Further investigation continues. Insurance claim has been submitted. The Board discussed additional deterrents i.e. wheel lock.

Motion: *The Board accepts Principal's Report for 25 June 2026.*
Moved: *Cam Wright* ***Seconded:*** *Nick Ruscoe*
Carried

Motion: *The Board accepts Principal's Workplan 2026.*
Moved: *Nick Ruscoe* ***Seconded:*** *Cam Wright*
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.

Motion: *The Board accepts the Financial Statements for period ending 31 May 2026.*
Moved: *Phil Tappenden* ***Seconded:*** *Nick Ruscoe*
Carried

Motion: *The Board ratifies payments of $139,657.86 for period ending 31 May 2026.*
Moved: *Phil Tappenden* ***Seconded:*** *Nick Ruscoe*
Carried

5. General Business

a. **School Fees:**
The Board discussed and agreed with fees for 2027 to remain the same

Motion*: The Board approves the School Fees for 2027 to remain the same as in 2026.*
Moved*: Nick Ruscoe* ***Seconded:*** *Cam Wright*
Carried

b. **Open Day**: Monday 29 May (9:00am – 10:30am and 5:30am – 7:00pm) and Wednesday 1 July is Whānau Hui for Matariki.

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

The next Board meeting will be held on Thursday 20 August 2026
The meeting closed at 5:50pm

NICK RUSCOE

Signed: Ca~~m Wright~~ .... **Acting Presiding Member**

Date: 26/AUG/2026...