

CONFIRMED MINUTES

BOARD HUI #3



At the **Board Hui #4** on **25 Jun 2025** these minutes were **confirmed as presented**.

Name:	Pāpāmoa Primary School
Date:	Tuesday, 13 May 2025
Time:	6:30 pm to 8:18 pm (NZST)
Location:	School Staffroom , 312 Dickson Road Pāpāmoa
Board Members:	Mark Divehall (Chair), Amber Brooks , Jamie Smith , Kate Wallis, Matt Simeon, Olivia Hayward , Tukara Matthews, Danielle Thomson
Apologies:	Cyrus Tuporo

1. Opening Meeting

1.1 Karakia - Whakatauki

Meeting opened 6.30pm with a Karakia by Tukara.

1.2 Interests Register - Any Updates

Matt is working with Tukara currently on signage around the school

1.3 Confirm Minutes

Board Hui #2 25 Mar 2025, the minutes were confirmed as presented.



Moved Minutes

All approved

Decision Date: 13 May 2025

Mover: Kate Wallis

Seconder: Mark Divehall

Outcome: Approved

2. Board Assurance and Compliance

2.1 Reported Meeting two each term

3. Visitors

3.1 NIL This meeting

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner(s)
11 Aug 2025	Community / Staff / Y5/6 Engagement Survey Status: Completed on 29 Jul 2025	Matt Simeon

5. Staffing/Roll Numbers/Attendance/Internationals

5.1 Staff Updates

Accepted as read.

In addition Amy Mellor has resigned her position as Office Administrator, replacement has been appointed. Reception Role has also been appointed.

5.2 Roll Numbers/Attendance/Family Harm Alerts - As Read

Accepted as read.

5.3 International Numbers for Term 2

Accepted as read.

Some updates since information shared:

Matt confirmed the two German students will be attending PPS, Term 4 2025 and Term 1 2026.

Visiting homestay student from Japan is having a very positive start.

Financials are looking very positive, although some marketing expenses are still to come out. Will need to up staffing slightly with new students.

Matt confirmed new travel plans with marketing trip to Seoul and Japan in September. TKT, Vision, SIS and Japan agents all covered in one trip no due to slightly altered plans.

5.4 Principal PLD - Overseas Travel Requirement



Accepted as read.All approved in 2024

Accepted as read.

All approved in 2024

Decision Date: 13 May 2025

6. Financial Reporting

6.1 Financials

Jamie has read and there is nothing he can see that raises any flags.

6.2 Payments - Decision

No questions or concerns from the board.

Red Ant and Ginger Cafe payments being held questioned



All in favour

All in favour

Decision Date: 13 May 2025
Mover: Jamie Smith
Seconder: Tukara Matthews
Outcome: Approved

6.3 Leave Liability - Caretaker

Large leave payout to Mike due to leave being accrued while he is off on ACC.

Sarah WBOP Sports.

Credit Card for End Sarah Hull to be ended as of July 14th and apply and issue another credit card to Katherine Hampton

Moved Matt

Seconde Mark

All in agreement

Carried



To add Rochelle and remove Joyce for Credit Card administrator

To add Rochelle and remove Joyce for Credit Card administrator

Decision Date: 13 May 2025
Mover: Mark Divehall
Seconder: Matt Simeon
Outcome: Approved

6.4 Rochelle Bank Account Access



Decision Date: 13 May 2025



Remove Joyce C and appoint Rochelle G for Bank Account access.Cre...

Remove Joyce C and appoint Rochelle G for Bank Account access.

Credit Card for End Sarah Hull to be ended as of July 14th and apply and issue another credit card to Katherine Hampton

All in agreement

Decision Date: 13 May 2025
Mover: Matt Simeon
Seconder: Mark Divehall
Outcome: Approved

6.5 Change in WBOPPA Sport Direct Credit Card

6.6 2024 Annual Financials

7. Strategic Aims

7.1 Staff Insights - Hui 2 This Term

7.2 Annual Report to MOE



Moved to accept report to be sent to the MOE

Moved to accept report to be sent to the MOE

Decision Date: 13 May 2025
Mover: Tukara Matthews
Seconder: Matt Simeon
Outcome: Approved

8. Property Repairs and Maintenance

8.1 Health & Safety Summary - For Noting

8.2 Blocks T,G,A Weather Tightness - Update

Matt has been meeting with the builders to confirm the completion date.

Wed next week afternoon all teachers can move into their new spaces.

Friday movers from TBC will be here to support final move of furniture and move staffroom to Matakana 3 while building works are completed in Admin building. Will also move library shelving in. Staff will be covered with 7 relievers for a full days release to set up their new classrooms.

Landscaping will not be completed before we move into classes.

Landscaping plan will now be completed and charged to the project. May have small costs to cover getting soil on site once concreting is completed.

Sculptures to be completed and installed.

Possibility of working bee to get the works completed.

Admin building: Asbestos in entire back walls of admin building area, effecting Reception, sickbay, shower, toilets, sports office and kitchen. Admin will be moving into Matakana 4 while works are completed to remedy. Budget will include contingency from 5YA.

Staffroom will be moved to Matakana 3, as staff are starting to feel the disconnect not having a space to meet and connect.

All asbestos removal has to be completed while no one is onsite which is a challenge.

Timeframe is not know.

Fencing has been pulled.

Mark queried the rough difference of price for the furniture saved for the library. Prices have not yet been confirmed.

2nd MOE contribution has been added 50

-Dishwasher

-Water filter

-Dishwasher

-Moving

-

New classrooms Grant 16k added which we didn't know we were getting

5k left for staffroom -maily outdoors

New classrooms 11k left

Landscaping 48k still to go

Library 40k still to go.

Pou statues over by 1100

Fence -Initially 20k budget to replace fencing by dental van.

Chaytors has come back with a new price

180m of fencing 36k panels

180m 300mm concrete mow strip 18900

65k for 180 lineal metres fences.

45k over initial budget approved for fencing due to funding from MOE being pulled.

Mark opened the floor to a discussion around the fencing. He would like to not leave a legacy for another board. Are we comfortable spending that money on fencing when we could spend it on other things. What reserve should we have in our contingency fund. Suggested approximately 1000 per student, so we are very comfortable with funds being allocated to fencing and still having more than enough in contingency fund. Are we better allocating funds to new junior playground.

Mark asked the question: Is the fencing investment something we want to do as a board, or something we want to leave for later down the track.

Jamie agreed the surplus from the international student funds and general surplus is we can more than enough cover it, but do we want to spend that much on fencing.



Complete job now: 7 in favour

Complete job now: 7 in favour

Decision Date: 13 May 2025

Outcome: Approved

8.3 5YA Works - Update

Everything is on hold while we work out what is happening with current projects. Possibility some funds will be pulled to help complete admin works when asbestos is removed.

Accepted as read.

8.4 Pool - Programme of works Update

Accepted as read

9. Items Passed Via Email Prior

10. General Business

10.1 Pāpāmoa Kahui Ako

Matt has been attending Kahui Ako in Wellington. Outcome: Kahui Ako budgets will be cut. Money will be applied back into Learning Support. Will see us out until 31st January.

Collective agreements, no longer negotiating with the MOE

Pay equity claims cancelled

10.2 Education in the media

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

11.1 Board Member Summary of meeting

12. In Committee

12.1 In committee items/minutes are stored separately inside board Pro

7.58pm moved into committee

12.2 Close out Mikes Medical Termination

Noted we have completed

12.3 Complaint

Moved out of committee 8.02pm

13. Close Meeting

13.1 Close the meeting

Next meeting: Board Hui #4 - 25 Jun 2025, 7:00 pm

Jamie is proud of how well the international students is going

Amber International students, whats coming is exciting. Marketing exciting. Personal experience it is a very special for out tamariki

Olivia: International proud of support we have provided, students so supported and settled. Builders awesome onsite, friendly to the children and staff.

Danielle: International students. Matts commitment to the building works, and level of pride evident. Will be amaziong for school and staff and community.

Kate: Professional growth of our Principal with his conference this week, and Gold Coast, networking which can only help our children:

Tukara: Fence. Achievement, community will benefit. Parking, car doors, bikes health and safety.

Matt: What we as a BOT are achieving is robust and considered. A strength for the school, staff and community. Matt has to present all details as it is well questioned.

Mark: BOT Good balance of opinion, knowledge and passion for the school when decision making.

Matt shared landscaping plans with the BOT

8.18 Meeting closed with a Karakia by Tukara

Signature:_____

Date:_____