Kahikatea Kirkwood
Intermediate School

Board Meeting
Thursday 30 April 2026 5:15pm

1 Administrative Matters

a Present

Phil Tappenden, Nick Ruscoe, Kathryn Blankley, Cam Wright, Amy Kennerley

Apologies: Richard Jackson, Victoria Sergel

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 19 March 2026 are accepted*
Moved: *Cam Wright* ***Seconded:*** *Nick Ruscoe*
Carried

e. Action List from Previous Meeting

Read and gone through.

1. **SchoolDocs** – continues.

   Sun Protection Policy (Term 1 review): Review received from a parent which was read and gone through.

   The Board appreciated the feedback and have taken this into account when selecting our school uniform. The Board gives approval for a bucket hat and a beanie to be introduced to encourage more students to wear hats.

   Feedback from the community in the next newsletter is welcome.

Motion: *The Board ratifies the following SchoolDocs Policies on:*
Alcohol, Drugs, and Other Harmful Substances Policy;
Sun Protection;
Digital Technology and Online Safety;
Cellphones and Other Personal Digital Devices.
Moved: *Phil Tappenden* ***Seconded:*** *Amy Kennerley*
Carried

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

3. **School Uniform Update**: Continues to be designed and samples have been ordered.

4. **Development and use of AI**:
   Procedures are currently being developed which will go with the SchoolDocs AI Policy which has been approved by the Board.

5. **AC Leak** in the hall. Repaired

6. **Technology Blocks:** discussed in 10YPP

Motion: *The Board moves that the Action List for 30 April 2026 be accepted.*
Moved: *Amy Kennerley* ***Seconded:*** *Nick Ruscoe*
Carried

f **Correspondence Received:** As per list.

Tabled at the meeting:

National Board Elections – Te Whakarōpūtanga Kaitiaki Kura o Aotearoa/NZ School Board Association nominations open. (Emailed to the Board 30-4-2026).

That the meeting moves into a public excluded session at 5:18pm 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 5:31pm and confirm that the business discussed in the Public Excluded Session remains confidential to the Board. Carried

Correspondence Out: As per list.

Discussed and gone through.

Motion: *The Board moves that the Correspondence for 30 April 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:

Tree incident: Discussed the large tree branch which fell over in the storm. The Board noted the extra work this created to keep staff and students safe.
All trees have since been assessed and was reported that one tree along the driveway is to be removed and two silver birch trees.
Quotes are being gathered for cost of removal.

Annual checks on all trees on school property will be put in place, and replacement trees are being looked into.

Principal's Korean trip report discussed and gone through. Overall, it went well and was a successful trip.
The Principal suggested the International Director travels to Korea and Japan to attend the Education Fairs which the Board discussed and approved.
The Principal requested approval to join the International Director in Korea to attend the Education NZ Fair in September which was discussed and approved.

Motion: *The Board approves for the International Director to attend the Education Fair in September which is being held in Korea and Japan.*
Moved: *Amy Kennerley* ***Seconded:*** *Nick Ruscoe*
Carried.

Motion: *The Board approves for the Principal to attend the Education Fair in September 2026.*
Moved: *Amy Kennerley* ***Seconded:*** *Nick Ruscoe*
Carried.

Motion: *The Board accepts Principal's Report for 30 April 2026.*
Moved: *Nick Ruscoe* ***Seconded:*** *Amy Kennerley*
Carried

3 Health and Safety
No further Health and Safety issues to report.

4 Financial Report

Read and discussed.

The Final Budget for 2026 was previously emailed to the Presiding Member and will be emailed to all Board members for approval.

Motion: *The Board ratifies payments of $180.227.10 for 31 March 2026.*
Moved: *Phil Tappenden* ***Seconded:*** *Nick Ruscoe*
Carried

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

5. General Business

a. Reports to the Board:

- English Curriculum Report for the Board of Trustees;
- Māori and Pasifika Target Report;
- Mathematics and Statistics Curriculum Report.

Discussed and gone through.

Points to note:

Continue to use e-asTTle for reports this year.

Change in graphs discussed, focus this year is to continue with using the Writers Toolbox programme to help assist with improving writing skills.

The Board would like to thank the staff for the reports.

Motion: *The Board accepts the English Curriculum Report, Māori and Pasifika Target Report and the Mathematics and statistics Curriculum Report.*
Moved: *Phil Tappenden* ***Seconded:*** *Amy Kennerley*
Carried

b. Stand downs: previously discussed in committee.

c. 10YPP

Discussed and gone through.

Points to note:

Project relating to blocks 8 and 9 now removed due to confirmation to the capital work funding to replace these blocks.

Asbestos report being completed.

RFP (Request for Proposal) about to be completed.

Ministry funding provided for window replacements in all technology blocks.

The Project Manager is aiming to finalise 10YPP to the MoE by 1 May once approved by Board.

Motion: *The Board approves the 10YPP (10 Year Property Plan).*
Moved: *Phil Tappenden* ***Seconded:*** *Cam Wright*
Carried

d. Year 7 Ski Trip EOTC application and risk matrix:

Discussed and gone through.

Points to note:

Page 68 Communications: Update with 'Low'

Update re medications – need timely intervention.

Page 67: Children to have more than one day supply of medication if the medication they require is essential. Include in all risk assessments going forward.

Motion: *The Board approves the Year 7 EOTC Application and Risk Matrix for the Year 7 Ski Trip with changes as discussed.*
Moved: *Phil Tappenden* ***Seconded:*** *Amy Kennerley*
Carried

e. **Dates approved:** The Board accept the term dates for 2027.

Motion: *The Board approved the dates for 2027.*
Moved: *Amy Kennerley* ***Seconded***: *Cam Wright*
Carried

f. **Teacher Only Day:** Scheduled for Monday 24 August. Board discussed and approved.

Motion: *The Board approved Teacher Only Day to be held on Monday 24 August 2026.*
Moved: *Phil Tappenden* ***Seconded:*** *Cam Wright*
Carried

g. **Open Day**: Review at the next meeting

The next Board meeting will be held on Thursday 21 May 2026
The meeting closed at 6.19pm

Signed: .... **Acting Presiding Member, Amy Kennerley**

Date: 21 May 2026