



MINUTES OF THE OPEN SECTION OF A MEETING OF THE  
KAIKORAI VALLEY COLLEGE BOARD  
HELD ON TUESDAY 28 OCTOBER 2025 AT 5.30PM

<b>PRESENT</b>	Mark Rogers, Jatin Bali, Bella Geekie, Scott Gordon, Joshua Hopping, Aleisha Kirkman, Nicole Lowrey, Sarah Moreton
<b>APOLOGIES</b>	Glyn Rees, Jessie Turner, Katherine-Mary Molloy
<b>ABSENT</b>	Iosia Siose
<b>IN ATTENDANCE</b>	Damian Burden (Assistant Principal with speaking rights), Carla Bayard (library report at 5.30pm) and Sarah Moreton was the Minute Taker

1. Board photo will be taken at the next meeting, and Joshua Hopping will attend for this.
  2. **LIBRARY REPORT** (*Report was tabled as read, discussed, and accepted*)
    - 2.1. 1. Ms. Bayard presented her slide show. She mentioned she is short on time during her current 20-hour appointment. She is at school for 11 periods a week. Years 7 and 8 have good borrowing habits, but this decline starts in Year 9. Notably, the same books seem to be borrowed by Year 10 students as those in Years 8 and 9. Year 11 is mainly for study, while Years 12 and 13 have very few visits. There are 336 new resources; however, the budget doesn't keep pace with inflation. Books last about 10 years before needing replacement. A total of 777 copies have been removed from the library. Ms. Bayard has been funding her own treats and prizes. Half of the collection is fiction. The amount of dyslexic material has increased. She supplements non-fiction books with materials from the National Library. Ms. Bayard has focused on local history and sports to build new collections, aiming to support reluctant readers. Students seem to enjoy anime and manga. She showed the three most popular titles: "Drama," "Diary of a Wimpy Kid," and "Guinness World Records." There have been a few glitches with the web apps.
    - 2.2. 2. Ms. Bayard now attends Monday morning meetings and shares library updates with the staff. 2025 has seen leadership in student-led activities. Sharon, a learning assistant, has been trained to operate computer systems and manage cataloguing. Ms. Bayard discussed the professional development she has completed this year.
    - 2.3. Board games are very popular. Ms Bayard spoke about social connections.
    - 2.4. Ms Bayard explained that at times there is not enough furniture in the library to host students.
    - 2.5. Students will be entered into the 2026 library competition.
    - 2.6. Inclusive intervals every day support our diverse learners. Would like to plan different spaces and perhaps lighting issues.
    - 2.7. 7 Ms Bayard noted that schools across New Zealand, especially small schools, struggle to keep their libraries operating due to funding issues. Ms. Bayard discussed recommendations from Australian and British research that libraries should remain open all day.
    - 2.8. 8. Ms Bayard provided Mr. Rogers with documentation on recommendations on how to write and submit library reports.
- Ms Bayard left the meeting at 6.15pm

### 3. MENETI O TE HUI - MINUTES

The minutes of the OPEN part of the meeting held on Tuesday 9 September 2025, were confirmed as a true and accurate record.

**MOVED** Scott Gordon                      **SECONDED** Joshua Hopping  
(All Aye)

Ms Lowrey noted under policies and procedures that Ms Molloy and Mr Bali should send out to the public before it is accepted.

### 4. MATTERS ARISING

4.1. The international documentation programme, E-Schools, which Mrs Potter recommended, will be purchased or subscribed to, reviewed, and adopted, as it will be a highly valuable platform.

### 5. FINANCE

The August finance report was tabled, discussed, and accepted.

5.1. 1. Mr Gordon discussed the financial report. The budget appears favourable. Cash flow looks solid and should cover the rest of the year. The 2024 audit is still ongoing.

**MOVED** Jatin Bali                      **SECONDED** Joshua Hopping  
(All Aye)

5.2. The Board ratified creditor payment of \$344,458.93 for the month of August 2025, payment of the accounts having been processed as per Board policy and procedures.

6. **MOVED** Scott Gordon                      **SECONDED** Joshua Hopping  
(All Aye)

6.1. The Board ratified creditor payment of \$885,900.21 for the month of September 2025, payment of the accounts having been processed as per Board policy and procedures.

7. **MOVED** Scott Gordon                      **SECONDED** Joshua Hopping  
(All Aye)

### 8. MONITORING

8.1. Principal's report (*tabled as read and accepted*)

8.1.1. Getting ready for next year. We are keeping 60 NCEA students back from study leave, which has created extra work for staff. Students will work on individualised timetables and with teachers to complete the credits they need to gain. Usually, at this time of the year, teachers support staffing requirements, and hopefully, this won't put a strain on things. It is anticipated that once students complete their work, they will then go on study leave.

8.2. Staff report (*tabled as read and accepted*)

8.2.1. 2.1. Teachers have faced significant adjustments due to property changes, and all have coped admirably.

8.3. Student report (*tabled as read and accepted*)

8.3.1. Joshua Hopping and Bella Geekie have written a combined report. Mr Rogers will follow up with Ms Molloy.

8.3.2. Health and Safety report (*tabled as read and accepted*)

8.3.2.1. Mr Bali to contact ? regarding road safety.

8.3.3. Property (*tabled as read and accepted*)

8.3.3.1. Mr Bali and Mr Lee met with Ferdi Kohen regarding the gym cladding.

8.3.4. Special Needs (*tabled as read and accepted*)

## 9. CORRESPONDENCE

9.1. Mr Rogers has set up a folder to store the NZSBA Newsletter emails with current links.

## 10. STRATEGIC FOCUS

### 11. KAUPAPA HERE - POLICIES AND PROCEDURES

11.1. 1Term 4 SchoolDocs and system updates moving forward. An email has been sent out requesting feedback. Mrs. Lowrey has submitted the firearms policy to SchoolDocs and received a glowing review from a lawyer.

The website can be accessed by going to <https://kvc.schooldocs.co.nz/>

Login: KVC, password: pride

### 12. ANY OTHER BUSINESS

12.1. The online election survey: The provider's fee was lower than the funds allocated for the election, covering administrative costs. The online option has proven to be well worth it.

12.2. The committee reporting templates are a work in progress

12.3. Board members to finalise their information for the website. If not done yet, email Ms Molloy with the details.

The OPEN session of the meeting ended at 7.13pm

### DATE OF NEXT MEETING

Tuesday 25 November 2025 - **NOTE: it will include a Board photo and a walk around the school.**

### 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.*

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(PRESIDING MEMBER)

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(DATE)

POINT	WHO	ACTION
8.3.1	Mark Rogers	Joshua Hopping and Bella Geekie have written a combined report. Mr Rogers will follow up with Ms Molloy.
8.3.2.1	Jatin Bali	Mr Bali to contact ? regarding road safety (from the Health and Safety report)
12.3	Ms Kirkman and Ms Turner	Board members to finalise their information for the website. If not done yet, email Ms Molloy with the details