Kahikatea Kirkwood
Intermediate School

Board Meeting
Thursday 26 February 2026 5:20pm

1 Administrative Matters

a Present

Phil Tappenden, Nick Ruscoe (left at 6pm), Amy Kennerley, Victoria Sergel, Kathryn Blankley, Cam Wright (arrived at 5:30pm).

Apologies: Richard Jackson

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 11 December 2025 are accepted with the following changes:*

- *Page 3: The Board accepts the 'Annual Plan for 2026' not the 'Principal's Workplan'*
- *Spelling of Amy Kennerley to be corrected.*

Moved: *Victoria Sergel* ***Seconded:*** *Nick Ruscoe*
Carried

e. Action List from Previous Meeting

Read and gone through.

Motion: *The Board moves that the Action List for 26 February 2026 be accepted.*
Moved: *Victoria Sergel* ***Seconded:*** *Amy Kennerley*
Carried

f Correspondence Received: As per list.

Correspondence Out: As per list.

Discussed and gone through.

That the meeting moves into a public excluded session at 5:30pm for the following parts of the proceedings, namely matters relating to individual students, staff or their whānau, in accordance with section 48 (1) of the Local Government Official Information and Meetings Act 1987. Carried

That the meeting resume in Public Session at 5.36pm and confirm that the business discussed in the Public Excluded Session remains confidential to the Board. Carried

Motion: *The Board moves that the Correspondence for 26 February 2026 be accepted.*
Moved: *Amy Kennerley* ***Seconded:*** *Nick Ruscoe*
Carried

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

Discussed and gone through.

Points to note:

Toilet block recently flooded due to as issue with the toilet cistern. Ministry looking into this.

Phil met with his appraiser today.

Phil will be away next week due to a sick family member as previously discussed and approved with the Presiding Member.

Tabled at the meeting:

Motion: *The Board accepts Principal's Report for 26 February 2026.*
Moved: *Victoria Sergel* ***Seconded:*** *Cam Wright*
Carried

3 Health and Safety
No issues to report.

4 Financial Report

Tabled at the meeting:

Annual Financial Statements for the Year ended 31 December 2025 (previously emailed to Presiding Member) - discussed and approved.

Interim External Audit Plan report was presented at tonight's meeting and previously emailed to the Presiding Member was discussed and approved.

Motion: *The Board approves to Annual Financial Statements for the Year ended 31 December 2025.*
Moved: *Phil Tappenden* ***Seconded:*** *Nick Ruscoe*
Carried

***Motion**: The Board ratifies payments of $210,123.07 for 31 January 2026.*
***Moved**: Victoria Sergel* ***Seconded:** Nick Ruscoe*
Carried

***Motion**: The Board accepts the Financial Statements for period ended 31 December 2025.*
***Moved:** Phil Tappenden* ***Seconded:** Nick Ruscoe*
Carried

***Motion**: The Board accepts the Interim External Audit Plan 31 December 2025*
***Moved:** Phil Tappenden* ***Seconded:** Nick Ruscoe*
Carried

5. General Business

a. **SchoolDocs** – continues

b. Election of Presiding Member, Delegation of Authority; and Sub-Committees

The Board discussed and agreed to maintain the status quo for 2026, reappointing all current members positions while noting the transition of the staff representative role and addition of Richard Jackson.

Delegation of Authority

The Board delegates the Delegation of Authority to the Principal and if the Principal is unavailable then this may be passed down to Deputy Principal, Assistant Principal, Director of Technology and then Team leaders if necessary.

***Motion:** The Board moves that the Delegation of Authority to be given to Phil Tappenden, Principal.*
***Moved:** Victoria Sergel* ***Seconded:** Amy Kennerley*
Carried

***Motion:** That the following positions for 2026 (as per 2025) have been appointed at tonight's meeting with the authority to call up any member of the Board when necessary:*

- ***Treasurer** – Victoria Sergel*
- ***Finance Sub-committee** –Victoria Sergel, Phil Tappenden.*
- ***Property Sub-committee** – Nick Ruscoe, Cam Wright and Phil Tappenden.*
- ***Appointments Sub-committee** – Phil Tappenden, Cam Wright, Amy Kennerley,*
- ***Discipline Sub-committee** – Amy Kennerley, Nicholas Ruscoe and Cam Wright.*
- ***Curriculum Sub-committee** – Phil Tappenden, Victoria Sergel, Nick Ruscoe, Cam Wright, Amy Kennerley, Richard Jackson and Kathryn Blankley*
- ***Health and Safety** – Cam Wright, Richard Jackson and Phil Tappenden*
- ***Policy** – Victoria Sergel, Nick Ruscoe, Cam Wright, Amy Kennerley, Richard Jackson, Phil Tappenden and Kathryn Blankley.*

***Moved:** Victoria Sergel* ***Seconded:** Amy Kennerley*
Carried

c. **Development and use of Ai**: Currently developing the AI policy which will be discussed at the next meeting.

d. **Landscaping**: Completed.

e. **School Uniform update:** Continues.

f. **Year 7 Camp EOTC Incident Report for Rooms 2 and 5 (tabled at tonight's meeting).**

Year 7 EOTC Incident Report was completed due to Rooms 2 and 5 having to stay an extra night at the Marae due to the recent flooding event.
Read and discussed (circulated to the Board via email) the report and noted that the recommendations made should be noted for future camps.

g. **10 Year Property Plan**
Property meeting was held with the Ministry of Education.
Points to note:
- The 10 Year Property Plan and 5 Year Agreement has been discussed as a draft. With the uncertainty remaining as to who will provide the resourcing for the replacement windows and also the proposed demolition of technology blocks 8 and 9 the 5 Year Agreement and 10 Year Property Plan will remain in draft.
- The crazy paving and poor drainage areas have been noted along with the kiln shed area. Boiler house removal discussed, this is above ground so should be relatively straight forward. Suggestion was to replace with a garage/shed.
- One technology building block does not have hot water, this is being looked into.
- List of actions has been created with the main priority being the moving of the technology block (T7-T9) which the Ministry are looking at completing this year.

h. **Excluded student** discussed and Disciplinary meeting was held on Monday 23 February 2026.

That the meeting moves into a public excluded session at 5:48pm for the following parts of the proceedings, namely matters relating to individual students, staff or their whānau, in accordance with section 48 (1) of the Local Government Official Information and Meetings Act 1987. Carried
That the meeting resume in Public Session at 5.50pm and confirm that the business discussed in the Public Excluded Session remains confidential to the Board. Carried

i. **Out of zone placements for 2027**

The Board discussed placements for 2027.

It was discussed and agreed that there were no places available for out of zone Year 8 students in 2027 and 70 places for out of zone Year 7 students will be offered in 2027. Places will be subject to review during the year.

Motion: *The Board approves 0 Year 8 out of zone places for 2027 and 70 Year 7 places for 2027 with may be reviewed during the year.*
Moved: *Victoria Sergel* ***Seconded:*** *Phil Tappenden*
Carried

j. ***Meeting dates:***

Due to unavailability of some Board members, it was discussed and agreed to move 28 May meeting date forward to 21 May 2026.

The next Board meeting will be held on Thursday 19 March 2026

The meeting closed at 6.10pm

ON BEHALF OF:

Signed: .... **Presiding Member, Victoria Sergel**

Date: 19/3/2026 ....