

# CONFIRMED MINUTES

## BOARD HUI #3 2023



At the **Board Hui #4** on **20 Jun 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	Pāpāmoa Primary School
<b>Date:</b>	Monday, 22 May 2023
<b>Time:</b>	6:30 pm to 9:50 pm (NZST)
<b>Location:</b>	School Staffroom , 312 Dickson Road Pāpāmoa
<b>Board Members:</b>	Mark Divehall (Chair), Sarah Webb, Jamie Smith , Kate Wallis, Lauren Bermel, Vicky Williamson, Olivia Hayward , Tukara Matthews
<b>Attendees:</b>	Anna Oglesby, Joyce Corbishley, Matt Simeon

### 1. Opening Meeting

#### 1.1 Karakia - Whakatauki

Hui opened at 6:03pm with a Karakia

#### 1.2 Welcome to Tukara Matthews

Official welcome moved to the next hui as Tukara is at a Tangi alongside Whānau.

Acknowledged Lateness for Vicky, stuck in traffic. Arrived 6:51pm

Olivia arrived late 6:48 pm

#### 1.3 Confirm Minutes

**Board Hui #2 2023 3 Apr 2023**, the minutes were confirmed as presented.

Minutes of the previous meeting presented as true and correct

#### 1.4 Interests Register - Any Updates?

No changes made to the interest register.

#### 1.5 Health & Safety

Nil to Report

Nil reported

## 2. Board Assurance and Compliance

### 2.1 Completed 2nd Hui of the Term.

This is covered in the second hui of each term.

## 3. Visitors

### 3.1 DP's Data Presentation

Welcome to Sara and Anna, who resented the Term 1 OTJs (Overall Teacher Judgements)

#### Reading

Slight difference in the presented data, including the NE/Y1 data, which has not been there for a couple of years as we have shifted to Structured. Sarah questioned why we had made the change. A key reason was to ensure that we know these children's capabilities and not leaving things to chance.

Key Focus is for our Year 2 learners - where our numbers are slightly higher for underachievement. We have set some very specific.

Anna linked in how Reading Recovery has come back into the school and how it is more aligned with practices in structured literacy.

Anna also commented on the teachers who are leading literacy and the work that they are doing.

RTL project has been engaged for a project to increase literacy outcomes for a group of 6 kids.

Year 5&6 learners' numbers are looking really positive.

#### Writing

Writing is our strategic goal, and PLD focus for this year.

Starting numbers are ok. We would really

Really positive outcome of the in-school coaching sessions. Three staff has been asked to share their lessons on the structured literacy FB page. Great recognition for our team members.

Writing and writers toolbox is also part of our professional learning groups for teachers' professional learning and practice.

Junior staff have seen a positive impact on the learning for children with the explicit teaching of the simple sentence and the 'who' and 'do'... who is there and what are they doing.

Sara referenced the lesson observations that are happening and how writing is linked into writing.

#### Maths

Again positive results in Maths.

While not a main focus for 2023, we are comfortable with the progress and learning that is happening across the school.

Anna linked in some of the work we are starting to do around the transition to school process and practices and the surveys that have been started.

Sara also referred our Target Action Meetings, which was also recognised as a great practice by ERO when they were here. What this means, we know each child in reading, writing and maths who is below expectations. This is a powerful practice.

Overall a very positive response to term one data. Acknowledgement of Anna and Sara and their hard work and the steps they have taken to support tamariki and staff.

## 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 <b>Status:</b> Completed on 12 Jun 2023	Matt Simeon
1 Sept 2022	Board Member Hours <b>Status:</b> In Progress	Matt Simeon
27 Sept 2022	Make up one go bag for an example <b>Status:</b> Completed on 12 May 2023	Matt Simeon
26 Oct 2022	Matt to add Board agenda item of SchoolDocs <b>Status:</b> Completed on 12 May 2023	Matt Simeon
1 Dec 2022	COVID-19 <b>Status:</b> In Progress	Matt Simeon
1 Dec 2022	Uniform/ Stationery <b>Status:</b> In Progress	Matt Simeon
1 May 2023	Long Service Leave with Pay <b>Status:</b> Not Started	Matt Simeon
29 May 2023	Process of moving the Facebook Page to a private group vs public <b>Status:</b> Not Started	Matt Simeon

### 4.2 Tsunami Emergency Go Bag - Sharing

The physical bag was shared with the board.

The main parts that make up the go bag are Shelter (rain and sun), Hydration and First Aide.

The board felt that this was a positive step and acknowledged that we cannot prepare for every eventuation that may occur.

The board were also informed of the larger go bag that we have in the store room and also the other preparedness we have for the office around children medication.

Kate made suggestions around female sanitary products and other things she had noted from her role as an ECE manager.

The school is to proceed to get these bags set up around the school, noting that a power bank will be available in the team leaders bag for each team.

## 5. Staffing/Roll Numbers/Attendance

### 5.1 Update on Staff - As Read

### 5.2 Resignation

Minuted the resignation of Jo Powell

The board acknowledged that planning was underway to ensure that the best person could be placed in that classroom for the remainder of the year as they had already had some disruption.

### 5.3 Roll Number Updates - Brief Discussion

Shared explained updated.

The board welcomed this information and found value in having some insight into these numbers.

## 5.4 Attendance Data - As Read

Again the board was grateful for the presentation of these numbers. Wondered if we could have the data presented in Pie Charts in future?

## 6. Financial Reporting

### 6.1 Finance Hui Minutes - Discussion

Jamie is comfortable with where things are at from a financial perspective.

When meeting with Joyce and Matt, they can provide insight into where things are and why.

Quick discussion on WBOPPA Sport funding and that the board wants to establish a separate bank account for this fund to keep it separate from the school accounts. Matt to work this through with Joyce and the accountant

### 6.2 Financials for March/April

Noted as part of the finance meeting conversation

### 6.3 Payments - March /April 2023 - Moved and Approved



#### Payments for March and April

Aged receivables approved for payment.

**Decision Date:** 22 May 2023

**Mover:** Jamie Smith

**Seconder:** Matt Simeon

**Outcome:** Approved

### 6.4 Proposed further spending - Discussion

Lengthy discussion continued from the email thread that was circulating since the last board hui. Each member was offered the opportunity to share their thoughts on how to spend the board money on projects that will leave a legacy for the school.

*COLA - Covered Outdoor Learning Area*

**Olivia** - Agreement for the legacy spend on the Pool, Karewa Playground, Matakana Classrooms, and Karewa eating area can be cold and

**Vicky** - Black Fencing, Swimming Pool - Slow burn and want to have swimming club involvement in this too ... again Vicky reiterated the want to get \$\$\$ off our books so the MOE does not keep pushing things back to the school., Matakana classrooms, COLA Covered Outdoor Learning Area.

**Kate** - Pool, Front Playground, weather tightness Matakana and the bund/back of block t

**Lauren** - Matakana Classrooms, Pool - swimming club coming on board is a must, but we need to do it. Keep some weather tightness \$ aside to support the nice to have outcomes COLA.

**Sarah** - Matakana Classrooms, Pool - swimming club contribution - COLA, Block T bund and the playground at the front of the school.

**Jamie** - Pool, COLA, Entrance to School, Bund

**Mark** - What are the defining factors for the community - Pool, The BUND, Te Manawanui focus along the lines of the front entrance, entrance ways to the school, COLA we we have no indoor sporting facility or Gym at our school, unlike the surrounding schools.

**Matt** - Gave some context and ideas of costs around each of the main things that the board members had shared.

Matt shared his concern about the possible waste of \$ investing the Matakana building - Is this a prudent use of our funds? this was prefaced with the face that the building was not an ideal facility to teach in.

COLA - Circa \$400-\$550k for this type of structure - Provided estimates that had been sourced based on Otumoetai Intermediate schools COLA

Block T shade and what could be done with the space out the back of those classrooms. Much of this would require board investment.

Swimming Pool - While the historical relationship has lent more to the swimming club, the pool belongs to the school and it will be the responsibility of the school to maintain this facility for the future. There is a partnership/relationship building between the school and the swimming club that could see the two come together for the greater purpose of the community.

Two motions were passed as outlined in the decision register for the continuation of the new fencing and also money set aside for the Pool project.

Mark summarised this discussion and made the suggestion for Matt to bring back how we could proceed with some of the above projects as outlined by the board.

Board members, we excited that a couple of decisions had been made, but also understood the complexities and how interconnected some of these large project spends are.



### **Project Approval of the Pool**

The board approves up to \$150 000 to be set aside from board reserves to support the development and execution of a Master Plan for the pool. This will include but is not limited to, the changing sheds, pool coating, shade areas and the plant room being completely modern and operational.

**Decision Date:** 22 May 2023  
**Mover:** Vicky Williamson  
**Seconded:** Sarah Webb  
**Outcome:** Approved



### **Approval of Fencing**

Complete the fencing in front of the school from the zebra crossing through to the start of the field on Parton Road.

**Decision Date:** 22 May 2023  
**Mover:** Jamie Smith  
**Seconded:** Mark Divehall  
**Outcome:** Approved

## **7. 2023 Strategic Aims - Hui 2 of Term**

### **7.1 Summary Of Strategic Aims - Meeting 2 of Term**

## **8. BoT Objectives**

### **8.1 2023 Board Objectives Summary - Any Questions**

Update from Matt on the board objectives for the year to date. Some significant progress across lots of domains.

The board were really happy with the community consultation around the uniforms and the number of responses received and the planning that is underway in that space.

Conversation and discussion around the process of International student accreditation. Robust debate and conversations around the idea of sending Matt to Korea to market the school in preparation for trying to have some enrolments for 2023.

Lauren shared her thought process around the conversations she had had with Matt as the lead board person in this domain. Lauren had moved from not sending Matt to sending Matt based on the idea that if we would like students for 2023, we would want to start on the right foot.

Good well-rounded conversations for pros and cons, much of it focusing on community engagement in this process and staff engagement too.

Marks Summarised the conversation and put forward the following suggestions.

1. Communication with Community - Matt and Lauren to work on a comms plan to bring community awareness and understanding. Consider the pathway communication with the college and the other Primary Schools involved in International Education both locally and across Tauranga.
2. Communication and Engagement with Staff - bringing them along the journey too. What it involves, number of children in the first year, 1 per class etc.
3. If communication with the community and staff is brought in line with the process of accreditation, it was agreed that Matt should attend the Marketing Event in Korea in September.
4. No more than 10 students in the first year of operation 1. 1 child per class/home teacher.

## **8.2 Kaiarahi Te Ao Māori Report - Brief Discussion**

The board acknowledged Tiepa and his work and shared his summary with the board. Olivia supported this report with her personal experience as a classroom teacher, what she sees in class working alongside Tiepa, and how the whole school is responding in assemblies.

Jamie suggested he would welcome Tiepa to the next hui or first hui of term three to share more face-to-face with the board about this role. The Board would love an update on the idea of the Whare in the space between Te Manawanui classes etc.

Matt to communicate this back to Tiepa and make a plan.

## **8.3 Confidence Course/ Working Bee - Brief Discussion**

The board would like to acknowledge and thank all of the whānau and businesses involved in making the working bee and confidence course build a success.

Alongside the construction of the confidence course, the work done in clearing the garden area and establishing the new planting around the new sandpit area. Special mention to the boy's basketball team, who moved close to 7 cubes of sand.

# **9. Property Repairs and Maintenance**

## **9.1 Blocks T,G,A Weather Tightness - Discussion**

Matt updated the board on the design progress around block T and shared the plans/designs to this point.

Matt referred to the shade structure on the site between Tuhua and Block T and how this makes the area a very damp and cold place and how the current structure does impede the design of block T ever so slightly.

Current plans suggest moving the bag storage for these classrooms out to the back of the building around the concrete walls with covers built. This frees up the clutter at the front of the building, and makes the veranda/covered area more usable and accessible for children at eating time for rain and sun.

The board were shown plans/images of what the area could look like with different shade options and the potential of adding trees etc.

The board agrees in principle that the current shade structure should be removed/ This should only be formalised once Matt has worked with and alongside the Karewa team to bring their thoughts and views into the process.

## 9.2 Hall Project Update - Discussion

Noted all the work that has been done here to get this work completed.

Matt shared that Kahuirangi suggested a blessing to lift all of the bad wairua from the hall, which the board supports.

Acknowledgement to Vicky and Sarah who started this project over 2 years ago.

## 10. Items Passed Via Email Prior

### 10.1 Co-option of Te Ao Māori Representation.



#### Cooption of Tukara Matthews

The length of co-option is to align with the next year's mid term elections

<b>Decision Date:</b>	22 May 2023
<b>Mover:</b>	Matt Simeon
<b>Seconder:</b>	Mark Divehall
<b>Outcome:</b>	Approved

## 11. COVID Response

### 11.1 COVID Summary - Quick Question

COVID remains on the agenda for the winter months as there is a noticeable increase in community cases happening across the country.

## 12. General Business

### 12.1 ERO Report - Discussion

The board acknowledged the work behind the scenes for this report. While the report is very brief from ERO nowadays, they also acknowledged the positivity of the wording within the framework that is allowed.

The board accepted and endorsed the report.



## Acceptance of report

ERO Reports

**Decision Date:** 22 May 2023  
**Mover:** Lauren Bermel  
**Seconder:** Jamie Smith  
**Outcome:** Approved

## 12.2 NZEI Teacher Collective Agreement - Discussion

The board made note of the ongoing industrial action for our teachers and also acknowledged some of the potential flow-on effects of these collective agreement conditions.

The board is aware that there is a current pause on industrial action, but a strike could be imminent on the 31st May

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

### 13.1 Board Member Summary of meeting

**Mark** - Progress with Sara and Anna's information and data sharing, wrapped to see this early in the year. Voice of the board around the legacy projects. Appreciate people's time and like to thank the board for the open contributions made for the school.

**Olivia** - Legacy Spend money has been a great conversation, and excited about the options on offer. Great reading Tiepa's notes and the impact that he is having in the classes across the school for Te Ao Maori.

**Vicky** - Legacy Projects - We have an outcome from a couple of projects that we have tagged money too and excited for Matt to work on how to progress others further.

**Kate** - Seeing the design for T block and the legacy project spend options being considered.

**Lauren** - Sara and Anna's reporting to the board - They are doing all the right things, assessment in the junior school and that no child who is below or well below is being left behind. Legacy spend is also a big positive.

**Sarah** - The Hall being finished is so exciting to see. So good to have Anna and Sara in. I love the breadth and depth of the detail. Every child below and well below has a name to a face. The pool spend is excellent and something I have wanted to see for some time.

**Jamie** - Happy Birthday Jamie 40 last week - I appreciated hearing from Tiepa and hearing Olivia's staff perspective on the impact this is having across the school.

**Matt** - The depth of conversation across all areas of the meeting. While it means a slightly longer hui, we are aiming for the best for our school. Proud to be part of this team.

## 14. In Committee

### 14.1 Principal Collective Agreement and Conditions



#### Move in to committee

For confidentiality around Principal Employment Conditions  
In 9:30pm  
Out 9:41pm



**Decision Date:** 22 May 2023  
**Mover:** Mark Divehall  
**Seconded:** Vicky Williamson  
**Outcome:** Approved

## 15. Close Meeting

### 15.1 Close the meeting

**Next meeting:** Board Hui #4 - 20 Jun 2023, 6:00 pm

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

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