



## MINUTES OF SCHOOL BOARD MEETING

**Date:** 27th November 2025.

**Time:** 5.00pm.

**Present:** Phillip Wattam, Sharlene McCormick, Greg Campbell, Nik Massey, Anna O'Malley (Board Secretary).

**Apologies:**

**In Attendance:**

Greg Campbell chair of meeting.

Karakia.

Welcome back to Sharlene and thanks to the Board for her study leave.

### Conflict of Interest Register

Name of Board member	Description of Interest	Date of disclosure	Authorisation granted	Date authorisation granted	Actions taken by the Board to address the conflict
Phillip Wattam	Partner on staff	27/11/25	Yes	27/11/25 Board meeting	Rep will excuse themselves from any related discussion
Greg Campbell					
Nik Massey					
Sharlene McCormick	MNFS Board member DoE Board member	23/05/24	Yes	23/05/24 Board meeting	No conflict identified

**Actions taken:** Reviewed. Phillip's conflict added.

**Minutes from Oct 2025 Meeting:** Read as true and correct. Moved - Nik, Seconded - Greg.

### Matters Arising:

- Greg Presiding Chair until 2026.
- Path down to shops closed permanently - look at planting over it.
- Board to notify families of constitution change discussion at next meeting Tue 9th December 1.30pm at Kaiwaka School. Board to notify families of parent rep selection intention.
- No movement on sensory garden budget. **Nik** to follow up with Chi and Kim.
- Social Media policy - Principal only as administrator. Change wording in School Docs. Motion-Phillip, Seconded-Greg.
- Missing Student Procedure Policy - offer any help not just medical. Account for class first before looking for singular student. Motion-Sharlene, Second-Nik. Wording change in School Docs.
- Financial Training for Parent Reps - reassess in **2026**.
- Treaty & Implementation - email to NZSBA asking what role entails. **2026**.
- Spouting not holding water - tank inlet same height as gutter. When full, overflows. Need upgraded overflow. Plumber needed. **Greg 2026**.
- Boggy field - drainage works being done Jan 2026.
- Survey results Strategic Plan (due 2027) - minimal responses. Annual Plan due March 2026. **2026**
- Low uptake on Manaiakalani chromebooks. Need x15 for 2026. **Shar to speak to Kim re grant.**

### Correspondence - as tabled

Date	From/To	Topic
<b><i>Correspondence IN</i></b>		
13/10/25	Parent	PEB
17/10/25	Staff	PEB
17/10/25	Staff	PEB
21/10/25	Staff	PEB
3/11/25	Parent	PEB
<b><i>Correspondence OUT</i></b>		
28/10/25	Parent	PEB
21/10/25	Staff	PEB
21/10/25	Staff	PEB

### Principal Report

- Read and accepted by Reps.
- Parent tripped on edge of path, to be filled in on weekend.
- Attendance low - trial on new absence procedure. Admin 9.00am txt, 9.30am call. Notify parents of new procedure.
- Board approved funding for extra staff - mathematics support, TA in 2026.

**Financial Report**

- Tracking well. Read and accepted.

**Property Report**

- Jim back
- Lino in Rm3/4 coming up. **Shar** to contact Scope.

**Reports passed GC, NM**

**General**

- Board to speak at Prizegiving - 8 December. **Greg**
- Teacher employed for fixed-term 2026.
- Goalposts will be taken out. **Phillip**
- Cleaner times - no student areas/deck until 2.25pm **Shar**
- Te Tiriti support approved.
- Reminder to bus company night before events. Could ask all parents for help at events that selected students attend.
- Baby barn to be moved. **Greg**

**Meeting went into public-excluded business (PEB) 7.00pm**

*Moved-Greg, seconded-Sharlene.*

**Meeting finished at 9.05 pm**

Signed:

..... Parent Rep

Date: .....

**Dates for 2026:**

TBC

**Kaiwaka School Board of Trustees**

Nik Massey	Mb: 021 2144 235	Staff Rep
Phillip Wattam	Mb: 022 659 3522	Parent Rep
Greg Campbell	Mb: 021 867 623	Parent Rep
Sharlene McCormick	Mb: 021 0836 0424	Parent Rep