

CONFIRMED MINUTES

BOARD MEETING # 6 2022



At the **Board Meeting # 7 2022** on **20 Sep 2022** these minutes were **confirmed as presented**.

Name:	Pāpāmoa Primary School
Date:	Tuesday, 23 August 2022
Time:	6:30 pm to 8:40 pm
Location:	School Staffroom , 312 Dickson Road Pāpāmoa
Board Members:	Sarah Webb (Chair), Mark Divehall, Toni Stanaway, Vicky Williamson
Attendees:	Tracey Price, Matt Simeon, Joyce Corbishley

1. Opening Meeting

1.1 Karakia - Whakatauki

1.2 Welcome to visitors

Presiding Member welcomed all the visitors to the BoT Meeting. BoT thanked Tracey Price for her time on the BoT and wished her well in her new venture. Tracey thanked the BoT and said she had learnt a lot and enjoyed her time on the BoT.

1.3 Confirm Minutes

Board Meeting #5 2022 26 Jul 2022, the minutes were confirmed as presented.



Decision Date: 23 Aug 2022
Mover: Sarah Webb
Seconder: Mark Divehall
Outcome: Approved

1.4 Interests Register

2. Visitors

2.1 Visitor Presentation - Sara and Fay Mid Year Student Achievement

Sara Travers presented the following assessment results for Maths, Reading and Writing. The school is pleased with students as sitting at 74%. An area of concern is with girls, and year 3 and 5 cohorts. Results are consistent across all schools Looking at target areas to work on. School uses National Standards , PAT, e-asTTle and other assessment. Celebrate the success and target the students that are not achieving.

Reading results are fantastic at 81% achieving, Maori are sitting lower at 71%. School has found that the structured literacy programmes the school is running has helped, it is a slower programme but the school is seeing the results. School working towards a balanced programme for the students. Year 6's are leaving this year with a 90% achievement. BoT would like to see that the staff are acknowledged for this.

Writing results are sitting at 72%, Maori 65% this is the hardest area. Starting to introduce The Writers Toolbox programme.

BoT liked the new report format. BoT thanked Sara for the presentation.

3. Staffing

3.1 Resignations - To Be Moved



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Decision Date: 23 Aug 2022
Mover: Matt Simeon
Seconded: Toni Stanaway
Outcome: Approved

BoT will acknowledge Fay as she has stepped up as Principal three times. BoT to organise staff exit interview .



Query to Fay/Sara if any items were missed under school docs, e.g...

Query to Fay/Sara if any items were missed under school docs, e.g. school exit interviews (as they led this transition).

Due Date: 25 Oct 2022
Owner: Matt Simeon

3.2 2023 Staffing Set up - Discussion needed

Principal informed the BoT that due to current resignations and upcoming maternity leave of current staff members, the school will not be going through redeployment. Principal shared a document of available positions for the 2023 structure and the timeline for interviewing. BoT agreed on an internal process as the school has the calibre of staff to step into these roles. The MoE has been notified and has directed the school not to appoint outside of the school due to over staffing. BoT to proceed with the appointment of the Deputy Principal position following the internal process. Principal, Deputy Principal, Presiding Member, Toni Stanaway (BoT Member) and teacher (staff representative) to attend the interview process for the Senior/Middle Leadership roles 30 August 2022.

Sara left the meeting at 7.20pm.

Taken as read

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: In Progress	Matt Simeon
26 Jul 2022	Health and Safety report for BoT meeting Remove front car park gat... Status: Completed on 11 Aug 2022	Matt Simeon
27 Jul 2022	Matt to organise a lock down drill for the school. Status: Completed on 23 Aug 2022	Matt Simeon
31 Aug 2022	Matt to liaise with Coast Kids with regards some questions the Bo... Status: In Progress	Matt Simeon
31 Aug 2022	To contact Coast Kids for further information Status: In Progress	Matt Simeon
1 Sep 2022	Board Member Hours Status: In Progress	Matt Simeon
14 Sep 2022	Matt to email the NZSTA link to the information for new board mem... Status: Completed on 14 Sep 2022	Matt Simeon
27 Sep 2022	Hall Blessing / Modular Blessing Status: On Hold	Matt Simeon
27 Sep 2022	Make up one go bag for an example Status: In Progress	Matt Simeon
27 Sep 2022	Pool Update Status: In Progress	Matt Simeon
22 Nov 2022	Matt to start actioning these items and to confirm updates and pr... 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

5. Financial Reporting

5.1 Move Payments July - Motion to be moved



Decision Date: 23 Aug 2022
 Mover: Mark Divehall
 Seconder: Vicky Williamson
 Outcome: Approved

5.2 Financial Reports - As Read

Taken as Read.



Joyce and Lynnette approved to be added to My IRD for GST.

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 Seconder: Vicky Williamson
 Outcome: Approved

6. Strategic Aims

6.1 Looking forward to 2023 - Brief Discussion

BoT presented a brief summary of the Strategic Initiatives for 2023. BoT were asked for thoughts and feedback regarding the strategic aims. BoT liked the headers as captured everything. BoT would like to see the school uniform changed, this will be addressed next year as sports uniforms being redesigned.

BoT presented with the induction package that will show the story of Pāpāmoa, our history, our vision, the mural, our values, language, school houses and what the school stands for.

Question was asked what is provided for students from other countries. There are already programmes in place to cater for this and every student holds a valuable part in the school.

BoT asked about introducing International students. BoT to discuss this when the new BoT meet after the elections. This will be a long term process.

BoT thanked the staff for their great work.

6.2 Te Wharepuni ā Pāpāmoa - Update

Taken as read.

6.3 Identity Language and Culture - As Read / Questions?



BoT to have a discussion about future planning for 2023 and onward...

BoT to have a discussion about future planning for 2023 and onwards.

Due Date: 31 Oct 2022

Owner: Matt Simeon

BoT given a quick update on the development of designing logos for the school Team T shirts. BoT were also informed that there will be a sculpture, which will provide more identity for the school, and that funding would be required.

7. Board Work Plan Reporting

7.1 School Docs Reviews and Assurances - As Read

Taken as read.

8. Property Repairs and Maintenance

8.1 Health & Safety Summary - For Noting

Taken as Read. It was noted that new horns would be added to the Mōtītī block and school will be organising different alarm sounds for various events.

8.2 Blocks T,G,A Weather Tightness - As Read

Taken as read.

8.3 Hall Project - Update as Read

Waiting for the kitchen to be painted. School waiting for another round of inspectors and hopefully more funding.

8.4 Board Projects - As Read

BoT shared photos of caretaker shed and grounds. Taken as read.

9. Items Passed Via Email Prior

10. COVID Response (Agenda Item until the pandemic eases)

10.1 COVID Summary - As Read

Taken as read.

11. General Business

11.1 Pool - Update - As Read

BoT need to investigate more with regards to setting up a separate entity with the pool. Work in progress.

11.2 ERO - Summary of Hui & Next Steps - Brief Discussion

ERO initial meeting held. Outcome from list of requirements by ERO. Senior management are working through this. Next meeting with ERO Friday 9th September at 2.00pm.

11.3 Official Name Change - Pāpāmoa Primary School - To Be Moved

BoT approved the official change of name that the macrons be added to Pāpāmoa Primary School.



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Decision Date:	23 Aug 2022
Mover:	Sarah Webb
Seconder:	Mark Divehall
Outcome:	Approved

11.4 Before and After School Care - To Be Moved

BoT approved that Coast Kids would be the before/after school provider from 1 February 2023. Due process will need to be followed.



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Decision Date: 23 Aug 2022
Mover: Matt Simeon
Seconded: Tracey Price
Outcome: Approved

11.5 45 Years at this site

BoT would like the school to celebrate that the school has been on this site for 45 years this September.

11.6 Thank You

Presiding Member thanked the BoT members whose term of office is ending, for their commitment, dedication and hard work during their time as a BoT Member.

12. In Committee

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

12.2 Nil this meeting

13. Close Meeting

13.1 Close the meeting

Next meeting: Board Meeting # 7 2022 - 20 Sep 2022, 6:30 pm

Signature: _____

Date: _____