

# CONFIRMED MINUTES

## PĀPĀMOA PRIMARY BOARD HUI #3 2024



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

<b>Name:</b>	Pāpāmoa Primary School
<b>Date:</b>	Tuesday, 21 May 2024
<b>Time:</b>	6:30 pm to 8:16 pm (NZST)
<b>Location:</b>	School Staffroom , 312 Dickson Road Pāpāmoa
<b>Board Members:</b>	Mark Divehall (Chair), Amber Brooks , Kate Wallis, Olivia Hayward , Sarah Webb, Tukara Matthews, Matt Simeon
<b>Apologies:</b>	Cyrus Tuporo, Jamie Smith , Sammy Bunyan
<b>Guests/Notes:</b>	Hannah Mortimore - SENCO, Anna Oglesby DP

### 1. Opening Meeting

#### 1.1 Karakia - Whakatauki

The hui was officially opened at 7:30pm following the presentations from the Senior Leachers. Tukara opened with a Karakia

#### 1.2 Interests Register - Any Updates

#### 1.3 Confirm Minutes

**Pāpāmoa Primary Board Hui #2 2024 26 Mar 2024**, the minutes were confirmed as presented.



#### Minutes accepted as approved.

Minutes accepted as approved.

<b>Decision Date:</b>	21 May 2024
<b>Mover:</b>	Tukara Matthews
<b>Seconder:</b>	Amber Brooks
<b>Outcome:</b>	Approved

### 2. Board Assurance and Compliance

#### 2.1 Reported Meeting two each term

### 3. Correspondence

### 4. Visitors

#### 4.1 Anna, Sara, Hannah - Learning Support FYI

MS, ST, AO and HM presented 3 scenarios around the changes in some of the demographic and needs we are seeing across the school.

The overarching intent was to share with the board for their knowledge and understanding of the changes. There was no intent for the board to need to action anything.

#### **Scenario One - The last NE cohort.**

AO shared stats from the last cohort of 16 children who have started in NE in the last cohort. Key stats include

##### **ELL**

25%

Needing support 18%

##### **Learning Support**

Total 44%

High needs 19%

##### **Medical**

19% have some kind of medical need

19% need toileting support

##### **Information shared by parent**

15% of Learning Support Students

##### **Info shared by Daycare**

100% (excluding Auckland)

##### **Info shared by MOE**

25% of MOE students

The number of children needing support is increasing and becoming more the norm with each cohort.

#### **Scenario Two - Ebba Tu Tua Way - Kaianga Ora Housing Subdivision**

ST presented about the children in this subdivision that has been open for approx. 8 months and is a permanent housing solution for whanau in our school zone.

We have 17 children enrolled from these homes, and we are seeing a trend in behaviours, attendance and academic progress that is not in line with where we would like it to be. We are seeking support from MOE and other Govt agencies to see how we can break the cycle of some of these trends.

There will be a number of more children from this development enrol as there are a number of sibling and pre schoolers in the houses and additional roads and houses still to open in the future.

#### **Scenario Three - Learning Support TA Stretch**

HM presented the pressures of the additional needs that are being presented at school on our learning support budget and the time needed for a number of children who do not receive or generate funding.

The data shows that we need to provide 246 hours per week to support tamariki. We are funded for 159, leaving the school to pick up 87 hours per week. These is approx. \$2500 per week / \$104 000 per year.

Our TA budget this year has reached \$300 000 with only \$200 000 in funding for Learning Support and ESOL.

The board appreciated the insights and understanding of the situations.

The Board acknowledge the challenge that this presents to teachers in classes, and also to the workload for SENCO,DPs and senior leaders across the school.

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## 4.2 Korean Education Trip - 5 Min on Sara's Trip

ST presented her summary to the board.

ST was very grateful for the opportunity which gave her a greater insight and understanding to WHY our Korean International students and the whānau came to NZ for this opportunity.

It has given her a whole new appreciation and commitment to what the school is trying to achieve on a number of levels.

From the importance of our cultural identity and NZ history through to exploring cultural diversity and inclusion

## 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> Not Started	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> Not Started	Jamie Smith

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

### 6.1 Staff Appointments - AS READ

Acknowledged these appointments and changes

SW and AB will reach out to DG for an exit interview.

MS questioned when there would be feedback on the Exit Interviews. With the number of people who have had them done there has been no feedback/

SW was waiting for one more staff member to work through the process so that she could present the information without the individual leavers being identifiable.

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

Noted as Read

## 6.3 International Student Summary - As READ

Noted and accepted as read

## 7. Financial Reporting

### 7.1 2024 Budget Confirmation -



#### Approve the confirmed 2024 budget

Board very happy and appreciate the mahi that has been done around getting the budget to this point.

**Decision Date:** 21 May 2024  
**Mover:** Mark Divehall  
**Seconder:** Kate Wallis  
**Outcome:** Approved

MS took the board through the process of how we have landed in this position for the year.

The board acknowledged the work that had been done to get the budget to this position and the changes from the draft budget to this confirmed budget.

The board thanks MS and JS for the mahi they had done.

MS reminded the board that some of the additional support we were able to give tamariki in the last couple of years has been due to our generous staffing levels from the opening of Te Manawa o Papāmoa in 2022, and the special reason staffing we received in 2023.

2024, we are operating as all other schools.

Costs are rising across the board as well and the needs of students and the cost of our teacher aide line in the budget.

### 7.2 Financials March/April 2024 - As Read

Noted

### 7.3 Payments - Decision



#### move March and April Payable

Board comfortable with these payables

**Decision Date:** 21 May 2024  
**Mover:** Mark Divehall  
**Seconder:** Sarah Webb  
**Outcome:** Approved

## 8. Strategic Aims

### 8.1 Staff Insights - Hui #2

## 9. Property Repairs and Maintenance

### 9.1 Health & Safety Summary - For Noting

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

MS gave the board an update on the project to date.

Things are tracking in the right direction but there are still some major milestones to be met.

MS is keeping the project team aware of the needs from a school perspective.

The board moved into committee to share the budget associated with the project. The reason for the committee is due to the commercial sensitivity of the budget.

The board was shared the details about the temporary relocation of the Learning Support Bathroom and the server room.

The board accepted the location of the new server room to be located in the current international space in the Tuhua building Block U - Details of this was outlined in the board pack.

The school has the landscape designer in school on Thursday for a walk through. SW asked the NgāPotiki be consulted with anything cultural that was being considered. MS assured the board that this was the plan.

MS also alluded the board to the most up to date plan set that we have that was part of the board pack.



#### **MOve into Committee**

7:55pm In to project the commercial sensitivity of the project budget

8:03pm out

**Decision Date:** 21 May 2024  
**Mover:** Matt Simeon  
**Seconder:** Mark Divehall  
**Outcome:** Approved



#### **Accept the new location of the server room**

The board accepted the proposed new location of the server room as outlined in the plans presented in this board pack.

**Decision Date:** 21 May 2024  
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**Seconder:** Kate Wallis  
**Outcome:** Approved

### 9.3 Pool Update - Discussion

The board thanked and acknowledged the receipt of the grant from the council towards the pool project.

MS and MD will attend the council celebration for the acceptance of this money next week.

MS updated the board on the required \$2500 spend on a structural engineer to ensure the concrete pad to house the new filters will be correct.

All other details and plans for the pool are progressing in the right direction.

## 10. Items Passed Via Email Prior

## 11. General Business

### 11.1 COVID/Sickness - As Read

Noted that there is a lot of sickness in and across the community as well as our staff and students.

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

### 12.1 Board Member Summary of meeting

#### Mark

Thanked the senior leaders for tje sharing around the 3 scenarios at the beginning of the meeting

There is a clear focus to get these tamariki to school, especially the social housing area.

If they are at school, we can then do our best for these kids.

Was awesome to see the passion and dedication from our leaders around this and front loading the conversation

#### Tukara

Also supported and thanked the team for the transparency around what is happening in different spaces.

Acknowledged how each aspect was being worked through and dealt with.

The Ebba Tu Tua situation is heard to hear as these are my people, but lets just do what we can to get them here.

#### Olivia

The detail and information presented and the clarity it gives shows the mahi that is happening behind the scenes.

You can also see the synergy of the lead team in how they are working togetehr to ensure the best outcomes for everyone involved, whānau, kids and staff.

#### Amber

Incredibly valuable hearing this information and from the outside you would not know this sort of thing was happening

The level of complexity our teachers are dealing with each and every day and then teaching a class is to be commended. Just blows me away!

Its amazing to see the empathy that there is for these children, even when they can be extremely challenging.

#### Kate

Ditto to all that has been said. It feels like it is well in hand and can see the support that is trying to be wrapped around all of these children and the situations.

#### Matt

Thanks for the ease of being able to share this information and for it to be openly received by the board.

### **Sarah**

Excited about James coming on board to support MS appraisal process for both MS and the board. I think he will be really valuable for MS, a really exciting and positive step. Our waka is going in the right direction.

**Mark** also made mention and asked the board to be more timely in their responses to communication that is sent out from MS or the school. Even if it is a simple, read, acknowledgment .

## 13. In Committee

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

### 13.2 Principal Appraisal 2024



#### In Committee to discuss Principal Appraisal

8:10pm

Moved in committee as the Principal appraisal is not for public discussion

8:16pm Out

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<b>Mover:</b>	Mark Divehall
<b>Seconder:</b>	Sarah Webb
<b>Outcome:</b>	Approved

## 14. Close Meeting

### 14.1 Close the meeting

**Next meeting:** Pāpāmoa Primary Board Hui #4 2024 - 3 Jul 2024, 6:15 pm

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

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