

# CONFIRMED MINUTES

## BOARD HUI #1



At the **Board Hui #2** on **25 Mar 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Pāpāmoa Primary School
<b>Date:</b>	Tuesday, 25 February 2025
<b>Time:</b>	6:30 pm to 8:47 pm (NZDT)
<b>Location:</b>	School Staffroom , 312 Dickson Road Pāpāmoa
<b>Board Members:</b>	Mark Divehall (Chair), Amber Brooks , Cyrus Tuporo, Kate Wallis, Matt Simeon, Olivia Hayward , Tukara Matthews, Danielle Thomson
<b>Attendees:</b>	Hannah Mortimore, Amy Mellor
<b>Apologies:</b>	Jamie Smith

### 1. Opening Meeting

#### 1.1 Karakia - Whakatauki

Meeting opened at 6.30pm

Tukara opened the hui with a Karakia.

#### 1.2 Welcome Amy Mellor - New Board Secretary

Amy Mellor welcomed to the board in the capacity as BOT secretary.

#### 1.3 Welcome Hannah Mortimore - Observing Hui

Welcomed Hannah Mortimore to the meeting as a visitor to observe.

#### 1.4 Election of New Presiding Member

Noted by the board.

Mark to continue as the current presiding member.

#### 1.5 Selection of New Board Member



**Danielle Thomson be selected as the replacement board member for Sarah Web**

Move that Danielle Thomson be selected as the replacement board member for Sarah Web

Danielle accepted.

All in favour

**Decision Date:** 25 Feb 2025  
**Mover:** Mark Divehall  
**Seconder:** Olivia Hayward  
**Outcome:** Approved

## 1.6 Interests Register - Any Updates

Sarah Webb removed as no longer a board member.

## 1.7 Confirm Minutes

Pāpāmoa Primary Board Hui #8 2024 10 Dec 2024, the minutes were confirmed as presented.



### Minutes accepted as read.

Minutes accepted as read.

**Decision Date:** 25 Feb 2025  
**Mover:** Amber Brooks  
**Seconder:** Tukara Matthews  
**Outcome:** Approved

## 2. Board Reset / Objectives for 2025

### 2.1 Set Board Election Date - Minute and Discuss



#### Confirmed board election date

Confirm that the board election date will be 10th September 2025.

**Decision Date:** 25 Feb 2025  
**Mover:** Mark Divehall  
**Seconder:** Cyrus Tuporo  
**Outcome:** Approved

Suggestion that we move to a digital vote.

Believe more people will vote due to accessibility as historically there has not been much uptake with paper forms and there is also a high risk of ineligible forms due to not being completed correctly.

Digital vote does come with a cost, but this will be funded by the MOE.

All in agreement to move to a digital vote for 2025 elections.



#### Matt to send back School returning officer form

Matt to send back School returning officer form

**Due Date:** 27 Feb 2025  
**Owner:** Matt Simeon



#### To move to digital voting

To move to digital voting

**Decision Date:** 25 Feb 2025

**Mover:** Mark Divehall  
**Seconder:** Cyrus Tuporo  
**Outcome:** Approved

## **2.2 Board Code of Conduct/Expectations - As Read/Reminder**

As read.

Nothing to add

## **2.3 Confirmation of Portfolios - Please Pre Read!**

Discussion as to whether all members are happy in their current roles within the board, and if they would like to stay in their current roles. Discussed to also think about succession due to the possibility of member moving on as children leave the school. Also consider continuity of board members.

Asked for any interest in Presiding Chair or Deputy positions.

All happy with current portfolios, no changes to be made.

## **2.4 Board Goals/Objectives/Guiding Principles - Come with your Thoughts.**

Discussed What is the Strategic Plan. Key points are Physical Improvements, become employer of choice, hauora and spaces, community engagement.

Through BOT actions and achievements these objectives have been able to be achieved.

What does the next period of time look like and what do the BOT want to achieve.

With the upcoming Election September 10th, Term 3 week 9 is is decided Staff, Community and Y5/6 Student surveys to be sent out Term 3 Week 5 with the view to providing results to the new board for them to move forward with.



### **Community / Staff / Y5/6 Engagement Survey**

Community / Staff / Y5/6 Engagement Survey

**Due Date:** 11 Aug 2025

**Owner:** Matt Simeon

## **3. Board Assurance and Compliance**

### **3.1 Reported Meeting two each term**

## **4. Visitors**

### **4.1 Nil This Meeting**

## 5. Actions from Previous Meetings

### 5.1 Action List

Due Date	Action Title	Owner(s)
1 Sept 2022	Board Member Hours <b>Status:</b> Completed on 25 Feb 2025	Matt Simeon
20 Jun 2023	To complete health education review in 2024 <b>Status:</b> Completed on 25 Feb 2025	Matt Simeon
30 Nov 2023	Pathway from Primary to College - TMN lens also <b>Status:</b> Completed on 20 Mar 2025	Mark Divehall

## 6. Staffing/Roll Numbers/Attendance/Internationals

### 6.1 Staff Updates - As Read

Updates as read.

Sarah Kraling has had an increase in International hours by half a day a week and will take on 5 ORS kids

Gayle Evers employed for Structured Literacy Intervention

Anya Berlad employed to take over Erins Structured Literacy Intervention

### 6.2 Roll Numbers/Attendance/Family Harm Alerts - As Read

As read

### 6.3 International Student Summary - Brief Discussion

PPS Is only in Year 2 of hosting International students. We have had a very positive start to International hosting.

4 More future long term children arriving this year.

Financials are all based off December 2024 numbers, 4 extras enrolled since then. Financials not likely to change much with extra enrolments.

Discussed the marketing plan going forward:

MS to continue onshore with agents, meet and greet etc. Offshore Term 3 weeks 9 & 10 with a trip to Japan and Korea .

Sarah K to continue with pastoral care of parents and students and parent engagement. Doing a great job.

Hazel H to continue with ESOL classes for Internationals.

Children have been really positive, but not wanting to always continue ESOL classes.

Short terms student stays have been really successful, they stayed extra day to join in extracurricular activities (colour run)

### 6.4 Japanese Group - Brief Discussion

Groups -High workload, high impact, high money.

Group of 12 Japanese -2 of the siblings will be going to Papamoa College

Each child pays 2150 for the week here.

Group made up of 2 x teachers and 12 x children

Expenses and activities:

Tuesday night -New playground waterfront and fish and chips

Kahurangi flax weaving

Thursday and Friday Marae trips, Mount Walk, Skyline Dinner Gondola and Luge

Sarah K and Hazel H along with Matt S to take them offsite for activities.

Gifts -Pounamu and Justin Aitken photograph.

Accommodation -Tasman Bay Holiday park

Auckland Transfers -Jason and Matt travelling to Auckland to pick up group.

Commision 10% of daily fee to agent

Rental car for agent for the week.

\$13,300 projected profit.

Students are only in class with teacher for 6 blocks over the whole week.

Japanese students have been sharing their culture and origami with our children, so great experience for our children also.

## 7. Financial Reporting

### **7.1 Financials As Read From Accountant - Nil to Report, Please read**

No accrual accounting has been done, so not going to present yet as not an accurate representation of accounts

### **7.2 Payments - Decision**

## 8. Strategic Aims

### **8.1 2025 Strategic Priorities - Approved Last term. FYI**

### **8.2 2025 Annual Report - Brief Discussion**

### **8.3 Staff Insights - Hui 2**

## 9. Property Repairs and Maintenance

### **9.1 Health & Safety Summary - For Noting**

### **9.2 Blocks T,G,A Weather Tightness - Any Questions**

Came in for special meeting last week. Agree to what is outlined in Presentation 1 in the Pack  
Extra Fencing on Parton

New signage and steel Pou

Extra TV's / furniture

Library

Beautification of school

There were no objections.

On track -going well

Continuation and completion most important.



### All in favour

All in favour

**Decision Date:** 25 Feb 2025

**Mover:** Amber Brooks

**Seconder:** Danielle Thomson

**Outcome:** Approved

## 9.3 5YA Works - Brief Discussion

Karewa Deck -needs replacing. Rubber matting from BJ's to cover deck in realm of 7k

Karewa will move out once Matakana is relocated into new buildings. Karewa will be revamped then they will move back in.

## 9.4 Pool - Programme of works - As Read

As read.

## 10. Items Passed Via Email Prior

## 11. General Business

### 11.1 2025 Teacher Only Days



**As read.** Move that proposed dates are adopted and accepted as our ...

As read.

Move that proposed dates are adopted and accepted as our Teacher Only Days for 2025.

**Decision Date:** 25 Feb 2025

**Mover:** Matt Simeon

**Seconder:** Mark Divehall

**Outcome:** Approved

### 11.2 Pāpāmoa Kahui Ako

AST's -Across School Teachers appointed

Matt S interviewing tomorrow for Leadership Position

If MS ends up in Leadership position then would aim for term summaries to present to boards.

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

### 12.1 Board Member Summary of meeting

What have we achieved for our school and community in this hui:

New board member

Hannah taking part -supporting and coaching someone into another role. Education of community

Jemma appointment as SENCO . Abby and Emily great appointments. Jason is amazing for the school.

Staffing -Great team, has made some good staffing choices. Planning and management has meant employing some great staff.

Kahui Ako -Having MS's impact for the community will be awesome moving forward.

## 13. In Committee

### 13.1 In committee items/minutes are stored separately inside board Pro



#### Move into committee to protect sensitive information about individuals

In 7.42 am

Out 8.34

**Decision Date:** 25 Feb 2025

**Mover:** Mark Divehall

**Seconder:** Matt Simeon

**Outcome:** Approved

### 13.2 Principal Appraisal 2024

### 13.3 Mike Lecocq - Continued Sick Leave ACC

### 13.4 Kahui Ako Leadership Position

## 14. Close Meeting

### 14.1 Close the meeting

**Next meeting:** Board Hui #2 - 25 Mar 2025, 6:30 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
2.1	Matt to send back School returning officer form <b>Due Date:</b> 27 Feb 2025	Matt Simeon

<b>Item</b>	<b>Action Title</b>	<b>Owner(s)</b>
2.4	Community / Staff / Y5/6 Engagement Survey <b>Due Date:</b> 11 Aug 2025	Matt Simeon

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

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