

CONFIRMED MINUTES

MEETING 2 2026



At the **Meeting 3 2026** on **26 May 2026** these minutes were **confirmed as presented**.

Name:	Pāpāmoa Primary School
Date:	Tuesday, 28 April 2026
Time:	5:30 pm to 8:04 pm (NZST)
Location:	School Staffroom , 312 Dickson Road Pāpāmoa
Board Members:	Mark Divehall (Chair), Janna Sullivan, Kate Wallis, Matt Simeon, Olivia Hayward , Tukara Matthews, Mike Bowman
Attendees:	Emma Olsen
Apologies:	Amber Brooks , Cyrus Tuporo

1. Opening Meeting

1.1 Karakia - Whakatauki

Meeting started following Jemma's presentation and sharing 6:44pm.

1.2 Welcome Emma Olsen - New Board Secretary

Emma was welcomed to the board.

1.3 Interests Register - Any Updates

1.4 Confirm Minutes

Meeting 1 2026 24 Feb 2026, the minutes were confirmed as presented.

Janna found a small little error - well done Janna for reading all of the mins!



March Mins approved

March Mins approved

Decision Date:	28 Apr 2026
Mover:	Mark Divehall
Seconder:	Olivia Hayward
Outcome:	Approved

2. Visitors

2.1 Welcome Jemma Rapson - SENCO

Jemma spoke about what her job role is. Visual presentation on T.V. Discussion on what is Senco? Discussion on Teacher aid's & who they are. Who does senco liase with. Video showing senco role including Children. Questions raised by other Board members. Matt giving an example of behaviour regarding student who was stood down.

3. Actions from Previous Meetings

3.1 Action List

Due Date	Action Title	Owner(s)
28 Oct 2025	Portfolios Status: Completed on 22 Apr 2026	Matt Simeon
10 Apr 2026	Add Bank Handling Policy to next board meeting Status: Completed on 19 May 2026	Matt Simeon

3.2 Cash Handeling Policy Updated

Cash handling updated as needed.

4. Board Assurance and Compliance

4.1 Reported Meeting One each term

5. Financial Reporting

5.1 Financials

Process going well. Nothing has come up as a concern for Mike at this point in time. The school has good systems in place.

School currently in the process of moving its funds from BNZ to ASB.

5.2 Payments - Decision



Move to March payments.

Move to March payments.

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Seconder: Janna Sullivan
Outcome: Approved

5.3 Power Price Issue

The board was glad to hear that there was a resolution to the massive increase in power prices that had been shown to the school. Matt is very grateful to Jason for his work on sorting this and not giving up on it. He will acknowledge this effort for Jase. Long term, Matt will begin an investigation into solar now that the building work is completed.

6. 2026 Strategic Aims

6.1 Our Purpose - Teaching & Learning

Olivia discussing Pou Buddy Time with the board & around the benefits of this. Whanau hui discussion & how did this work with the staff meeting with whanau & discussing children's progress.

6.2 Learning Support

As read following Jemma's sharing at the beginning of the hui.

6.3 Our People - Staff Update

Discussion around new staff starting in our new entrant block / Karewa team. Caitlin has given her notice. Moving to Australia. Professional development - not a lot happening. Discussion around Kelly Soutar study leave. Discussion around up skilling.



Motion Kelly Soutar Study Leave.

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Seconder:	Matt Simeon
Outcome:	Approved

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

Discussion around numbers. Matt expressing how school is feeling huge. Enrolments are trickling in all the time.

6.5 Attendance

Matt talking about attendance percentages from term 1. Discussion around turning up to school, Families getting the hard word around showing up. Happy with how this is tracking.

6.6 International Students

Matt talking about his Japan trip & how this will impact upcoming Japan trip. Matt feeling more prepared. Talks on spending in Japan & how to budget. Talks on great communication from Matt in the what's app group chat around his time in Japan. Matt showing the uniform children will wear in Japan - also mentioning taking Pou shirts on trip as they are easily identifiable. Talks on permission slips. Matt discussing breakdown on trip each day - showing this on t.v.

7. Property

7.1 Health & Safety Summary - For Noting

Discussion around diving into pool. Continue to monitor diving. Advice to pool club on risks etc for using starting blocks. Advise club on what / school on risks etc.



Diving under supervision acceptable.

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Seconders: Mark Divehall
Outcome: Approved

7.2 Blocks T,G,A Weather Tightness -

Congratulations to Matt on the progress of the school. How great the school is looking.

7.3 5YA Works - Brief Discussion

Discussion on Karewa block progress internally. Work needing to be re done. Discussion on risk if not getting funding. Toilet block near hall - council consent. Discussion around other areas of the school needing upgrading. Small hiccups - nothing major.

8. Items Passed Via Email Prior

9. General Business

10. In Committee

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



Move into committee

Protect commercial sensitivity and personal details 7:34 pm.

Out 7:44pm

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Seconders: Mark Divehall
Outcome: Approved

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

11.1 Board Member Summary of meeting

Reflections on Jemma's discussion on her role as SENCO. Lots of positive feedback. Talks on how nice and quick board meeting has been. Which is a positive as things are going well. Pool use discussion. Talks on making sure all kids are not suffering due to incoming children with needs. Making sure it is brought up in board meetings if this happens. Confirm that this will happen & has always happened. T G & A done. Families wanting to enrol out of zone - great news for us as a school. Japan trip commended. Great opportunity for our children.

12. Close Meeting

12.1 Close the meeting

Next meeting: Meeting 3 2026 - 26 May 2026, 6:30 pm

Signature: _____

Date: _____