

# CONFIRMED MINUTES

## PĀPĀMOA PRIMARY BOARD HUI #5 2024



At the **Pāpāmoa Primary Board Hui #6 2024** on **24 Sept 2024** these minutes were **confirmed as presented**.

<b>Name:</b>	Pāpāmoa Primary School
<b>Date:</b>	Tuesday, 13 August 2024
<b>Time:</b>	6:30 pm to 8:45 pm (NZST)
<b>Location:</b>	School Staffroom , 312 Dickson Road Pāpāmoa
<b>Board Members:</b>	Mark Divehall (Chair), Amber Brooks , Cyrus Tuporo, Jamie Smith , Kate Wallis, Olivia Hayward , Sarah Webb, Tukara Matthews, Matt Simeon
<b>Attendees:</b>	Joyce Corbishley, Sammy Bunyan

### 1. Opening Meeting

#### 1.1 Karakia - Whakatauki

Tukara lead us in opening karakia 6:35

#### 1.2 Interests Register - Any Updates

#### 1.3 Confirm Minutes

**Suspension Meeting 3 Jul 2024**, the minutes were confirmed as presented.

**Pāpāmoa Primary Board Hui #4 2024 3 Jul 2024**, the minutes were confirmed as presented.



#### Decision

Approved

**Decision Date:** 13 Aug 2024

**Mover:** Mark Divehall

**Seconder:** Olivia Hayward

**Outcome:** Approved

### 2. Board Assurance and Compliance

#### 2.1 Reported Meeting two each term

### 3. Correspondence

#### 3.1 Community Notification of new Buildings - As Read

As read

### 4. Visitors

#### 4.1 Sara/Anna Mid Year Student Achievement - 20min Presentation Q&A

Spoke through target action & learning support report. As attached.

Senior leadership meet with teachers each term to discuss tamariki who are below national standards.

Prior to the meetings, each teacher to bring all assessments up to date. Each child that is not yet meeting they review & set goals, identify what more the particular child may need. Tracking tightly to make sure each child is improving. Lots of celebration and encouragement for the improvements the tamariki are making. Once meetings have been completed we have another document which is what we need to follow up on and how we tackle the individual needs.

This reporting allows end of year handovers to be more seamless, as there is so much information in the data we collect.

This gives Matt & the BoT confidence that through this very thorough process this should ensure that no child slips through the cracks, this holds our staff accountable and also shows that we know all needs of each tamariki.

What support can we as a BoT give for this? Matt to allow some of the budget for these meetings and reporting. For both the tamariki who are needing extra help and also to the Gate.

We have a great amount of work and staff support from Hannah (Senco) & Admin helping us collect data we need.

### 5. Actions from Previous Meetings

#### 5.1 Action List

Due Date	Action Title	Owner
1 Sept 2022	Board Member Hours <b>Status:</b> In Progress	Matt Simeon
1 May 2023	Long Service Leave with Pay <b>Status:</b> Completed on 13 Aug 2024	Matt Simeon
20 Jun 2023	To complete health education review in 2024 <b>Status:</b> Not Started	Matt Simeon
30 Nov 2023	Pathway from Primary to College - TMN lens also <b>Status:</b> Not Started	Mark Divehall
30 Apr 2024	Budget Confirmation <b>Status:</b> Completed on 5 Aug 2024	Jamie Smith

## 6. Staffing/Roll Numbers/Attendance/Internationals

### 6.1 Staff Appointments - As Read

as read

### 6.2 Roll Numbers/Attendance/Family Harm Alerts - As Read

as read

### 6.3 International Student Summary - As Read

Question Jamie - Whats the hopes for the next trip?

Matt - we have 2 confirmed. Hope to hit 8-10 FTE, unsure. Just put ourselves out there. Interested in the connection to Japan this is more likely to lead to a group stay rather than FTE. When presenting to Japan we are one of 3 schools us, Mount & Otumoetai.

### 6.4 Insights to 2025 Staffing - Sharing

Matt asked the staff if they would want to change and go anywhere, if not and if so where?

Going through with the staff we have a lot of change on the horizon with school demo works.

Offered to have staff to meet individually with Matt and 70% took this up which is great.

Points that were made:

- We have lower number of classes for Karewa
- Make the Matakana slightly bigger
- Tuhua is up to 7 classes, we have just had a lot of new students entry in there this year.
- Motiti looking to be 5 classes
- Te Manawanui, 3 classes will be 1 x 3/4 & 2 x 5/6. Need roughly 6 children to be added to 5/6 to make numbers similar to our other classes.

Few staffing changes throughout the kura which Matt is working through. Trying to be as transparent as possible and letting staff know all that they needed to know as/when it comes around.

CRT - Massive increase next year, all teachers will have 0.9. Matt looking for feedback from staff, how will this look? EG, full day CRT or a block every week. Comments around having the same release teacher for each class to have continuity for the kids. Some comments around the children having a specialist teacher eg, science. This is an amazing idea, however timetabling is a logistical nightmare.

Looking to have CRT Teachers involved in planning, having them be accountable for their role ensuring teachers do not have to plan in excess for their release. CRT will be allocated a team so they are aware with what is happening.

Going to put in some guidelines around CRT, how are you going to use these days, eg, report writing, personal PD. Writing a long term plan for this which will carry through to PD.

Other changes:

- MOE rolling out changes around Lit BSLA Maths

- PLD will focus around this in 2025

## 7. Financial Reporting

### 7.1 Financials June 2024 - Brief Discussion

### 7.2 Payments - Decision



#### Decision needed

Approved

**Decision Date:** 13 Aug 2024  
**Mover:** Jamie Smith  
**Seconder:** Mark Divehall  
**Outcome:** Approved

## 8. Strategic Aims

### 8.1 Staff Insights - Hui 2 of Term

## 9. Property Repairs and Maintenance

### 9.1 Health & Safety Summary - Nil

### 9.2 Blocks T,G,A Weather Tightness - Update/Decision



#### Approval for New 20-Foot Side Opening Container Sports Shed

Approval for New 20-Foot Side Opening Container Sports Shed \$14500.

This is being taken from our building budget, as a flow on effect from our demolition, in replacement for storage space that will be lost during demolition.

**Decision Date:** 13 Aug 2024  
**Mover:** Jamie Smith  
**Seconder:** Matt Simeon  
**Outcome:** Approved

### 9.3 Pool Update - Discussion



#### Grant Applications for the Pool

Papamoa School Board of Trustees moves to apply for the following funding for the pool upgrade

Tect - \$250000

Grassroots Trust - \$100 000

North and South Trust - \$40 000

One Foundation - \$40 000

**Decision Date:** 13 Aug 2024

**Mover:** Mark Divehall  
**Seconder:** Sarah Webb  
**Outcome:** Approved

Matt is trying to figure out how we charge our pool out.

Have had Pāpāmoa College here seeing if it works out for their Outdoor Education Programme.

Need to establish what we pay & how we charge going forward.

## 9.4 5 YA Plan Next Steps - FYI, we have approved Colliers at last hui

## 10. Items Passed Via Email Prior

## 11. General Business

### 11.1 MOE Announcements - Maths - MS Brief Insights

Matt isn't too concerned around this, new curriculum is 0-3 year and then 4-6 year.

Has seen the new programme and believe we have a great foundation its just the slight scope and sequence in how we do things

### 11.2 New Start of Day and End of Day Timings - Decision

Reason for change, continuity around timing with local kura's. We are the only one that starts later. For example when attending sporting events, to be able to arrive the same time, rather than 10 minutes later.

Noted from Kate - Will this be an issue with before/after school care?

How will this effect the time start, drop off will still be from 8am



### New Start of Day and End of Day Timings - Decision parked

Needs more consideration, Matt to go to before/after school care to see how this will effect them and their processes.

Bring back to next hui for further discussion

**Due Date:** 31 Oct 2024

**Owner:** Matt Simeon

## 12. What have we achieved for our School & Community this Hui?

### 12.1 Board Member Summary of meeting

Sarah - Excited to see the international students and how we go. It will be really great to have some students from Japan and Korea. Opens up great opportunities for our kura and tamariki. Loved hearing feedback from Sara & Anna. Seeing the huge role & work they do with the reporting is brilliant. Needs to be recognised amongst the parent community.

Amber - Very impressed by the spreadsheet from Anna & Sara, knowing there is such deep care for each of our tamariki, as a parent especially it is mind blowing. Needs to be recognised amongst the parent community.

Tuks - Anna & Sara's presentation results are impressive, really cool to see the improvements coming through. Also with the transparency around staffing changing, can't imagine its an easy task to do. Nod to the effort that goes to this.

Matt - Enjoyed being able to update the BoT with our staffing changes with full transapracny has been great. Especially bringing the positive feedback from staff so far.

Cyrus - Impressive presentation from Sara & Anna , as a parent it is great to see.

Jamie - Impressive presentation from Sara & Anna. Cool to see as a parent as well, also aligns with our goals of no children being left behind. Well done.

Kate - Anna & Sara presentation was amazing and also Matts transparency around staffing and school changes is great. As a teacher myself, I would feel like my best interest would be at heart of the kura.

Olivia - Great transparancy of staff changes. Target action meeetings allow us to feel supported and appreciated. The progress these children are making as a result of this is amazing.

Mark - Impressive presentation from Sara & Anna, a place for every child, support thorough the school, accountability for each individuals journey. Gratitude for everyone around the table BoT, everyone gives their time individually and a great insight to the schools work. Grateful we have our BoT who give their time to support Matt & the Kura

## 13. In Committee

### 13.1 In committee items/minutes are stored separately inside board Pro

### 13.2 Exit Interview Summary - Sarah/ Mark

BoT likes the clarity these have brought. Feedback was welcomed and for the most part positive, where the negative came in was for our past leadership.

### 13.3 Update on Vernan - As Read

Discussion around how can further support, possible collection with school van was disucussed however this takes away the responsibility from the whānau & Vernon of coming to kura and showing up.

## 14. Close Meeting

### 14.1 Close the meeting

**Next meeting:** Pāpāmoa Primary Board Hui #6 2024 - 24 Sept 2024, 6:30 pm

Tukara lead us in a closing karakia

Signature: \_\_\_\_\_

Date: \_\_\_\_\_