

CONFIRMED MINUTES

BOARD MEETING #5 2022



At the **Board Meeting # 6 2022** on **23 Aug 2022** these minutes were **confirmed as presented**.

Name:	Pāpāmoa Primary School
Date:	Tuesday, 26 July 2022
Time:	6:30 pm to 9:30 pm
Location:	School Staffroom , 312 Dickson Road Pāpāmoa
Board Members:	Sarah Webb (Chair), Mark Divehall, Tracey Price, Vicky Williamson
Attendees:	Ngākohu Tui Pāpuni, Joyce Corbishley, Matt Simeon
Apologies:	Toni Stanaway

1. Opening Meeting

1.1 Karakia

1.2 Welcome to visitors

The board welcomed

1. Shaun Montgomery
2. Sam Downes (Attended last hui)
3. Lauren Bermel (Attended last hui)
4. Kate Wallis
5. Jamie Smith (COVID Apologies)

Presiding Member welcomed all to the BoT meeting which opened at 6.35pm. Apologies from Toni Stanaway.

1.3 Confirm Minutes

Board Meeting # 4 28 Jun 2022, the minutes were confirmed as presented.

BoT Minutes approved.



Decision Date: 26 Jul 2022
Mover: Sarah Webb
Second: Mark Divehall

Outcome: Approved

1.4 Interests Register

2. Visitors

2.1 Visitor Presentation - Nil

3. Actions from Previous Meetings

3.1 Action List

Due Date	Action Title	Owner
1 Jul 2022	Appointment Letter for Returning Officer Status: Completed on 15 Jul 2022	Matt Simeon
4 Jul 2022	All BoT to advise Matt and Sarah of their choices of seminars for... Status: Completed on 15 Jul 2022	Matt Simeon
14 Jul 2022	Top three learning support from Anna's presentation Status: In Progress	Matt Simeon
26 Jul 2022	To follow up why the BoT were not shared the final document befor... Status: Completed on 25 Jul 2022	Sarah Webb
26 Jul 2022	Health and Safety report for BoT meetingRemove front car park gat... Status: Completed on 11 Aug 2022	Matt Simeon
1 Sep 2022	Board Member Hours Status: In Progress	Matt Simeon
8 Sep 2022	Sarah to email the NZSTA link to the information for new board me... Status: On Hold	Sarah Webb
27 Sep 2022	Hall Blessing / Modular Blessing Status: On Hold	Matt Simeon
27 Sep 2022	Make up one go bag for an example Status: In Progress	Matt Simeon
27 Sep 2022	Pool Update Status: In Progress	Matt Simeon
30 Sep 2022	NZSTA Conference Status: Completed on 22 Jul 2022	Matt Simeon
22 Nov 2022	Matt to start actioning these items and to confirm updates and pr... Status: In Progress	Matt Simeon
1 Dec 2022	COVID-19 Status: In Progress	Matt Simeon
1 Dec 2022	Uniform/ Stationery Status: In Progress	Matt Simeon

4. Financial Reporting

4.1 Move Payments June - Motion to be moved



Decision Date: 26 Jul 2022
Mover: Mark Divehall
Seconded: Vicky Williamson
Outcome: Approved

4.2 Financial Reports - As Read



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Decision Date: 26 Jul 2022
Mover: Mark Divehall
Second: Vicky Williamson
Outcome: Approved

5. New Agenda Header

6. Strategic Aims

6.1 Te Wharepuni a Pāpāmoa - Discussion

The Presiding Member gave the visitors a brief run down of Te Wharepuni a Pāpāmoa and handed over to Ngākohu, the BoT Member who is a co-leader of this organisation. Ngākohu explained the three aims that Te Wharepuni a Pāpāmoa are working on. Also explained to the BoT the reason the final documents were not shared with Pāpāmoa Primary School before submitting the final document to the MoE.

6.2 Identity Language and Culture - Maori Language Resourcing - Discussion

BoT discussed the

BoT discussed the Maori Language funding that the school has newly received in the OPS Grant. Principal explained how we receive this funding and ideas of how to implement this funding. BoT supported funding a Senior Leadership position dedicated to Māori development in 2023.

7. Staffing

7.1 Resignation - Noted

Taken as read

8. Board Work Plan Reporting

8.1 School Docs Reviews and Assurances - As Read

To be discussed at the next BoT Meeting.

9. Property Repairs and Maintenance

9.1 Health & Safety Summary - For Noting

BoT inquired about the school emergency procedure for practising a lock down drill as concerned about the recent reports on the news that some schools around the country have been experiencing. School will organise a lock down drill in week three.



Matt to organise a lock down drill for the school.

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Due Date: 27 Jul 2022

Owner: Matt Simeon

9.2 Blocks T,G,A Weather Tightness - Brief Discussion Needed

BoT provided an in depth report on the 17 leaky buildings. Cost for remediation is \$8,000,000. Waiting to hear back from MoE, so this will be a long process.

9.3 Hall Project - Update as Read

BoT updated on the hall - black mould has been discovered in the toilets and the school is applying for extra funding to sort this issue out.

9.4 Board Projects - Celebrate!

School provided the BoT with a breakdown of the BoT projects that have been completed and are still in progress. The staff love their new staffroom. BoT acknowledged and thanked the Principal on what he has achieved in the last five months.

10. Items Passed Via Email Prior

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

11.1 COVID Summary - As Read

Taken as read.

12. General Business

12.1 Pool - As Read

This will be discussed at the next BoT Meeting.

12.2 Change to Teacher Only Day - As Read

Taken as read.

12.3 New Equity Index - Replacing Decile System - As Read

BoT were advised that the school equity Index number is 435 which replaces the old school decile rating. The school was on decile 6 and the new equity index appears to reflect the same rating.

12.4 Before and After School Care - Brief Discussion

BoT has received two proposals from after school care providers. This will be discussed In Committee. Presiding member thanked the parents for attending the BoT Meeting.

12.5 ERO - As Read

Taken as read.

13. In Committee

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

13.2 Before and After School Care

Moved into Committee at 7.39pm.

Principal explained the two proposals. BoT discussed the proposal from the two after school providers to provide onsite before and after care at the school. Both offered the same proposal. BoT would like more information from Coast Kids before making a decision. Matt to address this and get back to the BoT.



Matt to liaise with Coast Kids with regards some questions the Bo...

Matt to liaise with Coast Kids with regards some questions the BoT has asked re this proposal.

Due Date: 31 Aug 2022

Owner: Matt Simeon



To contact Coast Kids for further information

Due Date: 31 Aug 2022

Owner: Matt Simeon

13.3 Surplus Staffing - Discussion Needed

Principal explained in depth the scenario for staffing for 2023. BoT discussed and asked questions regarding the surplus staffing for 2023. BoT happy with offering staff job share positions. From the forecast proposal that was presented to the BoT it appears that the school will not have to reduce the number of staff for 2023. BoT would like the Principal to communicate with the staff as soon as possible about 2023. BoT would like the school to inform parents about staffing in advance if there are to be any shared teaching positions for 2023. BoT member Toni Stanaway happy to help the Principal in this staffing process and sharing this with the staff . Senior Leadership to meet on Monday 1st August to discuss and finalise 2023 staffing.

14. Close Meeting

14.1 Close the meeting

Next meeting: Board Meeting # 6 2022 - 23 Aug 2022, 6:30 pm

Signature: _____

Date: _____