

CONFIRMED MINUTES

BOARD MEETING #3 2022



At the **Board Meeting # 4** on **28 Jun 2022** these minutes were **confirmed as presented**.

Name:	Pāpāmoa Primary School
Date:	Tuesday, 24 May 2022
Time:	6:30 pm to 10:15 pm
Location:	School Staffroom , 312 Dickson Road Pāpāmoa
Board Members:	Sarah Webb (Chair), Mark Divehall, Toni Stanaway, Tracey Price, Vicky Williamson
Attendees:	Joyce Corbishley, Matt Simeon

1. Opening Meeting

1.1 Karakia

1.2 Welcome to visitors

PM welcomed Anna Oglesby to the meeting.

1.3 Confirm Minutes

Board Meeting #2 29 Mar 2022, the minutes were confirmed as presented.



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Decision Date: 24 May 2022
Mover: Sarah Webb
Seconder: Vicky Williamson
Outcome: Approved



That the in committee minutes from the March Board meeting are tr...

That the in committee minutes from the March Board meeting are true and correct.

Decision Date: 24 May 2022
Mover: Matt Simeon
Seconder: Mark Divehall
Outcome: Approved

1.4 Interests Register

2. Visitors

2.1 Visitor Presentation - Anna Oglesby SENCO

Anna Oglesby took the Board through a presentation, updated from the previous presentation of 2021.

Matt acknowledged the relationships that Pāpāmoa Primary has within its staff. All lines of staff e.g. teachers, teacher assistants, office etc have very integrated and mutually respectful relationships.

In Class Support funding has been successful with four applications this year which is higher than normal.

ELL numbers have dropped since last year to 55. 17 students have moved to Te Manawa o Pāpāmoa. Culture Club runs four times per week now - one session per team.

General feel in the school with the lower roll numbers has been positive.

Matt thanked Anna for her work with her team.

The Board asked if it was possible to identify the top three causes for learning support. Anna will look into a way of breaking this down and being able to feed the information back to the Board in 3-6 months.

3. Actions from Previous Meetings

3.1 Action List

Due Date	Action Title	Owner
27 Mar 2022	Property Manager discussion Status: Completed on 17 May 2022	Matt Simeon
8 Apr 2022	Matt to inform the community via the newsletter about the wonderf... Status: Completed on 17 May 2022	Matt Simeon
8 Jul 2022	Hall Blessing / Modular Blessing Status: On Hold	Matt Simeon
8 Jul 2022	Matt to start actioning these items and to confirm updates and pr... Status: In Progress	Matt Simeon
1 Sep 2022	Board Member Hours Status: In Progress	Matt Simeon
1 Dec 2022	COVID-19 Status: In Progress	Matt Simeon
1 Dec 2022	Update to signage around the school Status: Completed on 17 May 2022	Matt Simeon
1 Dec 2022	Uniform/ Stationery Status: In Progress	Matt Simeon

4. Financial Reporting

4.1 Budget 2022 - Discussion and moved



The Board adopted for the remainder of 2022.

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Decision Date: 24 May 2022

Mover: Matt Simeon
Seconder: Sarah Webb
Outcome: Approved

4.2 Move Payments for Jan - April - Motion to be moved



That the payments for January to April 2022 are approved.

That the payments for January to April 2022 are approved.

Decision Date: 24 May 2022
Mover: Matt Simeon
Seconder: Mark Divehall
Outcome: Approved

4.3 School Security Camera Upgrade - For Discussion



Matt outlined that we will continue with alarm monitoring but to ...

Matt outlined that we will continue with alarm monitoring but to take away the walk arounds. This will save approximately \$6,000 which can then be put towards the new CCTV system. Mike will be trained by Be Alarmed.

The Board queries whether a second quote is necessary. As the cost falls within the limits of the policy a second quote is not necessary.

The Board approved the quote from Be Alarmed.

Decision Date: 24 May 2022
Mover: Matt Simeon
Seconder: Sarah Webb
Outcome: Approved

4.4 Board Financial Oversight - For Discussion

Matt requested that a Board member take the responsibility of looking over the board financials prior to each meeting. No Financial background needed, just a good oversight of expenditure.

Mark confirmed he would take this on for now, but if new Board members are better suited, he would then step down.

Joyce and Lynette are currently working on some consistency so there will be improvements in how the information is being delivered in the near future.

4.5 Board Investments and Property Improvements

Taken as read. Board asked for the images to be shared with the community.

4.6 Bore and Irrigation

Due to complications with the old bore pump and bore itself, it was noted that the increase in budget has been approved. Matt to proceed with the installation of the new board and irrigation system.

5. Strategic Aims

5.1 Strategic Aim 3 - Identity Language & Culture Workplan - As Read/Discussion

The Board appreciated the wrap-up of all the various elements Matt provided and looks forward to the final decisions and outcomes.

The board liked the idea of the simplification of the schools Identity, Language and Culture.

5.2 School Houses - As Read - Discussion if Required

Pā Nui, Pā Roa, Pā Uta, Pā Tai - these are the four names that Ngā Potiki have gifted to the school for our School Houses.

Matt is currently looking at sponsors for the shirts. This could be one major sponsor to cover the whole school or alternatively four single sponsors, one per house. There would be a minimum of a three-year contract for the sponsorship.

The Board confirmed that they are comfortable with the sponsorship, house shirt, Friday house shirt day, and identity ideas provided in the information shared by Matt.

The board liked the idea of engaging with the community in this way and offering a connection to the school through a tiered sponsorship approach. The board felt that the community would also welcome this too.

6. Staffing

6.1 Update on Staffing - As Read

As read

6.2 Surplus Staffing 2023 - As Read

As read

7. Board Work Plan Reporting

7.1 School Docs Reviews and Assurances - As Read

As read

8. Property Repairs and Maintenance

8.1 Health & Safety Summary - For Noting

As read

8.2 Blocks T,G,A Weather Tightness - Update

As read

The board thanked Matt and Mark for their oversight on these projects to this point and welcomed the feedback from their visit to Te Puna school which have the same project team for a similar process happening at their school.

8.3 Hall Project

Matt conveyed his disappointment in the quality of the work undertaken on the hall. He informed the Board that the last invoice from Adobe of approximately \$63,000 has not been paid and that approximately \$68,000 is being held in retention. The Board are happy with Matt taking this action.

The board were happy with the communication that Matt was sharing with the project team and keeping Sarah PM in the loop.

The school is pleased to have the support of the MOE asset management team construction observers.

8.4 Board Project Planning Update

The Board are excited about the developments happening and the rate and pace at which things are being done. They also appreciated the information provided.

The Boards feedback on the plinth signage was all positive and look forward to seeing this installed.

8.5 Pool Update

Matt has had a positive catch up with Sarah from the Pāpāmoa Swimming club. Matt is looking at implementing a Master User Group to have oversight of the School/Swim Club governance side. That group can also then approach places for funding for capital works on the pool. There is a shared understanding of what both parties want to achieve.

Sarah queried whether the pool could be made available to the community over winter, potentially on Saturdays when the pool is not in use with other activities. Matt will follow this up.

9. Items Passed Via Email Prior

9.1 Grant Application to Grass Roots - As Read

As read and pre-approved from online meeting

9.2 Out of Zone Enrolments - As Read

As read and pre-approved from online meeting

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

10.1 COVID Summary - As Read

Taken as read

Board request we keep this as a standard agenda item until we are out the otherside of winter.

11. General Business

11.1 Board Election Planning - For Discussion



Board Election

Matt to create information about the board and board elections to generate interest within the community.

Due Date: 15 Jun 2022
Owner: Matt Simeon

11.2 NZSTA Conference Attendance - For Discussion



NZSTA Conference

Matt to book flights and accommodation for CHCH.

Due Date: 30 Sep 2022
Owner: Matt Simeon

11.3 Tsunami Planning - Background Info and Discussion

The Board approves for Matt to make up a model Go Bag, cost it out, bring it back to the next meeting and see what might need to be added. Once bags are in place, the H&S Committee would need to ensure packs are on a schedule of checking.



Make up one go bag for an example

Matt to work on creating a go bag example before investment into full school

Due Date: 30 Jun 2022
Owner: Matt Simeon

11.4 Community Engagement - Newsletters - As Read

As read - Thanks for the detailed information.

12. In Committee

12.1 In committee items/minutes are stored separately



Meeting moved in committee to discuss the staff employment condit...

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Decision Date: 24 May 2022
Mover: Sarah Webb
Seconder: Matt Simeon
Outcome: Approved

13. Close Meeting

13.1 Close the meeting

Next meeting: Board Meeting # 4 - 28 Jun 2022, 6:30 pm

New Actions raised in this meeting

Item	Action Title	Owner
11.1	Board Election Due Date: 15 Jun 2022	Matt Simeon
11.2	NZSTA Conference Due Date: 30 Sep 2022	Matt Simeon
11.3	Make up one go bag for an example Due Date: 30 Jun 2022	Matt Simeon

Signature: _____

Date: _____