

CONFIRMED MINUTES

BOARD HUI #1 2023



At the **Board Hui #2 2023** on **3 Apr 2023** these minutes were **confirmed as presented**.

Name:	Pāpāmoa Primary School
Date:	Tuesday, 28 February 2023
Time:	6:00 pm to 8:00 pm (NZDT)
Location:	School Staffroom , 312 Dickson Road Pāpāmoa
Board Members:	Jamie Smith , Kate Wallis, Lauren Bermel, Mark Divehall (Chair), Vicky Williamson, Olivia Hayward , Sarah Webb
Attendees:	Matt Simeon

1. Opening Meeting

1.1 Election of New Presiding Member

Nominations called.

Sarah Webb nominated Mark Divehall seconded Lauren Bermell

No other nominations.



Election of board presiding member

Board moved and approved Mark Divehall to continue as Presiding Member.

Decision Date:	28 Feb 2023
Mover:	Sarah Webb
Seconded:	Lauren Bermel
Outcome:	Approved

1.2 Karakia - Whakatauki

1.3 Confirm Minutes

Board hui #9 2022 6 Dec 2022, the minutes were confirmed as presented.



Confirmed Dec Minutes

Meeting minutes are true and correct.

Decision Date:	28 Feb 2023
Mover:	Vicky Williamson

Seconder: Lauren Bermel
Outcome: Approved

2. Board Reset for start of year

2.1 Welcome to New Staff Rep

Mark welcomed Olivia and gave a summary of our board, its members and how we have operated as a group over the last 2-3 years.

Mark acknowledged the board's work, especially over the last 12-24 months and is very excited about the school's position, especially the decisions to progress a number of this over the last 12 months.

Mark offered the opportunity to whanaungatanga for each board member. Each board member shared their connections to the board and their 'why' behind being part of our school board and community. Each board member shared their connections to the school and the board personally and professionally.

Olivia, shared her background and her connections with a number of board members from her time in ECE centres around Pāpāmoa.

2.2 Interests Register - Any Updates

No changes noted

2.3 Confirmation of Portfolios - Status Quo

Noted and portfolios maintained.

Lauren asked if a staff member emailed the BOT who could and should respond.

Agreed that if you have a person who wants to respond, they are more than welcome.

Sarah will take responsibility from the personnel perspective and will always reply on behalf of the whole board.

Mark reiterated that we share our voices around the table and agree, disagree, and debate, but when we collectively walk out the door of a meeting, we are all ONE with our decision-making. All members acknowledged and agreed.

2.4 Board Compliance and Ways of Working - As Read/Reminder

Noted the background information on this site for the board.

2.5 School Improvement Framework - Stewardship

A nice lead in to the upcoming ERO review and hui with Michelle on March 20th.

A good discussion around the elements of stewardship and the recognition that each board member can view things through a slightly different lens and this can also depend on the length of time someone has been on the board.

The board is quite comfortable with how we are working together and the focus we have across a number of areas of the school.

2.6 Statement of Intent and Objectives

A lengthy conversation around the list that was provided.

I was agreed that if we could tick these things off this year it would again be another very productive year for the board and the school.

Key Points

New website underway, designs presented to the board which were well received. D2 was the main designed liked by members.

BoT acknowledge Block AGT to be talked to in property section.

Thanked MS and staff for the birthday actions for all staff, felt it was an awesome idea.

Easy wins

BOT like the ideas of the Historic Village ant Te Manawanui mini whare.

Longer conversation on the benefits of NZSTA conference. Being budget conscious, sticking to north island events and maybe using air BnB house etc. MS to consider budget line.

To be Actioned

Agreement that the school and sports uniforms need to be actioned. The current contract being up is a key driver. MS, SW and KW to form a team and strategic plan around this for community and staff consultation. Phasing will be another key point. Community engagement is an important part of this process.

MS to alter the community of this through the newsletter.

Code of Practice for pastoral care of IS

A wide a varied discussion around the pros and cons of IS students at Pāpāmoa Primary School. Key driver for this for the board is the cultural diversity and global citizenship. The financial side is a secondary bonus.

Members sought clarification of some of the systems and procedures around how it operates within a school, how many schools in TGA have IS student etc.

It was agreed that we should proceed with applying to become a signatory to the code certification as step one. MS to give LB a deeper insight into the code.

Key Projects

The key here is to complete the current projects we have on the go with the addition of the sandpit.

Shade to Motiti Quad

Fitness Trail

Irrigation to field

New family induction is fully supported by the board. KW will support this mahi with her ECE connections and background.

Noted re the school pool needing some work.

Agreed to work to these projects listed above and then re assess financially.

3. Visitors

3.1 Nil This Meeting

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner
14 Jul 2022	Top three learning support from Anna's presentation Status: Not Started	Matt Simeon
1 Sep 2022	Board Member Hours Status: In Progress	Matt Simeon
27 Sep 2022	Hall Blessing / Modular Blessing Status: Completed on 19 Feb 2023	Matt Simeon
27 Sep 2022	Make up one go bag for an example Status: In Progress	Matt Simeon
26 Oct 2022	Matt to add Board agenda item of SchoolDocs 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
15 Dec 2022	Mark to email James Hardy Status: Completed on 12 Dec 2022	Mark Divehall
1 Feb 2023	Appointment for Returning Officer for By-Election Status: Completed on 19 Feb 2023	Matt Simeon
13 Mar 2023	Matt to re-visit Te Ao Māori Representation on the Board Status: Completed on 19 Feb 2023	Matt Simeon
13 Mar 2023	Add the Life Style position documentation at Meeting 1 2023 Status: Completed on 30 Mar 2023	Matt Simeon

5. Staff/Staffing

5.1 Leave Request



Leave Application for Sara Travers

Sara's leave has been approved with one week leave with pay of the 3 weeks leave.

Decision Date: 28 Feb 2023
Mover: Matt Simeon
Seconder: Mark Divehall
Outcome: Approved



Long Service Leave with Pay

Develop a procedure for long service paid leave that ensures a level of consistency for board application and process.

Due Date: 1 May 2023
Owner: Matt Simeon

6. Financial Reporting

6.1 Financials for Nov, Dec

Financials Noted

Important for board members to read the overview two pages from Lynette as these give some of the best summaries and insights for the board.

6.2 Payments - November , December 2022, January 2023



Payments All approved

Carried

Decision Date: 28 Feb 2023
Mover: Matt Simeon
Seconder: Vicky Williamson
Outcome: Approved

6.3 2023 Budget Confirmation

Term deposit are renewing soon and will have a higher interest rate and could therefore clear the deficit.

Concurrence has not been budgeted for in 2023

Matt has sought clarification that the depreciation spend be approved as part of the budget so that he does not need to come back to the board. Depreciation spend / asset replacement is outlined on page one of the budget document attached.

Matt has asked, supported by Jamie that we clean up the small projects we have left to complete and then sit tight and reassess where we are at and make sure we are happy with where our financial position is at.

With the potential for remedial costs of AGT we many need some of those reserves.

Board agreed with this sentiment and supported the completion of what was outlined in the board projects.

Sandpit, Shade for Motiti, Irrigation and fitness trail.

As the budget document was not loaded into board pro. Requested board members to review and any questions by Friday 10th March.

6.4 Relief Teacher COVID Payments for 2022.

Noted this income received in 2022

7. Strategic Aims

7.1 2023 Charter and Annual Plan



2023 Charter and Strategic Overview

Approved the intent and objectives outlined in this document

Decision Date: 28 Feb 2023
Mover: Mark Divehall
Seconder: Jamie Smith
Outcome: Approved

8. Property Repairs and Maintenance

8.1 Health & Safety Summary - For Noting

8.2 Blocks T,G,A Weather Tightness - Brief Discussion

Matt updated the board on the slight change in status of the ancillary opportunities associated with these building projects.

Outlined that MS is meeting alongside the project team with key MOE personnel to gain clarity around how to access the additional funding that is needed to address these issues, especially Block A (Matakana) team

Meeting scheduled for March 8th. MS to provide BOT email summary of the hui. VW will be attending the hui on behalf of the board also.

8.3 Hall Project Update



Agree in Principle to the work Greenstone Group has presented

The process and cost estimate that Greenstone group has provided gives the board better confidence in the process that is being followed to ensure that this building is completed properly.

Decision Date:	28 Feb 2023
Mover:	Sarah Webb
Seconded:	Mark Divehall
Outcome:	Approved

8.4 Board Projects - Summary As Read

The board acknowledged the significant amount of work that was completed in the space of 12 months in 2022. A very big thank you to all involved in this mahi.

9. Items Passed Via Email Prior

9.1 Appointment of Sports Co-Ordinator over Jan - As Read

noted

9.2 Pāpāmoa Primary Host School/Principal WBOPPA Sports Director - As Read

Noted

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

10.1 COVID Summary

Noted

11. General Business

11.1 Pāpāmoa Kahui Ako - As Read

The board is pleased to see some positive steps taken to move this forward.

The board requested that the minutes of the hui held with Ngā Potiki in Dec last year be tabled at the next hui.



Meeting minutes

The board requested that the minutes of the hui held with Ngā Potiki in Dec last year be tabled at the next hui.

Due Date: 24 Mar 2023

Owner: Matt Simeon

11.2 Hall Hire Request

Wide and varied discussion about the pros and cons around the use of the school hall for staff members.

Key element for this was the use of alcohol on site.

At initial decision making it was a split decision for the board. Presiding member with the casting vote in this instance erred on the side of caution to decline the request.

MS to communicate this with the staff member



Hall Hire

Request to hire the hall for a staff members daughters sports team quiz night. Alcohol licence was to be sought for the evening.

Decision Date: 28 Feb 2023

Mover: Mark Divehall

Seconder: Sarah Webb

Outcome: Not Approved

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

12.1 Board Member Summary of meeting

Mark

The process of the board being able to debate and make decisions, and not approved things also. First time for a split decision which is exciting and positive that the board feel the safe in the meeting to follow their own thought process.

Vickey

Dedicate my little two minutes to Matt, thank you to Matt for what you have done over the last 12 months. We are very fortunate to be in a position 12 months after you have started with so many of the things we have wanted done for our staff and school done! We appreciate your mahi. But look after yourself while you have a positive second year.

Sarah

Reiterate what Vickey had to say, Matt to know you are supported by the board and backed 110%, the community supports what you are doing and there is a very positive vibe about the school. Thank you

Olivia,

Felt very welcomed, informed and excited to be part of the board team. Appreciated knowing a bit more about how things are done in the background and how positive the board has been to move the school forward.

Jamie

Really comfortable where we are at on a number of levels but more specifically financially. It is nice to take a slower approach, appreciated Matt pushing this idea to consolidate a little bit, finish off what we have started before going further forward.

Kate

The mahi done by all board members before the meeting started has meant the meeting has gone forward really well. Big respect to Mark for his decision making in the split decision making process. Exciting times for us as a board and school.

Lauren

We gel really well as a board. I was proud of how we handled the cyclone situation and the team nature of the board. Lauren was excited to come here tonight to kick off another exciting year, but also enjoyed coming back after the holidays to see everything that has happened over the holidays and also acknowledge Matt and the team for their mahi.

Matt

Inline with Kate, the pre work done by the board has been a key to this hui going well. Thank you for the kind words and acknowledgement of the work that has been done. I am enjoying my position and the direction the school is heading in.

13. In Committee

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



Decision to move in to Committee.

Board moved into committee to discuss sensitive personnel matters about specific staff members including Principal Appraisal

Decision Date:	28 Feb 2023
Mover:	Mark Divehall
Seconder:	Sarah Webb
Outcome:	Approved

14. Close Meeting

14.1 Close the meeting

Next meeting: Board Hui #2 2023 - 3 Apr 2023, 6:00 pm

Signature: _____

Date: _____