KAIWAKA SCHOOL
MA TE HURUHURU KA RERE TE MANU
NURTURING CHILDREN TO FLY

MINUTES OF SCHOOL BOARD MEETING

Date: 24th September 2026.
Time: 5.00pm.

Present: Phillip Wattam (Chair), Sharlene McCormick, Nik Massey, Katherine Brown (Acting Principal T4), Emma Gray, Emma McNeish, Anna O'Malley (Board Secretary).

Apologies: Vanessa Farr

- Karakia.
- Welcome to Acting Principal. Speaking rights approved.

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
Emma McNeish					
Emma Gray	KSA bookings	27/8/26	Yes	27/8/26 Board Meeting	No conflict identified
Nik Massey					
Sharlene McCormick	MNFS Board member DoE Board member	23/05/24	Yes	23/05/24 Board meeting	No conflict identified
Vanessa Farr					
Katherine Brown	Husband is a plumber	24/9/26	Yes	24/9/26	Management Plan shown to Reps

Actions taken: *Reviewed. None identified.*

Minutes from Aug 2026 Meeting: Read as true and correct. *Moved-Emma.G, Seconded-Nik.*

Matters Arising

- ERO Term 1 2027

<u>Correspondence - as tabled</u>

Date	From/To	Topic
Correspondence IN		
10/9/26	NZSPA	Property agency crown entity *Moved-Nik, Seconded-Sharlene*
Correspondence OUT		

Principal's Report:

- Read and accepted by Reps.
- Attendance graphs trends for Board. Katherine/Anna
- Truancy procedures explained.

Financial Report

- Read and accepted by Reps.
- Budget due March 2027.
- New TA starting T4. TA employment invaluable - reduce other expenses.
- By-election claim to be done Anna

Board Review Program

- Completed

Property Report

- Read and accepted by Reps.
- Discussion around pool use for summer.

Strategic Plan

- Training session 25/9/26

General

- Pre-approval of selecting Chi Whitehead onto Board.
- Principal Appointment pack to be uploaded to website

Public-excluded business (PEB)

If members of the public are present, follow procedure of Schedule 2A Resolution to exclude the public.

Meeting went into PEB 6.05pm

Moved-Nik, seconded-Sharlene.

Meeting finished at pm

Signed:

…… Parent Rep Date: ……

Next meeting: Tuesday 27 October 5pm

Kaiwaka School Board of Trustees

Nik Massey	n.massey@kaiwaka.school.nz	Staff Rep
Phillip Wattam	kaiwakaschoolboard@kaiwaka.school.nz	Chair
Emma Gray	emmgra@kaiwaka.school.nz	Parent Rep
Sharlene McCormick	principal@kaiwaka.school.nz	Principal
Vanessa Farr	vanfar@kaiwaka.school.nz	Parent Rep
Emma McNeish	emmmac@kaiwaka.school.nz	Parent Rep