CONFIRMED MINUTES

MEETING 1 2026

PĀPĀMOA PRIMARY SCHOOL
Growing Successful Learners

At the **Meeting 2 2026** on **28 Apr 2026** these minutes were **confirmed as presented.**

Name:	Pāpāmoa Primary School
Date:	Tuesday, 24 February 2026
Time:	6:30 pm to 8:46 pm (NZDT)
Location:	School Staffroom , 312 Dickson Road Pāpāmoa
Board Members:	Mark Divehall (Chair), Amber Brooks , Cyrus Tuporo, Janna Sullivan, Kate Wallis, Matt Simeon, Olivia Hayward , Tukara Matthews, Mike Bowman
Attendees:	Emma Olsen, Rochelle Goninon

1. Opening Meeting

1.1 Karakia - Whakatauki

Tukara opening the hui with Karakia 6:30pm

1.2 Welcome Claire Thompson - New Board Secretary

Claire is sick, so Matt will be taking minutes for this meeting

1.3 Election of New Presiding Member

Election of the Presiding Member

Amber nominated Mark, seconded by Janna

Question from Kate regarding Marks' availability and his time for the position, based on recent communication among board members.

Mark clarified that he is fine with his time and is ready to accept this position with some comments around his length of service towards the end of his term.

No further nominations or discussion.

Decision Date:	24 Feb 2026
Mover:	Amber Brooks
Seconder:	Janna Sullivan
Outcome:	Approved

1.4 Selection of New Board Member

Mark outlined the process that we have followed and the communication with the community.

We needed to have 10% of the community request a bi-election - we had two official requests and 1 asking who the selected person would be. Mark will respond to this person.

We have therefore moved to selection of a new board member to replace Jamie Smith who has moved to Australia and resigned from the board.

Move the selection of Mike Bowman to replace Jamie Smith

Mike welcomed, and he will write a short blurb about himself and coming onto the board for the next school newsletter.

Decision Date:	24 Feb 2026
Mover:	Mark Divehall
Seconder:	Kate Wallis
Outcome:	Approved

1.5 Interests Register - Any Updates

Mike, as a new board member, has added his interests.

Matt has set the date for Jamie to end but still looks active

1.6 Confirm Minutes

Board Hui #8 9 Dec 2025, the minutes were confirmed as presented.

Accept Minutes as true and correct

Noted that a couple of sections notes were not completed. Noted, nothing major to worry about here.

Decision Date:	24 Feb 2026
Mover:	Tukara Matthews
Seconder:	Kate Wallis
Outcome:	Approved

1.7 Brief Introductions of Board Members Present

With Mike being a new board member, each board member briefly introduced themselves, their background, and their why for being part of the school board.

2. Visitors

2.1 Nil This Meeting

Nil visitors this meeting

3. Actions from Previous Meetings

3.1 Action List

Due Date	Action Title	Owner(s)
28 Oct 2025	Portfolios **Status:** Completed on 22 Apr 2026	Matt Simeon
5 Nov 2025	Jamie and Matt to investigate the cash summary 'Farming' codes. **Status:** Completed on 9 Dec 2025	Jamie Smith , Matt Simeon

Noted that the Farming code action is 3 months old and has been marked as done for a couple of meetings but is still showing. This has been clarified

Portfolios are discessed in tonights meeting

4. Board Assurance and Compliance

4.1 Reported Meeting One each term

Taken as Read

5. Financial Reporting

5.1 Financials

Matt Spoke breifly to these financials and the need for the Finance person to be elected and for a meeting to be set following the board meeting with feedback to the whole board.

5.2 Payments - Decision

As 5.1 -

5.3 Banking and Cash Handling Policy Update

Policy was accepted by the board with the addition of...

"If the credit card holder inadvertently uses the school credit card for a private purchase, then the amount will be repaid in full within 3 days of the purchase"

The board would like a sign-off from the Principal, Chairperson, or a board-delegated finance person, versus just having the Principal or Chairperson.

All other changes accepted.

Update to the Bank Cash Handling Policy in School Docs

This policy is to be updated and returned completed to the next board meeting for checking.

Note the additional changes in the notes section of this section of the board pack

Decision Date: 24 Feb 2026
Mover: Amber Brooks
Seconder: Olivia Hayward
Outcome: Approved

Add Bank Handling Polcy to next board meeting

Matt to send the update to the school docs and then share the completed policy back with the board.

Due Date: 10 Apr 2026
Owner: Matt Simeon

6. Board Goals

6.1 Confirmation of Portfolios

Board discussion and the need for the portfolio to support governance and school operations.

Mark prefaced the portfolios and the suggestion of a succession plan for a presiding member to 'learn the ropes' as well as the importance of each of the areas to support what's happening across the school.

The following roles were all agreed by the board, with Matt and the Principal/CEO part of each of these portfolios.

Presiding Member - Mark as elected

Deputy Presiding Member- Mike Bowman

Finance - Mike does this in his everyday work life and has an interest in the area. Board members are grateful for this.

Property - Cyrus - Continue in this role.

Personnel/Wellbeing - Presiding and Amber Currently doing and to continue

Curriculum Student Achievement /International - Janna, Kate, Olivia

Te Ao Māori - Tukara

6.2 Board Goals

The board reviewed these goals that were discussed and set following the 2025 election.
Mike wondered how these worked alongside the strategic aims. MS clarified that these were there to support the board in some of is decision making around aspects of the school. Kate shared how previously we had the board goal of being the employer of choice, and this guided decision-making around leave and supporting our staff to be the best they can be.

All agreed that these were broad but useful overarching goals to have for the board.

Mark questioned if we needed to move these goals - MS shared that these are broad,overarching goals and dont need to be formally moved but well noted as we have

7. 2026 Strategic Aims

7.1 2026

Matt updated the board on the required changes to reporting requirements for the year. MS showed where he was at with the strategic goals for 2026, as he had worked on previous models, not the new MOE provided model.

The board noted the compliance of their role in each goal.

MS also showed the annual implementation plan needed for each goal, too.

Discussion around the direction of the curriculum and the possible concerns of the content needed for our tamariki.

The board fully supports maintaining the direction we are on. Our year-on-year results show that our tamariki are achieving well in the core curriculum areas, and we are providing awesome opportunities and experiences outside of the core curriculum. The board want to see this maintained.

7.2 Our Purpose - Teaching & Learning

MS shared that he wanted the engage the board more each meeting on some of the BAU happening around the school and what is happening in Teaching and learning linked to the strategic aims. This section of the board pack will be a regular section.

MS went through the key T&L things happening this term and encouraged the board to ask questions or seek more information for their understanding. He also touched on the teaching and learning theme for term one and how this was made and brought to life.

MS shared further on the direction of the draft NZC and how he is worried we are moving away from teaching children to think the skills around the key competencies to a knowledge and remember curriculum

Concerns about a curriculum that is designed for each year level when we are a school with composite classes.

Many of the board members shared similar concerns based on reading what MS had shared.

As this is all still in draft, it is still a watch-and-wait situation. MS is looking to investigate the possibility of an alternative curriculum should we need to. Lots to learn and understand around this, and a significant undertaking.

The establishment of a board portfolio aroudn Curriculum is a postive step.

7.3 Learning Support

With the investment into an LSC this year, MS again wants to share the insights and updates of this investment to the board. The report provided in this pack is from Andrea James our new LSC and the work she has undertaken to date.

Board acknowledged that this was a positive step for the board to have each meeting.

7.4 Our People - Staff Update

Noted and taken as read

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

Noted

Comment on Out of Zones and sharing why knowing these numbers is important.

MS to work with Emma to ensrue all numbers are represented in the next meeting.

7.6 Attendance

Wide-ranging discussion around the Government's push on attendance.

While the board recognise that having children at school every day is important, this is the responsibility of the parents more so than the school.

The board also shared concerns about the Regular and Irregular attendance numbers for a term, especially given that sickness can keep children out for more than 5 days.

MS shared that the leadership team felt similar to the baord in some respect, but also shared that there are situations where families keep children home for days like birthdays, overseas trips and because they are tired. We need to do what is in our control to highlight this attendance more for parents so they are aware.

Kate raised a question about this data going out to the community before the board, and felt like it breached the no surprises. MS shared that this is an operational aspect of the school

The board acknowledged the attendance management plan and agreed with the steps that leadership is trying to take.

MS shared that this AMP will be posted to the school website as required. Noted by the board.

7.7 International Students

Noted the success of the international student programme and the contents of the attached report.

8. Property

8.1 Health & Safety Summary - For Noting

Nil reported

8.2 Blocks T,G,A Weather Tightness - Any Questions

MS verbal update that W&H are finishing off the required reclab bought on by the MOE. MS shared that the school is just looking forward to it being over.

There is no financial implications for the board in this project as it is MOE led

8.3 5YA Works - Brief Discussion

MS update the board further from the attached report.

The board acknowledged the additional school funds that had been spent on the project, and it was still in line with the discussed $30k from the December meeting.

MS highlighted a couple of risk areas that actually fall back on the MOE as it requires additional funds to complete work to that level.

Otherwise, the work is progressing in a positive timeframe, and stage two will begin in the school holidays.

9. Items Passed Via Email Prior

9.1 Selection of Board Member

Noted

Refer to section 1.4

10. General Business

10.1 Meeting Dates Term 1 / 2

Discussion around this proposal

As long as there is clear communication between now and the early term 2 board meeting.

While 9 weeks away, 2 weeks of that are holidays and 2 weeks of that Matt is overseas.

Mark raised an email the board received from GovHub school board services about an OIA regarding personal emails and board communication. A broad discussion was had about this and the reality of what this would look like. There were also discussions about the boards use of whats app communication.

MS shared that the school had not received the OIA.

All happy to make this change of dates for board meetings as outlined in the document attached by Matt

10.2 Coast Kids Sub Committee

Formation of the subcommittee for the lease agreement with Coast Kids

Formation of the subcommittee for the lease agreement with Coast Kids

Sub-Committee will be Matt, Mike and Janna

Decision Date:	24 Feb 2026
Mover:	Mark Divehall
Seconder:	Matt Simeon
Outcome:	Approved

10.3 Principal PLD 2026

Approval of Principal PLD

The board approved the PLD, including the international component of the course. The document attached clearly outlined the goals and outcomes of the PLD.

Decision Date:	24 Feb 2026
Mover:	Mark Divehall
Seconder:	Amber Brooks
Outcome:	Approved

11. In Committee

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

In committee - Principal appraisal and comercial sensitivity

In committee

Decision Date:	24 Feb 2026

Mover: Matt Simeon
Seconder: Mark Divehall
Outcome: Approved

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

12.1 Board Member Summary of meeting

Tukara - Board overarching goals and into strategic goals. The discussion around the direction of the curriculum but staying true to the school goal

Janna - The broad and vast areas being covered for the school. The number of people mentioned and the people involved in making our school great

Olivia - Often feel overwhelmed when I start the board pack, but when I get into is

Kate - Mana in motion, the teaching and learning happening, and the links to learning. I want to be a kid here

Amber - Like hearing when we have new people on board our WHY and the fact that matt always has kids in mind in the decision-making

Mark thanked Mike for joining and explained his reason for wanting to be part of the board. Mark reiterated the board direction and intent to keep going in the direction we have been for the last few years under Matt's leadership

Mike - I had no idea, really, what I was walking into. The broad range of topics, and seeing that the board covers such a broad range of things and not about sausage sizzles and making money.

Cyrus - Also welcomed Mike and thanked him. The curriculum changes and the concerns that the direction that this is taking and greatful for the thgought process...

Matt - Thanks to the board for sharing their 'why' and their comments supporting the direction the school is going in. Postive to have the goals and support of the board for things that are coming through the pipelines from the MOE.

13. Close Meeting

13.1 Close the meeting

Next meeting: Meeting 2 2026 - 28 Apr 2026, 5:30 pm

Signature:____________________ **Date:**________________________