

# CONFIRMED MINUTES

## PĀPĀMOA PRIMARY BOARD HUI #1 2024



At the Pāpāmoa Primary Board Hui #2 2024 on 26 Mar 2024 these minutes were **confirmed as presented**.

<b>Name:</b>	Pāpāmoa Primary School
<b>Date:</b>	Tuesday, 27 February 2024
<b>Time:</b>	6:30 pm to 8:58 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, Olivia Hayward , Sarah Webb, Tukara Matthews
<b>Attendees:</b>	Anna Oglesby, Joyce Corbishley, Matt Simeon, Sammy Bunyan

### 1. Opening Meeting

#### 1.1 Karakia - Whakatauki

Meeting opened at 6:29pm, Karakia Lead by Tukara

#### 1.2 Election of New Presiding Member



##### Decision for election of presiding member

Nomination of presiding member. Sara nominated Mark. Cyrus

**Decision Date:** 27 Feb 2024

**Mover:** Sarah Webb

**Seconded:** Cyrus Tuporo

**Outcome:** Approved

#### 1.3 Interests Register - Any Updates

No updates

#### 1.4 Confirm Minutes

**Board Hui #8 2023 5 Dec 2023**, the minutes were confirmed as presented.



##### Confirmed

Approved and all agreed

**Decision Date:** 27 Feb 2024

**Mover:** Mark Divehall

**Seconder:** Tukara Matthews  
**Outcome:** Approved

## 2. Board Reset / Objectives for 2024

### 2.1 Confirmation of Portfolios - Please Pre Read!

BoT had a discussion around the PPS BoT portfolios. All agreed the roles are here for sharing the load. No one should feel pressure to take on any one role, however it is a good way everyone to pitch in and for Matt to have specific people to lean on in each area. Also a very handy way to keep people in the loop when having certain people attached to each role.

All agreed to structure roles in this way:

- Board Chair - Presiding member - Mark
- Deputy Chair - Jamie
- Finance - Jamie
- Property, Repair & maintenance - Cyrus & Mark
- Major Event or Government Changes - Sara
- Employment and Personnel - Amber & Mark
- Policies, Procedures, Board Elections - School Doc's
- Teaching, Learning, Community Connection and Pastoral Care - Tukara, Kate & Olivia

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

As read

### 2.3 Statement of Intent and Objectives 2024 - Discussion

Main focus around this is:

1. Provide the best possible learning environment for all tamariki to grow socially, emotionally and academically while in our Kura.
2. Support our leaders, kaiako and support staff in ways that enable them to be the best they can be in their respective roles and responsibilities.

Matt took the BoT through the Statement of Intent and Objectives/Commitments 2024.

Continuity of BoT flow is important along with communication with staff & community.

Sara queried if there was any governance around our structured literacy, where to from here. BoT perspective, keeping in contact with Sara/Anna to keep up to date how this is going.

### 2.4 Board Investment Plans - Discussion

Committed to the pool, T block budget needs to be doubled as a much bigger job now.

Matt would like to know what we would like to go ahead with this year. Conversation needs to be had with Finance and Property to set realistic budgets.

Investigations need to be done into our reserves, other local schools have a much lower reserve per tamariki. We need to decide what we are comfortable with as a BoT.

### 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
1 Sept 2022	Board Member Hours <b>Status:</b> In Progress	Matt Simeon
1 May 2023	Long Service Leave with Pay <b>Status:</b> Not Started	Matt Simeon
29 May 2023	Process of moving the Facebook Page to a private group vs public <b>Status:</b> Completed on 27 Feb 2024	Matt Simeon
20 Jun 2023	To complete health education review in 2024 <b>Status:</b> Not Started	Matt Simeon
30 Nov 2023	Pathway from Primary to College - TMN lens also <b>Status:</b> Not Started	Mark Divehall

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

#### 6.1 List of Staff, Roles and Responsibilities - As Read

The BoT really enjoyed putting a face to names of teachers.

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

Class numbers are back to normal. Few extra walk in's this term.

#### 6.3 International Student Summary - As Read

Sara has brought to attention to note around the extra staff member going to Korea again this year.

As a board we have agreed that we will not be sending another staff member this year 2024 as the profit will not be in the business model yet.

We will re open this for discussion in 2025.

### 7. Financial Reporting

#### 7.1 Financials As Read From Accountant

## 7.2 Payments - Decision

Will approve finances once Matt & Jamie has had a meeting via email approval

## 7.3 2024 Budget Confirmation - Decision

## 7.4 Sports Uniform Purchase - Discussion/Decision

Discussion around how we are going to fund this. Mark proposed to go ahead with and order but just half to get the uniforms going and then look to find more grants/other ways to fund the remaining fund required for for set up of sports kits.

Pool funding - meeting with project manager not far away from applying with TECT. TECT pointed us in the direction of a Council grant which we have applied for on Monday. Grassroots is also an option. and The Lion foundation. Hoping the swimming club will put some money in towards the projects.

Do we believe there are plenty of other fundings to go towards this project. Yes.



### Approval of application of funding for NZCT for sports uniforms.

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Approved

<b>Decision Date:</b>	27 Feb 2024
<b>Mover:</b>	Mark Divehall
<b>Seconder:</b>	Matt Simeon
<b>Outcome:</b>	Approved

## 8. Strategic Aims

### 8.1 2024 Annual Report - Brief Discussion

Matt ran the BoT through the attached document. This needs work, Matt to complete and bring back to the next BoT Meeting.

### 8.2 Staff Insights - Hui 2

## 9. Property Repairs and Maintenance

### 9.1 Health & Safety Summary - For Noting

### 9.2 Blocks T,G,A Weather Tightness - Update

Project is stalled a little as we are getting the MOE to take over. Once a week Matt has been following up with Gary.

Matt, Sara & Anna went up to look at the classrooms in Auckland. Really valuable time spent, was able to see what they look like and get a feel for what will be best suited to us.

They have noted small things to be adjusted like bag hooks & storage in the classrooms.

Matt , Sara and Anna have marked up these changes to submit and hopefully get through to MOE. They are trying to get through as much information so it all goes as smoothly as possible.

### 9.3 10YPP Approval - Decision



#### Approving - BoT approves this 10YPP plan

Approved

**Decision Date:** 27 Feb 2024  
**Mover:** Mark Divehall  
**Seconded:** Jamie Smith  
**Outcome:** Approved

### 9.4 Pool Update - Discussion Possible Decision



#### Approval for Grant Application for pool refurbishment - Lion Foundation \$50k

Approval for Grant Application for pool refurbishment - Lion Foundation \$50k

**Decision Date:** 27 Feb 2024  
**Mover:** Matt Simeon  
**Seconded:** Amber Brooks  
**Outcome:** Approved



#### Approval for Grant Application for pool refurbishment - TECT

Approval for Grant Application for pool refurbishment - TECT \$150k

**Decision Date:** 27 Feb 2024  
**Mover:** Matt Simeon  
**Seconded:** Mark Divehall  
**Outcome:** Approved



#### Approval for Grant Application for pool refurbishment - Lion Foundation \$50k

Approval for Grant Application for pool refurbishment - Lion Foundation \$50k

**Decision Date:** 27 Feb 2024  
**Mover:** Matt Simeon  
**Seconded:** Kate Wallis  
**Outcome:** Approved

Local architect helping and is great.

Adding things in more space for changing. Sensor flush for urinals. Spinners for togs. We have pricing coming though already.

Matt took the BoT through the plan and what the money will be spent on. Replacement of everything so we are up to standard for health and safety.

Matt would like to move that we apply for the following grants for the project (already applied for \$50k through the council):

- TECT \$150k
- Grassroots \$50k
- Lion Foundation \$50k

## 10. Items Passed Via Email Prior

## 11. General Business

### 11.1 Pāpāmoa Kahui Ako - Minutes of Meeting As Read

### 11.2 Additional Basket Swing - Discussion

Our Basket swings in front of Karewa Bloack have been very popular. Unfortunately, where they are located, they are used by the younger kids, and the bigger kids have been banned as they are too full on for the little ones. Staff would like to put additional swings for the older children.

Plan to execute; Matt to get a working bee for the safety layout, retaining walls, etc. Mark has a contact at Goodwood, which is a local business that he will approach.

Matt proposes using the math-a-thon to raise funds, and then the board tops up the remainder. Roughly \$5-\$6k investment for the board.

Is this in the budget? Yes, We know we need to be careful too but this is an asset for a very popular piece of playground equipment.

The board approves in principle the use of the math a thon money to go toward the purchase of the basket swing, with the board to be consulted in the use of additional money to complete the project.

### 11.3 Year 5-6 Camp - As Read

FYI - 180 kids going off site. Here is the information to read through. Trying to navigate staffing so they can be released to go as "parents". Plans and Procedures have been put in place.

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

### 12.1 Board Member Summary of meeting

Kate - Hasn't been into school this year yet. Coming in it feels really great - great vibes and culture.

Matt - Loving all the forwards steps around multiply things, eg pool, basket swings, staff

Jamie - Great feedback on our international students having a great time.

Cyrus - Enjoying the progression on everything, buildings and uniforms. Great feedback of new families.

Sara - Pool, Thanks to Matt for the Mahi! Super exciting to see the progress.

Tuks - Things are happening lots of action, lots for the kids to do. Finding solutions eg. basket swings

Olivia - Progress etc - Lovely card from Tuhua 2, thanks to the BoT for the new bench seats around Tuhua block. Great chats around confident course etc

Amber - Loves that Matt and the DP's are always one step ahead with the buildings. Well planned out plans, laying out what we want and thinking ahead

Mark - Feeling privilege to be elected as presiding member. Proud to be apart of this community. The cohesiveness of the staff, we have a great community.

## 13. In Committee

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



**Moved into committee at 8:22pm for Employment related discussions**

Approved

**Decision Date:** 27 Feb 2024

**Mover:** Sarah Webb

**Seconder:** Mark Divehall

**Outcome:** Approved



**Moved out of committee**

8:52pm

**Decision Date:** 27 Feb 2024

**Mover:** Mark Divehall

**Seconder:** Amber Brooks

**Outcome:** Approved

### 13.2 Principal Appraisal 2024

## 14. Close Meeting

### 14.1 Close the meeting

**Next meeting:** Pāpāmoa Primary Board Hui #2 2024 - 26 Mar 2024, 6:30 pm

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

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