

**MINUTES OF KAPAKAPANUI SCHOOL
BOARD OF TRUSTEES MEETING
Tuesday 25th February 2025 - 6.15pm**

Present

Kirsten Le Harivel (Presiding Member), Craig Vidulich, Rochelle Yarrall, Lisanne Templer, Anna McKenzie
Hawea, Lucy Tristram

Apologies

Mike Roberts, Meredith Pearson, Reti Kershaw-Hoeta,

Guests

Michelle Whitaker, Rochelle McKenzie

Meeting opened with a Karakia and Waiata

VALUES REFRESH

Presented by Michelle Whitaker & Rochelle McKenzie

Discussion:

Summary provided of the changes in the values, have taken on feedback from staff (new & old), students & whanau.
Summarised visits to other schools around the region and Whanganui and taken this into account.

Currently five values, proposed to change to three values

Proposed 3 values with the possibility of a 4th
Whanaungatanga
Kaitiakitanga
Mana

Action: To be confirmed when this will be initiated

DECISIONS

APPOINTMENT OF PRESIDING MEMBER

Discussion: One nomination
Motion: Nomination of Kirsten Le Harivel

Approved
Moved: Anna McKenzie Hawea **Seconded:** Lucy Tristram

2025 BUDGET

Discussion: General discussion of changes made
Motion: Approve 2025 Budget

Approved
Moved: Anna McKenzie Hawea **Seconded:** Rochelle Yarrall

SELECTION OF AUDITOR

Discussion: General discussion of Audit reports & time it took.

Action: Kirsten/Craig to Check the term of contract. - Craig to email to confirm.

Motion: To accept Baker Tilly as Auditor for 2025

Approved

Moved: Rochelle Yarrall

Seconded: Kirsten Le Harivel

MONITORING

2025 STRATEGIC PLAN & ANNUAL GOALS

Discussion: Discussion of changes made linking of values into Strategic Plan

Action: Craig to send Ministry & put on Website

Motion: To accept the 2025 Strategic Plan & Annual Goals

Approved

Moved: Kirsten Le Harivel

Seconded: Lucy Tristram

PRINCIPALS REPORT

Discussion: Lucy Tristram has given summary of new role of SENCO. Craig commended Lucy of the smooth transition from teacher to SENCO. Interviews for Year 3-4 teacher on Friday 27th February

Action: NIL

Received

Moved: Rochelle Yarrall

Seconded: Kirsten Le Harivel

FINANCE REPORT - January 2025

Discussion: NIL

Action: Craig to send approved Budget to AFS

Accepted/ Received.

POLICY REVIEWS

Rochelle Yarrall with Craig Vidulich

TURF UPDATE

Rochelle Yarrall

Discussion: No update. alternate quotes to be provided.

Action: Update next meeting.

DISCUSSIONS

PRINCIPAL APPRAISAL REVIEW

Discussion: Two proposals were presented. Discussions over what they can offer. Decision to be decided on which one to proceed with.

Action: Decision to be made

ADMINISTRATION

MINUTES FROM LAST MEETING

Matters arising: NIL

Minutes from the last meeting (were accepted as a true record)

Approved

Moved: Rochelle Yarrall

Seconded: Kirsten Le Harivel

PREVIOUS ACTION ITEMS

All action items from previous meeting completed.

AGENDA ITEMS FOR NEXT MEETING

Tuesday 01 April 2025 @ 6.15pm

Succession Planning for Teacher Aides

LUCY - Inquiring if able to employ additional Teacher Aides if the applicants have strengths in other areas. All agreed to have a 'Flying minute' if required.

Closed meeting with a Karakia

Meeting closed at 8.06 pm

Signed 
Presiding Board Member
(Kirsten Le Harivel)

Action Points	Member
Auditor - To check the term of contract. Craig to email auditors to confirm.	Kirsten / Craig
Strategic Plan & Annual Goals Craig to send Ministry & put on Website	Craig
TERM 2 2025 - MEETING DATES	ALL
Principal Appraisals Decision to be make	Craig
Teacher Aide employments	Lucy T
Values Refresh - date to be initiated	Michelle W / Rochelle McK