

CONFIRMED MINUTES

BOARD HUI #4



At the **Board Hui #5 2023** on **1 Aug 2023** these minutes were **confirmed as presented**.

Name:	Pāpāmoa Primary School
Date:	Tuesday, 20 June 2023
Time:	6:00 pm to 8:18 pm (NZST)
Location:	School Staffroom , 312 Dickson Road Pāpāmoa
Board Members:	Mark Divehall (Chair), Jamie Smith , Kate Wallis, Lauren Bermel, Sarah Webb, Vicky Williamson, Olivia Hayward , Tukara Matthews
Attendees:	Matt Simeon, Sammy Bunyan

1. Opening Meeting

1.1 Karakia - Whakatauki

Hui opened at 6:27pm with Karakia

1.2 Welcome to Tukara Matthews & Sammy Bunyan

Official welcome for Tukara Matthews BOT Member & Sammy Bunyan BOT Secretary.

Board members shared about themselves and their purpose for being on the board.

Mark and Matt met before the meeting to discuss and implement some time scheduling for the meetings. Encouraging our meetings to shorten without devaluing conversation. Looking to find balance between having a good conversation and keeping meetings brief and to the point.

Mark welcome

1.3 Confirm Minutes

Board Hui #3 2023 22 May 2023, the minutes were confirmed as presented.

Minutes of the previous meeting presented as true and correct.



Minutes approved

Minutes approved

Decision Date: 20 Jun 2023
Mover: Vicky Williamson
Seconder: Jamie Smith

Outcome: Approved

1.4 Interests Register

Added Tukara Matthews into interest register for Graphic design.

1.5 Health & Safety - As Read

As read + notes as follows:

- Concerning behavior stranger danger.
- Vicky mentioned how great the new legislation around Vaping is for our community. No new shops can be opened within 300m radius of any kura. Step in the right direction.

2. Board Assurance and Compliance

2.1 Term 2 Board Assurances - As Read

Matt comments around the survey due, this is a very old document and survey will look to be completed next year 2024.



To complete health education review in 2024

To complete health education review in 2024

Due Date: 20 Jun 2023

Owner: Matt Simeon

3. Visitors

3.1 Nil This Meeting

Nil this meeting

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner
14 Jul 2022	Top three learning support from Anna's presentation Status: Completed on 12 Jun 2023	Matt Simeon
1 Sept 2022	Board Member Hours Status: In Progress	Matt Simeon
1 Dec 2022	COVID-19 Status: In Progress	Matt Simeon
1 Dec 2022	Uniform/ Stationery Status: In Progress	Matt Simeon
1 May 2023	Long Service Leave with Pay Status: Not Started	Matt Simeon
29 May 2023	Process of moving the Facebook Page to a private group vs public Status: Not Started	Matt Simeon

5. Staffing/Roll Numbers/Attendance

5.1 Staffing Update - Discussion

Matt spoke around attracting staff and staff retention. We have employed an experienced NE teacher Tracey Brownlee coming from Rotorua. Tracey is awesome and has teaching experience across the whole of the primary school but with the majority of her time spent in new entrants.

We have advertised Claire's job. Historical applicants would be 80+ now only around 4 and mostly overseas.

With planning and monitoring our T4 roll growth with Matt is forecasting 81 Year 0's. (Last year it was 47.) We as a kura are maintaining good numbers and need to be proactive when it comes to retention of staff, interesting space. To accommodate large New entrant numbers we will need to look at how we set up classrooms for the Year 0/1 making the appropriate space.

We have 7 staff fixed term positions movement. Which will mean with the extra release is coming up from the new collective agreement, and we will need to see how to bridge the gap from now until then.

Matt, Sara and Anna to brainstorming & forecasting of classrooms where children will go. By the End of term 3 we aim to have locked in our 2024 staff.

Relievers - We had our first ever day where we couldn't get cover. Thankfully we were able to use internal cover so that we did not have to split classes. But just like full-time staff, relievers too at this time of the year are hard to come by.

Board goal of best employer - As a board have to concentrate on what can we provide- with a main factor not being pay - we don't control that. But how can we bridge the gap for staff retention? We have locked in a permanent reliever 2 days per week, we didn't have the work however wanted we wanted to lock in good staff members to hold them with us.

Senior management to ask staff what their thoughts are for their employment.

Overall our staff culture is really good.



Approve MATERNITY leave

Approve Claire's maternity leave

Decision Date: 20 Jun 2023

Mover: Mark Divehall

Seconder: Sarah Webb

Outcome: Approved

5.2 Roll Number Updates - As Read

As read

5.3 Attendance Data - As Read

As read + notes below:

- Similar flu seems to be doing the rounds. Fevers, coughs. Matt to update in T3 newsletter these symptoms for children.



Matt to add general symptoms for flu

Add in flu symptoms to newsletter

Due Date: 17 Jul 2023

Owner: Matt Simeon

6. Financial Reporting

6.1 Financials for May - As Read

As read and noted as part of the finance meeting discussion

6.2 Finance Hui Minutes - Update from Jamie

Compliance checks with what the process is for payment sources. Nothing to report budget on track.

Matt - good to have a set of codes and knowing where things are going. Last year was a bit messy.

Sarah - Term deposit is maturing. General rule of thumb to keep \$1000 per child.

Mark - Back story on money/budget. We knew we were going to have to spend money on new builds. There was a Master plan in place, however it vanished into the ministry and had to be restarted which is was by Lisa and Matt is continuing with now. Spending Money recently is coming from other sources example grants etc.

Putting money aside for pool \$150k

6.3 Payments - May - To be Approved

Approved



May payments approved.

May payments approved.

Decision Date:	20 Jun 2023
Mover:	Jamie Smith
Seconded:	Matt Simeon
Outcome:	Approved

7. 2023 Strategic Aims - Hui 2 of Term

7.1 Summary Of Strategic Aims - As Read

As read

7.2 Team Insights Term 2 As Read

As read. and noted below:

Mark - Questioned the paragraph around the behavior of Motiti kids between the Motiti staff and Senior leadership

Matt - Matt gave a detailed explanation of the situation and explained how this statement had come about and also why the following statement was positive. All resolved with positive steps moving forward.

Lauren - A highlight for her has been reading through the learning support feedback. So nice to have the opportunity to read and reflect. When Matt approached Hannah, she was super keen to have the opportunity to report back and bring her team's feedback to the board. Cool both parties to see how this all fits and all aspects been covered.

8. BoT Objectives

8.1 International Student Marketing Travel - Decision Required

Discussion:

Raised last meeting. satisfied we have checked the boxes here - Yes.

All read international policy documents.

Submitted to SIEBA. Expecting approval sept/oct 2023

Marketing to begin in September and having kids in the beginning of next year 2024.

Sarah, would like a breakdown in costs/budgets. Flights, incidentals, accommodation, gifts & marketing. Just to make everything clear for our community where and what the money is being spent on. Being transparent if anyone in the community had questions.. We will receive a breakdown of the costs from Matt. A note around flying premium economy class is that this allows for extra baggage which works out more cost effective as the information packs we take can be quite heavy along with personals luggage.

Following compliance and transparency for everyone. Making sure we as the BOT are asking questions to make sure transparency is achieved.

As per SIEBA policy the board would like to highlight the importance of Matt taking his days in lieu. These are very important for Matt's hauora and have been budgeted for therefore they need to be taken. Matt to book these in advance and a condition of Matt going to Korea is to take the time to rest and restore.

The Board would also like to minute as Matt will away for 7 days. There will need to be an acting Principal while he is away. The board will be involved with the decision of who this will be and it will need to be very clear as to who this is.

The gifts for marketing are for the likes of the translators. These will be small Kiwiana or Tauranga specific Kiwiana related gifts, Matt will bring a marketing pack to show what he will be doing.

Matt showed BOT a photo of previous marketing tables.

Travel bags also to be purchased for those involved. These will belong to PPS and be used for these sorts of trips.

Lauren would like to see the PPS Logo on the gifts.

Decision. Approved



Approval of international Student

Approval of international Student

Decision Date: 20 Jun 2023

Mover: Mark Divehall

Seconder: Lauren Bermel

Outcome: Approved

8.2 Board Spend Projects - Discussion / Decision

Decision & discussion required.

Hall skylights - Ongoing - roofer has been in and temporarily resolved issues with leaking with silicone. Plan to permanently fixed this issue is to flash them to prevent leaking.

Matakana - Matt doesn't have a straight forward solution to stop leaking, noise & smells. Do they want new carpets? Carpet tiles? Considered a lot of things. No straight forward action to take. Throwing money at this doesn't provide solutions. Matakana team are appreciative that BOT at considering these options. - Ongoing

Sports uniform - Colour queries, how do we get these colours right? Can we lean on Tukara for graphics. Suggestion to have lighter for netball and darker for rugby. acknowledging wear and tear and staining. All in agreeance to do the entire rebrand of sports uniforms as once which will include new bags for sports teams, and potentially coaches & manager jackets. Matt hopes to obtain a grant for these however, there will be some challenges to get grant money as we have recently relied on these sort of funds. Kapa Haka uniforms have recently been revamped.

T Block - Current project budget is \$100k. Recommendation to put in extra \$50k for fencing and finishing the project as this is more realistic.

Sick bay reno - BOT agreed that this is this a priority for this year. Acknowledging we still need to be prudent with our money and making sure we are still adding value. Based on high volumes of illnesses within the community this space need to be functional for staff. In its current state it is not fit for purpose. Some kids spend up to an hour in sick bay if parents are held up so this needs to be a space where they are comfortable. This all aligns with having pride in our school and improving our tamariki's hauora.

Mark and Matt has brought up a possible Pou Entrance or entrances for PPS. Really cool to identify our kura, aligns with where we are going with our school appearance. Mark noted and showed a picture of the impressive Pou at Greenpark school. These designs are to include all/our main entrances. The design will needs to link through the Kura if not being done at once. Doesn't have to be front entrances, could be on school grounds, how do we include this. Our entrance will be designed for our kura specifically. All BOT members like this idea however still in Exploratory stage. Keep in as a marker for future as many things need to be completed before this can happen. EG; Tick off pool, fence, sick bay and sports uniforms.



T block extra funding

Allocate funding now. Vickys advise and Matt's recommendation. \$150k to be marked to this which is an extra \$50k. Approved.

Decision Date: 20 Jun 2023
Mover: Mark Divehall
Seconder: Vicky Williamson
Outcome: Approved



Sick Bay renovation

Sick Bay in need of a renovation.

\$15k approved.

Matt to come back to board for approval (Via email correspondence) if any more money needed. But will try to stick to the propped \$15k.

Approved

Decision Date: 20 Jun 2023
Mover: Mark Divehall
Seconder: Vicky Williamson
Outcome: Approved



Sports Uniform Rebrand

Sports uniform - Colour queries, how do we get these colours right? Can we lean on Tuk's for graphics. Suggestion to have lighter for netball and darker for rugby. acknowledging wear and tear and staining. All in agreeance to do the entire rebrand of sports uniforms as once which will include new bags for sports teams, and potentially coaches & manager jackets. Matt hopes to obtain a grant for these however, there will be some challenges to get grant money as we have recently relied on these sort of funds. Kapa Haka uniforms have recently been revamped.

Decision Date: 20 Jun 2023

8.3 2023 Board Objectives Summary - As read

As read

9. Property Repairs and Maintenance

9.1 Blocks T,G,A Weather Tightness - Documents As Read

As read - work in progress

10. Items Passed Via Email Prior

11. COVID Response

11.1 COVID Summary - As Read

As read - keep well

12. General Business

12.1 Teacher Only Day Term 3/4 - Decision Required

Matt would like to bring our TOD forward to Monday 18th September using the approved letter from the ministry. Originally proposed for late November which all BOT members agree this is bad timing for our community being so close to the end of they year.

Fortunately for us, Henk Popping, Principal at Otumoetai Intermediate, has requested an exemption from the MOE to have the date moved to September 19th, Monday, week 9, Term 3. His proposal was so the schools across Tauranga Moana could come together for the launch of Te Tai Whanake ki Tauranga Moana Local Curriculum Project. While Pāpāmoa Primary and Pāpāmoa Schools are not directly involved in Te TaiWhanake ki Tauranga Moana Local Curriculum Project due to Ngā Potiki Iwi Pāpāmoa Primary School non-participation, I would like to move that we also hold our teacher-only day -alongside all other TGA Schools - on the same day, Monday 19th September



Approve moving Teacher only day from T4 to Monday 18th Sept

Approve moving Teacher only day from T4 to Monday 18th Sept

Decision Date: 20 Jun 2023

Mover: Mark Divehall

Seconded: Tukara Matthews

12.2 Term 3 BoT Meetings - Discussion

Matt's suggestion to move the term 3 meeting forward a week to Tuesday 1st August 2023 & Tuesday 5th Sept 2023

Agreed

12.3 NZEI Teacher Collective Agreement - Settled Background as Read

Notes/Discussion as this is now settled.

Release issues - no relievers. A little bit of a worry. Again Bridging staffing gaps. All agree whilst its great it has its complexities.

12.4 NZSTA Board Selections - FYI As Read

As read

Great opportunity for growth within our board. Matt & Mark had an idea to reach out Te Manawa o Papamoa to Collab for a dinner out which is great to achieve a good sense of community aligning our local school boards

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

13.1 Board Member Summary of meeting

Mark - Very happy with achieving our goal of getting through the meeting promptly with well rounded but on topic discussions. Feels like we are all together on same bus and are growing as a group, challenging the way we think. Others bringing useful information and all having our own say individually but together.

Olivia - Welcome Tukara and Sammy. Great to be keeping to time. Love we all have own point of views. Great to see board projects coming along like pool etc

Vicky - Marks time keeping well done. Love the reflections great read, raw and honest. Again very happy with time keeping.

Kate - Great to see us tidying up loose ends, pre talking around making decisions moving forward.

Lauren - Loved seeing the Reflections from the SENCO team. Well done on time efficiency for meeting. Happy about legacy projects, can't wait to see them to come to fruition.

Sarah - Mark time keeping was great, keeping us in line and on topic. Welcoming new whanau Sammy & Tukara to BOT. Feels really good have them on board.

Jamie - Great to have Tukara on board officially.

Matt - Tidying up loose ends. Really appreciate that the board are taking in his hauora as a priority never had a BOT that has said you must take time in lieu. Overall great place to work. Hauora positive place to work.

Tukara - Lots of areas' covered and appreciate all the hard work that has gone in so far. Appreciated to be able to read through all items before hand and getting a further understanding at meeting. Seeing the work behind this board has been awesome. All working well together and hearing. Excited for the entrance way in the future.

14. In Committee

14.1 Nil this meeting

15. Close Meeting

15.1 Close the meeting

Next meeting: Board Hui #5 2023 - 1 Aug 2023, 6:30 pm

New Actions raised in this meeting

Item	Action Title	Owner
2.1	To complete health education review in 2024 Due Date: 20 Jun 2023	Matt Simeon
5.3	Matt to add general symptoms for flu Due Date: 17 Jul 2023	Matt Simeon

Sarah closing karakia

Signature: _____

Date: _____