

CONFIRMED MINUTES

BOARD MEETING # 7 2022



At the **Board Hui #8 2022** on **8 Nov 2022** these minutes were **confirmed as presented**.

Name:	Pāpāmoa Primary School
Date:	Tuesday, 20 September 2022
Time:	6:30 pm to 8:30 pm (NZST)
Location:	School Staffroom , 312 Dickson Road Pāpāmoa
Board Members:	Vicky Williamson, Mark Divehall (Chair), Toni Stanaway, Jamie Smith , Kate Wallis, Nikki Turner, Lauren Bermel
Attendees:	Sarah Webb, Matt Simeon, Rochelle Goninon

1. Opening Meeting

1.1 Election of Presiding Member

Called for nominations for a presiding member. Mark Divehall nominated and accepted. Mark thanked Sarah for the work she has done and welcomed new members.



Election of Presiding Member

cc

Decision Date:	20 Sep 2022
Mover:	Sarah Webb
Seconded:	Mark Divehall
Outcome:	Approved

1.2 Confirm Minutes

Board Meeting # 6 2022 23 Aug 2022, the minutes were confirmed as presented.



Minutes confirmed.

Minutes confirmed.

Decision Date:	20 Sep 2022
Mover:	Mark Divehall
Seconded:	Toni Stanaway
Outcome:	Approved

1.3 Interests Register

1.4 Co-opting

Matt to send email

2. Whakawhanaungatanga

2.1 Getting to know each other

3. Formal Establishment Processes

3.1 Board Task Checklist Following the Triennial Election

Appendix 2 has been completed for new members.

3.2 Appendix 2

3.3 Board Code of Conduct

Code of conduct shared and then discussed by members. The Code of Conduct is the key rules for the board to ensure the board members conduct themselves in a way that serves the school.

3.4 Delegations

Shared and discussed

3.5 Board Workplan



Matt to add Board agenda item of SchoolDocs

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Due Date: 26 Oct 2022

Owner: Matt Simeon

Bord work plan is located inside boardpro. Members were shown where this is and that it is an overview of key tasks that will happen throughout the year.

3.6 Board Member Remuneration

Noted

4. Establishing Our Processes

4.1 Board Meetings - Days and Times

Discussion about times and frequency of meetings. Day and time to remain as Tuesday 6:30pm. Frequency agreed to two meetings per term.

4.2 Kai/Food at Meetings

Kai provided at meetings 6:15pm so meetings can start at 6:30pm sharp.

4.3 Board Member Portfolios

Accountant has offered a board finance night on Thursday 27 October at 7 p.m. at [Te Akau Ki Papamoa school](#).

After conference, Board members will discuss and review what portfolios they might like to be involved with.

4.4 The School Charter - What is it and Why it is important

The Charter was explained and shared by the Principal as one of the two key documents for the board to be aware of.

The school has 3 key focus areas at the moment, while these are the key priorities, the school still ensures that all other aspects and opportunities of the school are offered and met.

4.5 School Policies and Procedures

Where and how to access our school policies was shared and discussed.

Matt to run a sessions on navigating around school docs at the next meeting

4.6 Te Ao Māori Representation on The Board



Matt to re-visit Te Ao Māori Representation on the Board

Matt to re-visit Te Ao Māori Representation on the Board

Due Date: 15 Jan 2023

Owner: Matt Simeon

Broad and general discussion about the merits of having Te Ao Maori representation on the board.

It was agreed in principle that this would be good to have and will be something the board will consider once Toni has stepped down from the board at the end of 2022.

A parent from Te Manawanui could be an option for the board to consider.

5. Other Business

5.1 Conference

Brief discussion around the conference and the logistics.

Board to find some time during the conference to go over some of their operational aspects together.

5.2 School Walk Through - Meet & Greet Staff

School Walk Through - Friday 21st October - 8:40 to 11am

6. School Business for this Hui

6.1 Out of Zone Places



Board approval of Out of Zone Places

Board approval of Out of Zone Places

Decision Date: 20 Sep 2022

Mover: Matt Simeon

Seconder: Mark Divehall

Outcome: Approved

6.2 Financial Delegations / Authorisations



Board moved for Anna to take over Fays delegations

Anna to take over Fays delegations

Decision Date: 20 Sep 2022

Mover: Matt Simeon

Seconder: Vicky Williamson

Outcome: Approved

6.3 Pool Update

Noted

6.4 Hall

Noted

6.5 ERO

Noted

6.6 Exit interviews

Noted

7. Close Meeting

7.1 What have we achieved for our community this meeting?

Mark - Getting to know a great group of people who are here for the right reasons, passionate about the school and loving that food will be provided at meetings!

Toni - Completion of the hall project, meeting new members and that the Board is in good hands moving forward.

Nikki - Excited to be part of the Board and looking forward to the journey and food!

Vicky - Great refresh of what we are all here for and for new and old members

Kate - Meeting new members

Lauren - Enjoyed hearing about what perspectives and ultimately being here for the same reasons

Sarah - Invigorating to meet new members and giving people in our community an opportunity to join us through out of zone spaces.

Matt - Board set a foundation for our community moving forward and excited also about what the out of zone spaces means for our community.

Jamie - Excited about the house system moving forward.

7.2 Close the meeting

Next meeting: No date for the next meeting has been set.

Signature: _____

Date: _____