



**MINUTES OF THE OPEN SECTION OF A MEETING OF THE
KAIKORAI VALLEY COLLEGE BOARD
HELD ON TUESDAY 31 MARCH 2026 AT 5.30PM**

PRESENT: Mark Rogers, Jatin Bali, Bella Geekie, Scott Gordon, Aleisha Kirkman,
Nicole Lowrey, Sarah Moreton, Glyn Rees, Jessie Turner

APOLOGIES: Iosia Siose, Brian Lee (Administration)

IN ATTENDANCE: Leigh Gillespie (Counsellor at 6.20pm), Katherine-Mary Molloy (Minute Taker)

EXCUSED: Damian Burden (Assistant Principal)

1. (5.30) The Board photo was taken and will be emailed to the board for approval and uploaded to the website - Ms Molloy. (5.43)

2. (5.45) Brian Lee (Administration Report) (tabled as read and approved) (5.50)

Mr. Lee has been employed at Kaikorai Valley College for 16 years. When he arrived, the school had a limited statutory manager (LSM) in place because its finances required additional support. The LSM restructured the financial processes, and Mr. Lee has managed the finances extremely well ever since. He is retiring on 01 May. The position has been advertised and has attracted 30 applications, three of whom were interviewed. Ms Claudia Huia was the successful candidate. She comes from Southland High School and also manages the regional executive officers group. She will need only a two-day handover with Mr. Lee, as she is already familiar with 80% of this role. It was moved that Mr Lee's administration report be accepted.

MOVED Aleisha Kirkman **SECONDED** Nicole Lowrey
(All Aye) (5.51)

3. (5.51) Kaikorai Valley College Schedule of Delegations 2026: The Principal's annual delegation of authority for 2026 was approved with no changes.

MOVED Scott Gordon **SECONDED** Glynn Rees
(All Aye) (5.53)

4. **MENETI O TE HUI - MINUTES**

(5.53) The minutes of the OPEN part of the meeting held on 24 February 2026 were confirmed as a true and accurate record.

MOVED Glynn Rees **SECONDED** Scott Gordon
(All Aye)

5. **MATTERS ARISING** complete (5.54)

6. **FINANCE**

(5.54) The finance report was tabled and discussed by Mr Gordon.

6.1. The school is trading reasonably well and is on track. There are some timing issues, but they will be resolved.

6.2. The Board ratified creditor payments totalling \$1,219,092.15 for January and February 2026, with the accounts having been processed in accordance with Board policy and procedures. One line was noted regarding the Naylor Love payment. The funds for this come from the Ministry to the school, and the school then pays Naylor Love. There is a contingency fund for unexpected expenses. However, the damage to the tarmac by the Brathwaite Centre will be paid for by the scaffolding company, as it was their crane that caused the damage. (The company has agreed.)

MOVED Mark Rogers **SECONDED** Sarah Moreton
(All Aye)

- 6.3. **New Executive Officer Authorities for Board Approval:** Claudia Huia has been appointed as the new Executive Officer following Mr. Lee's resignation. She will serve as the school's bank administrator and an authorizer on the school accounts; the school credit card will be reissued in her name. It was moved that Mr. Lee issue a letter to the bank authorizing Ms. Claudia Huia as the school's bank administrator and an authorizer on the school accounts. He will also arrange for her to be issued a school credit card.

MOVED

Mark Rogers

SECONDED Scott Gordon

(All Aye)

(6.00)

7. MONITORING

7.1. (6.00)Principal's report

- 7.1.1. The new attendance system directed by the Ministry of Education has "more teeth" and includes more specific action steps for what to do when a student is absent or truant.
- 7.1.2. It is Gratitude Week this week, and going really well.
- 7.1.3. For any suggestions about the annual plan, please email them to Mr. Bali. Many changes are coming quickly from the Ministry. There are training opportunities, and the school is doing one thing at a time to keep it manageable. All schools are in the same position.
- 7.1.4. Ms Turner asked whether the "late" mark in Helix was a black mark against the student. Mr Bali clarified that it is intended to inform parents and caregivers, not to punish the student. Often, the reason a student is late is beyond of their control (e.g., a late bus). The L is more for parents of students who are deliberately late or who struggle to get their child to school. (6.09)

7.2. (6.09) Staff report

- 7.2.1. There have been so many changes. This year's Year 9s will be the first to enter the new system. The timelines are known, but the fundamentals are not. The Ministry has provided free training, but there is so much of it, with so many programmes and tools – in person and online. It is not always easy to find relief; it is a time commitment. We need to be strategic.
- 7.2.2. It is a lovely end of term. Students are showing good manners and positive behaviour. There is a good culture at the school. It is great for the staff. (6.12)

7.3. (6.12)Student report

- 7.3.1. It was noted that the 2026 student leaders are outstanding. Bella is doing a wonderful job. The leaders are very active, and Mr. Bali said they have stepped up this year. Mrs. Lowrey will pass along to the leader that the Board congratulates them on their excellent efforts. Mr. Rogers will have a chat with Mrs. Lowrey about attending a student leader meeting. (6.14)

7.4. (6.14) International Department Committee *(tabled as read with the new template)*

- 7.4.1. Mrs Potter is currently marketing overseas. The trip is going very well. The department is also thriving. Currently, the war has little effect on the department, but it remains to be seen whether it will have an impact if it continues.
- 7.4.2. One agent who has not produced any students for some time is now being paid in instalments, provided she produces enrolments.
- 7.4.3. Homestays are an issue. If anyone knows anyone who would like a homestay, please let the school know. Short-stay visits for a week are voluntary. (ie not paid).(6.19)

7.5. (7.04) Health and Safety report *(the following matters were discussed)*

- 7.5.1. Tarmac issues

- 7.5.2. Number of incidents of families driving up the driveway inappropriately and possible fixes (bollards, gate link chain)
- 7.5.3. The dangers of drivers speeding and using cellphones while driving across the zebra crossing outside the school. Possibly put up “crossing arms” – Mr Bali will check this.
- 7.5.4. Signage is needed to warn students about possum traps and to stay away.
- 7.5.5. Testing and tags – Mrs Hunter's advice
- 7.5.6. There is an issue of students riding around the school grounds on bikes
- 7.5.7. No major issues except for families driving up the driveway inappropriately
- 7.5.8. The H&S committee has indicated they will need to spend some money and would like to prepare a budget. (7.10)

8. (6.19) Leigh Gillespie (Counsellor Report at 6.20pm)

- 8.1.1. Ms Gillespie said the school is going in a steady direction. There are big things happening within individual families, but fewer school-wide issues.
- 8.1.2. She is still working beyond capacity but sustaining – very busy.
- 8.1.3. Current conditions locally and globally are coming up for people.
- 8.1.4. There is a shift in a positive direction – the school is feeling more settled – a different vibe. Ms Gillespie is presented with a different type of work.
- 8.1.5. Complex presentations take up a lot of time, but she has time to see regular presentations as well.
- 8.1.6. Ms Gillespie is also engaging in her sporting activities.
- 8.1.7. When asked whether there was much talk about the war, Ms Gillespie said there is uncertainty among both students and staff, with varying levels of anxiety. The fact that it is out of our control affects all of us. Some students have relatives in countries near the war or friends who know people there. The same goes for some staff. Students discuss the cost-of-living increases and how they affect their daily lives. The Year 10 camp bus cost has risen from \$1900 to \$4000, a price beyond some families' means. Ms Gillespie said to be mindful of people at this time.
- 8.1.8. There is no noted increase in bullying. Having no phones at school has had a significant impact on student behaviour. Staff have noted less oppositional and difficult behaviour. Ms Gillespie is working with more routine issues. Presentations are more about family and external issues rather than school concerns.
- 8.1.9. Ms Gillespie commented that she enjoys her work very much. Mr Rogers thanked her on behalf of the staff and the Board for the great work she does. He noted that it is wonderful for the school to have such an experienced counsellor.

Ms Gillespie left the meeting at 6.40pm

9. CORRESPONDENCE

- 9.1. (6.40) ERO: Significant changes to ERO's reporting need to be addressed. Mr. Bali will introduce this to staff. The way classroom observations are conducted will need to change. Mr. Mike Fowler, the school's ERO contact, was in touch in early 2026, but Mr. Bali has not heard from him since. Mr. Rogers said ERO had issued a survey and will email it to the Board for completion.
- 9.2. The On Board Jan-Feb 2026 issue *was tabled and noted*. (6.42)

10. STRATEGIC FOCUS

11. KAUPAPA HERE – POLICIES AND PROCEDURES

11.1. (6.42) The Acceptable Use of Generative AI Policy will now be emailed to the community as a new draft for further consultation, and then returned to the Board for approval at the next meeting.

11.2. The following policy updates were approved by the Board:

- Alcohol, Drugs, and Other Harmful Substances
- Sun Protection
- Digital Technology and Online Safety
- Cellphones and Other Personal Digital Devices Safety
- Welfare for Students on Work Experience
- Firearms

MOVED Sarah Moreton

SECONDED

Bella Geekie

(All Aye) (7.04)

12. ANY OTHER BUSINESS

12.1. (7.10) New Report Templates: Mr Rogers has created new report templates for each non-curriculum HOD area (Health, Sport, Learning Support Coordinator, and the International Department). These templates will replace the HODs' attendance at a Board meeting. The Special Needs Committee template is in progress.

12.2. Mr Rogers advised that the Discipline Committee will have a quorum of four, with Mr Rogers as chair and three other Board members (one a learner). It was suggested that the Board might hold a "mock" disciplinary hearing.

12.3. Sub-Committee dates are being finalised. Finance is scheduled; H&S is held ad hoc; Property – Mrs Kirkman will arrange meeting dates with Ms Huia; International will be arranged by Mrs Turner with Mrs Potter.

12.4. Mr Rogers noted that the School Boards AGM is to be held on Saturday, 23 May from 11.00-12.00. Board members to let Mr Rogers know if they would like to attend, and he will send them the link. (7.16)

13. (7.16) **Attendance Management Plan:** Mr Bali has tailored the Ministry of Education Attendance Management Plan to suit Kaikorai Valley College. The final plan was tabled and approved by the Board.

MOVED Glynn Rees

SECONDED

Scott Gordon

(All Aye) (7.17)

The OPEN session of the meeting ended at 7.17pm

DATE OF NEXT MEETING

30 June 2026

EXCLUSION OF THE PUBLIC

APPROVED a motion under Section 48 of the Local Government Official Information and Meetings Act 1987 that the public be excluded from the remaining parts of the proceedings of the meeting as set out in detail in the agenda.

(PRESIDING MEMBER)

(DATE)

POINT	WHO	ACTION
1	Katherine-Mary Molloy	The Board photo was taken and will be emailed to the board for approval and uploaded to the website by Ms Molloy.
6.3	Brian Lee	Write to Westpac to authorise Ms Huia's authorisations.
7.1.3	Board	Any suggestions about the annual plan, please email them to Mr Bali.
7.3.1	Nicole Lowrey	Mrs Lowrey will pass on to the leader that the Board congratulates them on their excellent efforts.
7.3.1	Mark Rogers and Nicole Lowrey	Mr Rogers will have a chat with Mrs Lowrey about coming to a student leader meeting.
7.5.3	Jatin Bali	The dangers of drivers speeding and using cellphones while driving across the zebra crossing outside the school. Possibly put up "crossing arms" – Mr Bali will check this.
9.1	Mark Rogers	Mr Rogers said ERO had put out a survey, and he will email it to the Board for completion.
11.1	Nicole Lowrey and Katherine-Mary Molloy	The Acceptable Use of Generative AI Policy will now be emailed to the community as a new draft for further consultation, and then returned to the Board for approval at the next meeting.
12.1.5	Board (Mark Rogers)	School Boards AGM is to be held on Saturday, 23 May from 11.00-12.00. Board members to let Mr Rogers know if they would like to attend, and he will send them the link.