CONFIRMED MINUTES

MEETING 4 2026

At the **Meeting 5 2026** on **4 Aug 2026** these minutes were **confirmed with the following changes:**

Correct the spelling to Tukara.

Name:	Pāpāmoa Primary School
Date:	Tuesday, 23 June 2026
Time:	6:30 pm to 8:30 pm (NZST)
Location:	School Staffroom , 312 Dickson Road Pāpāmoa
Board Members:	Mark Divehall (Chair), Amber Brooks , Janna Sullivan, Kate Wallis, Matt Simeon, Olivia Hayward , Tukara Matthews
Attendees:	Emma Olsen
Apologies:	Cyrus Tuporo, Mike Bowman

1. Opening Meeting

1.1 Karakia - Whakatauki

6:20 PM – Tuakara Karakia

1.2 Interests Register - Any Updates

1.3 Confirm Minutes

Meeting 3 2026 26 May 2026, the minutes were confirmed as presented.

1.4 Board Resignation

During the meeting, the board formally accepted the resignation of Cyrus. The board expressed its sincere gratitude to Cyrus for his dedicated service, leadership, and significant contributions throughout his time here. Following this, the discussion centered on a transition plan to ensure continuity of his duties, alongside initial conversations regarding the process and timeline for appointing a future board successor. The board closed by wishing Cyrus the absolute best in his next chapter.

2. Visitors

2.1 Sara and Anna

Anna and Sara presented a comprehensive slideshow detailing key changes to the school's assessment framework, with a specific focus on the implementation of "smart testing." The board discussed how this adaptive, AI-driven testing model benefits the school by providing precise tracking data, while also exploring the student learning curves associated with adopting a more complex system that still requires some ongoing tweaking.

A significant portion of the discussion centered on practical classroom integration, particularly how teaching methods are adapted for the composite Year 3 and 4 classroom compared to single-year levels. Anna and Sara presented graphs demonstrating how students are currently tracking, highlighting strong academic results. The presentation concluded with a core philosophy: using assessment dynamically to inform teaching and learning, rather than as a tool for testing alone.

Matt closed the segment by commending Anna and Sara for their exceptional work, noting how effectively they are collaborating with and supporting classroom teachers to drive these positive student outcomes.

3. Actions from Previous Meetings

3.1 Action List

Due Date	Action Title	Owner(s)
23 Jun 2026	Matt to talk to Erin feeding back to board regarding study leave. **Status:** Completed on 17 Jun 2026	Matt Simeon

4. Board Assurance and Compliance

4.1 Reported Meeting One each term

5. Financial Reporting

5.1 Financials

Finance Update: A brief discussion was held regarding the Board financial documents. The Board noted they were highly impressed with the documentation provided.

5.2 Payments - Decision

Kukri Sponsorship: Mark brought up the status of the Kukri sponsorship. Matt confirmed that this has now been finalized and sorted.

5.3 Business Wise Account and Card

Board formally adopts the wise card for use.

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Decision Date: 23 Jun 2026
Mover: Mark Divehall
Seconder: Amber Brooks
Outcome: Approved

6. 2026 Strategic Aims

6.1 Update from Matt

Matt shared insights from his recent trip to Australia visiting the Google Education team. A core takeaway was that despite technological shifts, success still hinges on deep relationships and truly knowing the children. However, with AI rapidly integrating into all sectors, Matt emphasized that the longer the school delays adoption, the harder it will be to catch up.

He presented the results of a recent staff survey regarding AI. His primary conclusion was that the school must deliberately design AI integration **for** teachers, rather than blindly trusting the technology. To support this, staff have been engaging in guided learning on Gemini, alongside active discussions regarding safety and data privacy when using AI. Matt also highlighted the capabilities of NotebookLM and how it can be utilized effectively.

Matt reported that his recent trip to Christchurch went well, focusing primarily on a review of the 'Hero' student management system. The board engaged in a cost and utility comparison between the school's current platform (Edge) and Hero. The discussion covered:

- **Financial Impact:** A direct cost comparison between the two platforms.
- **Usability:** The overall ease of use and positive feedback surrounding Hero's interface.
- **Implementation:** Planning changes that would be required, which look promising, and the next steps for consulting with staff currently using the system.

The overall sentiment regarding the potential transition was highly positive.

6.2 Our Purpose - Teaching & Learning

6.3 Learning Support

There was a discussion on how well our learning support sector is progressing, the growth with our learning support students, and how much work the staff are putting in to make this happen. The board is really impressed with how this is all going. And commended Jemma and her support staff on their work.

6.4 Our People - Staff Update

Matt - financials around staffing learning support.

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

6.6 Attendance

6.7 International Students

international running out of app -

International Managment SWystem

International Managment System.

Decision Date:	23 Jun 2026
Mover:	Mark Divehall
Seconder:	Matt Simeon
Outcome:	Approved

Expression of interest

Expression of interest.

Decision Date:	23 Jun 2026
Mover:	Matt Simeon

Seconder: Mark Divehall
Outcome: Approved

7. Property

7.1 Health & Safety Summary

ero coming term 4. sara anna and matt going through our health and saftey.

7.2 5YA Works

8. Items Passed Via Email Prior

9. General Business

9.1 Board Succession Planning

Mark informed the Board of his intention to step down from his position at the end of 2026, sharing his personal motivations for leaving the role. In light of this, the Board held an initial discussion regarding strategic planning for the transition, focusing on who will step into the Board Chair role ahead of his departure.

Following the recent resignation of Cyrus, the Board discussed the timeline and legal options for filling the current casual vacancy. The conversation focused on the choice between **selection** (directly appointing a qualified replacement) or **offering it to the community** via a by-election. The Board noted the impact of navigating a temporary term with two missing members and carefully evaluated the overall timing and logistics required to ensure compliance and continuity of governance.

9.2 Follow up from Erin

The Board was happy with Erin's experience and the information and expertise she took away from this.

10. In Committee

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

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

11.1 Board Member Summary of meeting

- **Janna** commended the presentation by Sara and Anna, noting it was highly engaging. She highlighted how encouraging it is to see the teachers’ strong willingness to adopt the new "smart testing" framework, putting the school a step ahead in its educational approach.
- **Olivia** expressed deep gratitude for the incredible work happening across the school, particularly acknowledging the strength of the SENCO (Special Educational Needs Coordinator) and learning support systems. She thanked Matt, Sara, and Anna for their ongoing dedication to encouraging and supporting staff learning.
- **Kate** commended the Senior Leadership Team (SLT) for their forward-thinking approach to innovation, such as the AI initiatives and the Hero evaluation. She noted that leadership

has done an excellent job of being thoroughly prepared without overloading the teaching staff.

- **Amber** noted how valuable it is to have Sara and Anna present to the board. She remarked that despite external media noise surrounding education, she has total faith in the staff to implement what is best for the school, thanking the SLT for being so proactive and supportive.
- **Matt** extended his personal thanks to Jemma for her exceptional support, particularly in managing school operations while he, Sara, and Anna were offsite. He praised her as a high-trust team player. Matt also acknowledged the learning support team, highlighting the amazing and vital work being done by the Teacher Aides.
- **Mark** spoke regarding the international students program, focusing on the sustainable growth and positive relationships it builds for the children and the wider school. He commended the management structure's inclusive philosophy, praising Matt and the team for their willingness to never disregard students facing challenges, but rather focusing on how to bring them in and provide genuine opportunities.
- **Tukuoro** echoed praise for Sara and Anna's presentation and great discussion. He noted that it is fantastic to see that improving the school remains "business as usual," even when managing external challenges. Finally, he extended a warm thank you to Cyrus for his time on the board, noting that his extensive knowledge was incredibly valuable and helpful.

12. Close Meeting

12.1 Close the meeting

Next meeting: Meeting 5 2026 - 4 Aug 2026, 6:30 pm
Apologies for next meeting from Mike.

Signature:____________________ **Date:**_________________________