

# CONFIRMED MINUTES

## BOARD HUI #2



At the **Board Hui #3** on **13 May 2025** these minutes were **confirmed as presented**.

|                       |                                                                                                                                                |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name:</b>          | Pāpāmoa Primary School                                                                                                                         |
| <b>Date:</b>          | Tuesday, 25 March 2025                                                                                                                         |
| <b>Time:</b>          | 6:36 pm to 8:29 pm (NZDT)                                                                                                                      |
| <b>Location:</b>      | School Staffroom , 312 Dickson Road Pāpāmoa                                                                                                    |
| <b>Board Members:</b> | Mark Divehall (Chair), Amber Brooks , Cyrus Tuporo, Jamie Smith , Kate Wallis, Matt Simeon, Olivia Hayward , Tukara Matthews, Danielle Thomson |
| <b>Attendees:</b>     | Amy Mellor                                                                                                                                     |
| <b>Guests/Notes:</b>  | Sara Travers                                                                                                                                   |

### 1. Opening Meeting

#### 1.1 Karakia - Whakatauki

Meeting opened by Matt with a Karakia.

#### 1.2 Interests Register - Any Updates

#### 1.3 Confirm Minutes

**Board Hui #1 25 Feb 2025**, the minutes were confirmed as presented.



#### All in favour

All in favour

**Decision Date:** 25 Mar 2025

**Mover:** Kate Wallis

**Seconder:** Matt Simeon

**Outcome:** Approved

### 2. Board Assurance and Compliance

#### 2.1 Reported Meeting two each term

As read

### 3. Visitors

#### 3.1 Anna and Sara

Sara T presented.

Extra roles taken on by Matt Kahui Ako , Tiepa going back into the classroom and Anna Kahui Ako has resulted in more release across the school.

Erin studying has resulted in 4 weeks at the start of the year and 4 weeks at end where she has been available for teaching - extension writing

Extra staffing has been used for teaching and learning support and extension support across the school.

104 Children receiving learning support

112 children receiving extension

Growth has been seen across the board.

40 children have now been taken off the learning support list due to results from these interventions.

Next steps: Replacing Anya. Term 1 Week 5 Anya is to move into the classroom. We will look at what has and has not worked, where we have seen gains and make a new plan going forward.

### 4. Actions from Previous Meetings

#### 4.1 Action List

| Due Date    | Action Title                                                                               | Owner(s)      |
|-------------|--------------------------------------------------------------------------------------------|---------------|
| 1 Sept 2022 | Board Member Hours<br><b>Status:</b> Completed on 25 Feb 2025                              | Matt Simeon   |
| 20 Jun 2023 | To complete health education review in 2024<br><b>Status:</b> Completed on 25 Feb 2025     | Matt Simeon   |
| 30 Nov 2023 | Pathway from Primary to College - TMN lens also<br><b>Status:</b> Completed on 21 Mar 2025 | Mark Divehall |
| 27 Feb 2025 | Matt to send back School returning officer form<br><b>Status:</b> Completed on 21 Mar 2025 | Matt Simeon   |
| 11 Aug 2025 | Community / Staff / Y5/6 Engagement Survey<br><b>Status:</b> On Hold                       | Matt Simeon   |

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

#### 5.1 Staff Updates

Receipt of Joyce's retirement letter, acknowledged via email from Matt S to Joyce.

Joyce's retirement date confirmed as 6 June 2025.

Appreciation expressed for Joyce's 24 years of service and dedication to Papamoa Primary School.

Commitment to ensuring a smooth transition and celebrating Joyce's contributions.

Acknowledgement of Joyce's continued inclusion in the Papamoa Primary whānau.

Mark congratulated Matt on his appointment to the Kahu Ako role.

Matt indicated the workload is manageable

Kate requested regular check-ins to ensure the kura remains a priority, and Matt's workload is manageable.

Mark confirmed he regularly meets with Matt and will continue to monitor the workload.

## **5.2 Roll Numbers/Attendance/Family Harm Alerts - As Read**

As read

## **5.3 Japanese Group - Group Report**

Was a very successful visit with great feedback from Sunnyside staff and students. PPS students were very welcoming.

PPS Staff enjoyed having the students in their class, was also a good experience for our children to share in the Japanese culture.

Letter received from the Principal and student highlight the impact the trip had for these students.

One girl is looking to return for an extended period of time following the visit .

## **6. Financial Reporting**

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

MD commented surplus was not expected.

Matt S advised Pool financials have not been included.

Ground Salaries needs investigating -Matt S to email Lynette and advise.

MD commented Kahu Ako over budget. Matt will go back to Lynette as believes there are still funds that have not been allocated, will email back her response.

Jamie happy with both December and February reports.

### **6.2 Payments - Decision**



#### **All in favour**

All in favour

|                       |               |
|-----------------------|---------------|
| <b>Decision Date:</b> | 25 Mar 2025   |
| <b>Mover:</b>         | Jamie Smith   |
| <b>Seconder:</b>      | Mark Divehall |
| <b>Outcome:</b>       | Approved      |

### 6.3 Additional Credit Cards

Work related expenses should be paid through work funds, not expense claims for people needing access regularly.

Review regularly

Board is happy to have a credit limit of 30k across the cards. which allows the school to set the limits on the cards.

HubDoc?



#### **New credit card for Sarah Kraling with credit limit of 2k Increase...**

New credit card for Sarah Kraling with credit limit of 2k

Increase across school credit limit to 30k

Cancel Mikes credit card and be replaced with the same limit with Jason to ensure we are inline with correct credit card policies

All in favour

|                       |               |
|-----------------------|---------------|
| <b>Decision Date:</b> | 25 Mar 2025   |
| <b>Mover:</b>         | Mark Divehall |
| <b>Seconder:</b>      | Jamie Smith   |
| <b>Outcome:</b>       | Approved      |

## 7. Strategic Aims

### 7.1 Staff Insights - Hui 2

As read

Board appreciated seeing these again. Liked how they tied into the strategic plan and could see the effort and time put in by the staff for the start of the year.

## 8. Property Repairs and Maintenance

### 8.1 Health & Safety Summary - For Noting

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

SLT sourced furniture from Books a Plenty, big saving to put into other resources for the library.

SLT went to Auckland for two days to view school libraries. Spent time with librarian for ideas for our library. Shelving on wheels, how to set out, resources etc.

Fences -Likely we can move fence in but have grass verge, not widening footpath.

Matakana block needs covered bag area which MS has got underway with the project team and a solution will be provided.

Also staff room to have cover exiting to the north of the room. Wall moved next to kitchen and will likely be that way for 8-10 weeks as reclad happens.

Admin reclad is starting -Asbestos removal happening so may need ot be offsite early for safety.

Pou sculptures starting. Also being lit. Cost has increased buy 2-3k but MAtt will cover shortfall elsewhere.

Matt would like teachers to have two days to move if they need to move classrooms, working with MOE to try and get it funded through them.

### **8.3 5YA Works - Brief Discussion**

As read.

Covered walkway round hall, covered matting for decks. All underway

### **8.4 Pool - Programme of works - As Read**

Pre start meeting last week and all underway now.

Matt has flagged to Papamoa Swimming Club we will get new lease and details of lease sorted.

PSC excited to promote the facility as it will look and function well

## **9. Items Passed Via Email Prior**

### **9.1 Admin Staffing Review**

As read

## **10. General Business**

### **10.1 Pāpāmoa Kahui Ako**

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

### **11.1 Board Member Summary of meeting**

Amber: Japanese visit -2 letters received were a highlight. In such a short time we have had such and impact on these students, so much so that one student has already set in motion her return to NZ to continue to study at PPS. Huge thank you to Matt and team.

Olivia: Anna and Sara's recognition. As a teacher when you approach them to ask for support and interventions for students you are never made to feel as though you aren't doing enough, or that you can't approach them. Also loving the pool upgrade and the opportunities created in the community.

Tukara: Pool upgrades. Massive benefit to our community, and PSC being excited about the opportunities it creates them as a club.

Kate: Saras presentation. Excited to see 38% of kids are getting support from all the way from the lowest to the highest achievers in school. Also great to see the passion from Sara.

Mark: Reflection of the whole board regarding the Kahui Ako role. Bringing together all of the local schools, and what it brings to the wider community, and how other schools will all benefit.

Danielle: International Students. So great to read the letters and to hear how much of a positive impact it has had on our visiting students, but also our students. An experience they will remember forever.

Jamie: Being the employer of choice. Sara and Anna being happy to do the work assigned without expectation of extra remuneration, but is happy we as a school can offer that to recognise our staff.

Cyrus: Safety. Happy we will be moving the fence, even if we can't widen the footpath as that will still make it safer.

Matt: Staff Insights. Honest and raw and shows how much teaching and learning, and how many opportunities for staff and students are happening across the school.

## 12. In Committee

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

7.35pm moved in to committee.

8.10pm moved out of committee.

## 13. Close Meeting

### 13.1 Close the meeting

**Next meeting:** Board Hui #3 - 13 May 2025, 6:30 pm

Meeting closed with a Karakia by Tukara

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

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