

CONFIRMED MINUTES

MEETING 3 2026



At the **Meeting 4 2026** on **23 Jun 2026** these minutes were **confirmed as presented**.

Name:	Pāpāmoa Primary School
Date:	Tuesday, 26 May 2026
Time:	6:30 pm to 7:44 pm (NZST)
Location:	School Staffroom , 312 Dickson Road Pāpāmoa
Board Members:	Amber Brooks , Tukara Matthews, Janna Sullivan, Kate Wallis, Matt Simeon, Mike Bowman
Attendees:	Emma Olsen
Apologies:	Cyrus Tuporo, Mark Divehall (Chair), Olivia Hayward

1. Opening Meeting

1.1 Karakia - Whakatauki

Meeting was moved to being online at 6:30pm.
Matt welcomed everyone and meeting started at 6:32

1.2 Interests Register - Any Updates

No changes presented

1.3 Confirm Minutes

Meeting 2 2026 28 Apr 2026, the minutes were confirmed as presented.



Confirming Minutes from April 28th.

Confirming Minutes from April 28th

Decision Date: 26 May 2026
Mover: Mike Bowman
Seconder: Kate Wallis
Outcome: Approved

2. Visitors

2.1 Nil This Meeting

3. Actions from Previous Meetings

3.1 Action List

Due Date	Action Title	Owner(s)
10 Apr 2026	Add Bank Handling Policy to next board meeting Status: Completed on 19 May 2026	Matt Simeon

4. Board Assurance and Compliance

4.1 Reported Meeting One each term

5. Financial Reporting

5.1 Financials

Mike shared that he had again meet with Matt on Monday to go over the April finances. There are no major issues or concerns and budgets are tracking well for the YTD.

5.2 Payments - Decision



Approve Payment for March.

Approve Payment for March.

Decision Date: 26 May 2026
Mover: Matt Simeon
Seconder: Mike Bowman
Outcome: Approved

5.3 2025 Financial Reports and Audit

- The 2025 Auditors' report was presented to the board.
- There were some interesting audit focus areas, but the Summary of results for our school read well.
- There are no major areas of concern that have been identified that the board needs to consider.



Board accepts approved audit summary.

Board accepts approved audit summary.

Decision Date: 26 May 2026
Mover: Matt Simeon
Seconder: Mike Bowman
Outcome: Approved

6. 2026 Strategic Aims

6.1 Update from Matt

- **Overall Progress:** Matt's report confirms the school is tracking well across all performance benchmarks.

- **Leadership Support:** Special thanks to Deputy Principals Sara and Anna for running sessions to ensure all teaching staff are thoroughly supported.
- **Discussion:** The board/team discussed the school's ongoing successes and positive momentum.
- Board thanked and acknowledged Matt for this summary reflection.

6.2 Our Purpose - Teaching & Learning

Matt gave highlights to what has been happening around teaching and learning since the last meeting. Key areas focused on the new SMART and PAT Testing, Reporting to parents, and the New Progress Descriptors, as well as the learning and engagements that have involved whanau in the last month.

The board expressed satisfaction with the school's current progress.

6.3 Learning Support

Learning support covered the new whanau that has started successfully at school, where all children require support. Matt also highlighted a child who has needed to be stood down twice in the last 4 weeks. The school has established a strong, wrap-around support system for this boy, and our communication with his whānau remains open, positive, and collaborative.

6.4 Our People - Staff Update

- Overview of the 4 new staff members who have joined us to support various areas across the school.
- Layton Brosnahan formally submitted a request to the Board for study leave (letter attached).
- Our upcoming Teacher Only Day on May 29th was shared in more detail



Layton Brosnahan Study Leave.

Layton Brosnahan Study Leave.

Decision Date:	26 May 2026
Mover:	Mike Bowman
Seconder:	Janna Sullivan
Outcome:	Approved



Matt to talk to Erin feeding back to board regarding study leave.

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Due Date:	23 Jun 2026
Owner:	Matt Simeon

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

Matt explained to the board around family harm alerts that are shown in this summary & how this works within the school.

Matt shared the large numbers of 5 year olds starting but does not seem to be impacting on our overall roll number

6.6 Attendance

Attendance 20 days absent - removing off the roll for consistency purposes. Matt advised board on our attendance rates which are attached, and, how we are tracking with attendance.

6.7 International Students

Matt invited board members to step forward as the international liaison for the upcoming Japan Trip for next term. Kate accepted the nomination. The board decided that Kate, who's child & husband are partaking in the trip to Japan, would give good insight & feedback making it informative & detailed when liaising Matt.

7. Property

7.1 Health & Safety Summary

7.2 5YA Works - Brief Discussion

Matt advised the board, due to needing additional funding, work has stopped for now. See attached documents.

7.3 Vandalism

Matt identified Papamoa College students vandalising our school, the damage, & how this is being dealt with, with the appropriate resources / people. Cost breakdown included from damages.

7.4 Pool Changing Sheds - Mathathon Fundraising



Pool Changing Sheds Upgrade.

Pool Changing Sheds Upgrade. Mike abstained from discussion due to involvement.

Decision Date:	26 May 2026
Mover:	Matt Simeon
Seconder:	Tukara Matthews
Outcome:	Approved

Discussion around pool changing sheds, lack of hooks available for the children & what upgrades are needed in order to provide a safe area for the children. Matt spoke on the Mathathon fundraising efforts from our children & families involved. Matt put it to the board that with the money raised by the school, we would still need an extra \$18,000 board funds - this was approved.

7.5 Mural Proposal



New Mural For School Wall.

New Mural For School Wall.

Decision Date:	26 May 2026
Mover:	Matt Simeon
Seconder:	Janna Sullivan

Outcome: Approved

Matt presented a proposal to the board for a new school mural. He shared visual examples and introduced the selected artist (see attached). Matt emphasized the project's importance for enhancing school culture and supporting ongoing school upgrades. The board shared their views & agreed this would be nice.

8. Items Passed Via Email Prior

9. General Business

10. In Committee

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

10.2 Coast Kids Sub Committee

Attached is a report on the amendment of LTO (Liscence to occupy).

Highlights the amendments made with coast kids & papamoa primary.

Please find the latest in-committee notes in our Google Drive folder.

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

11.1 Board Member Summary of meeting

Kate : Kate began with congratulating Mike for stepping in as Board Chair.

Amber : Amber congratulating Mike on stepping in as board chair. Enjoyed reflection via Matt's document around school progress - This read well & was very informative.

Janna : Business as usual- very happy with this time to focus on positive things. New family joining & Jemma's support - nice to hear the positive happenings within the school.

Mike : Query on everyone being comfortable with summary of financial info to which everyone agreed they were. Mike glad that he could step in as board chair & help where needed.

Tukara : Congrats to mike for chairing meeting. Business as usual feel - liked this. Staff update feeling lucky we have awesome staff. The brand and positivity. Changing rooms - great outcome with fundraising etc.

Matt : Teaching and learning support - Sara, Anna, Jemma. Sara and anna supporting team with smart testing. Appreciative, Jemma with her learning support kids setting things up that work. Matt really happy with the awesome senior leadership team and their hard work.

12. Close Meeting

12.1 Close the meeting

Next meeting: Meeting 4 2026 - 23 Jun 2026, 6:30 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
6.4	Matt to talk to Erin feeding back to board regarding study leave. Due Date: 23 Jun 2026	Matt Simeon

Apologies for next meeting from Mike.

Signature:_____

Date:_____