

# CONFIRMED MINUTES

## BOARD MEETING # 4



At the **Board Meeting #5 2022** on **26 Jul 2022** these minutes were **confirmed as presented**.

<b>Name:</b>	Pāpāmoa Primary School
<b>Date:</b>	Tuesday, 28 June 2022
<b>Time:</b>	6:30 pm to 10:15 pm
<b>Location:</b>	School Staffroom , 312 Dickson Road Pāpāmoa
<b>Board Members:</b>	Sarah Webb (Chair), Mark Divehall, Toni Stanaway, Tracey Price, Vicky Williamson
<b>Attendees:</b>	Fay Warnock , Joyce Corbishley, Matt Simeon
<b>Apologies:</b>	Ngākohu Tui Pāpuni

### 1. Opening Meeting

#### 1.1 Karakia

#### 1.2 Welcome to visitors

BoT meeting opened at 6.33pm with the Presiding Member welcoming the four parents who had come along to observe a BoT meeting. All BoT members and parents gave a short introduction about themselves. The Presiding Member gave a brief summary of the BoT Parent Representatives role in a school.

#### 1.3 Confirm Minutes

**Board Meeting #3 2022 24 May 2022**, the minutes were confirmed as presented.



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**Decision Date:** 28 Jun 2022  
**Mover:** Sarah Webb  
**Seconder:** Vicky Williamson  
**Outcome:** Approved



#### **In Committee Minutes Moved**

May In committee Minutes approved

**Decision Date:** 28 Jun 2022  
**Mover:** Sarah Webb  
**Seconder:** Vicky Williamson

**Outcome:** Approved

## 1.4 Interests Register

## 2. Visitors

### 2.1 Visitor Presentation - Nil



#### Top three learning support from Anna's presentation

Matt to find from the minutes of May meeting and add to board pack.

**Due Date:** 14 Jul 2022

**Owner:** Matt Simeon

## 3. Actions from Previous Meetings

### 3.1 Action List

Due Date	Action Title	Owner
15 Jun 2022	Board Election <b>Status:</b> Completed on 13 Jun 2022	Matt Simeon
26 Jul 2022	Hall Blessing / Modular Blessing <b>Status:</b> On Hold	Matt Simeon
26 Jul 2022	Matt to start actioning these items and to confirm updates and pr... <b>Status:</b> In Progress	Matt Simeon
26 Jul 2022	Make up one go bag for an example <b>Status:</b> In Progress	Matt Simeon
1 Sep 2022	Board Member Hours <b>Status:</b> In Progress	Matt Simeon
30 Sep 2022	NZSTA Conference <b>Status:</b> Completed on 22 Jul 2022	Matt Simeon
1 Dec 2022	COVID-19 <b>Status:</b> In Progress	Matt Simeon
1 Dec 2022	Uniform/ Stationery <b>Status:</b> In Progress	Matt Simeon

## 4. Financial Reporting

### 4.1 Move Payments May - Motion to be moved



#### The BoT queried the Noel Leeming invoice. It was explained that ...

The BoT queried the Noel Leeming invoice. It was explained that the items purchased were for the staff room upgrade (dishwasher, oven, fridge, microwaves etc).

**Decision Date:** 28 Jun 2022

**Mover:** Mark Divehall

**Secunder:** Sarah Webb

**Outcome:** Approved

### 4.2 Financial Reports - Mark To Update

The BoT were advised that Mark will oversee the Financial accounts before every meeting.

BoT queried the staff banking and it was explained to the BoT the accounts reflect the over staffing at that particular pay period, but the school is underusing their staff banking allocation for the year.



**Decision Date:** 28 Jun 2022  
**Mover:** Vicky Williamson  
**Seconder:** Tracey Price  
**Outcome:** Approved

### 4.3 Sponsors Update - As Read

Taken as read. BoT congratulated the Principal on the amount of funds raised through this sponsorship programme.

## 5. Strategic Aims

### 5.1 Strategic Aim 2 - Hauora The Resilience Project - Matt to Share

The principal explained to the BoT the 3 strategic aims for the school. Senior Management were able to visit schools in Auckland that have implemented The Resilience Project that would support the students at our school. The School would like to introduce the Resilience Project, as it aligns with the NZ Curriculum and framework and supports teaching students positive mental health strategies. The cost for this programme is \$19.00 per student (\$12,000.00 pa). This will be a 2023 initiative.

### 5.2 Strategic Aim 3 - Identity Language & Culture - Sharing - Matt to Share

Principal presented to the BoT and explained in detail the story of the school identity, logo, vision, language, culture, our values and beliefs. The school hopes to have this completed for full introduction in 2023.

The board were grateful for the work and effort that have been put into this work.

### 5.3 Te Wharepuni a Pāpāmoa - Discussion

Taken as read. BoT raised the question as to why Te Akatea - Aotearoa Māori Principals Association are part of this Kahui Ako? They also questioned why the BoT had not seen this report before it was sent to the MoE and also questioned what part Pāpāmoa Primary School staff had had in the collaboration/development of the document. It was discussed that Sarah as The Presiding Member should follow up on this with the current co-leads of Te Wharepuni on behalf of the board.



#### To follow up why the BoT were not shared the final document befor...

To follow up why the BoT were not shared the final document before submitting to MoE

**Due Date:** 26 Jul 2022  
**Owner:** Sarah Webb

## 6. Staffing

### 6.1 Staff Team Board Reflection Report - As Read

Taken as read. BoT liked the new format of reporting from the pod/team leaders and liked that challenges were also highlighted alongside the positives.

### 6.2 Update on Staffing - As Read

## 7. Board Work Plan Reporting

### 7.1 School Docs Reviews and Assurances - As Read

## 8. Property Repairs and Maintenance

### 8.1 Health & Safety Summary - For Noting

BoT were informed that the Hall toilets have black mould. The report prepared by the Project Manager shows that the mould is only in the toilet area and has not affected the hall kitchen. Awaiting an update regarding the repairing of the toilet from the Project Manager and MOE property advisor Richard Standing.

Mark Divehall also raised the question about the front-of-school car park access and safety. It was decided that under health and safety to remove the front sliding gate and re-align the fencing to keep everyone safe.

The board would like to see 2 x 'Visitor' car parks allocated in the front car parks.



#### Health and Safety report for BoT meeting Remove front car park gat...

Health and Safety report for BoT meeting  
Remove front car park gate

**Due Date:** 26 Jul 2022  
**Owner:** Matt Simeon

### 8.2 Blocks T,G,A Weather Tightness - Update As Read

Taken as read.

### 8.3 Hall Project - Update as Read

Taken as read. Hall to be completed Monday 4 July 2022.

### 8.4 Board Project Planning - As Read

Report taken as read.

After much discussion and consideration it was agreed to invest further funds the school was holding on hand into the school's physical environments and learning resources. Most of the projects outlined in the proposal have been in discussion for sometime, but had been held off due to 'promised MOE Master Project Planning' which is no longer likely to happen.

Based on recommendations within the report the BoT approve the additional funding of \$290,000.00 towards completing the attached Board Investment summary of Options.

The board is very excited about the transformation that this investment will allow for the tamariki, staff and community of Pāpāmoa Primary School.



### **:Motion**

:Motion

**Decision Date:** 28 Jun 2022  
**Mover:** Sarah Webb  
**Seconder:** Vicky Williamson  
**Outcome:** Approved

## **8.5 Grassy Knoll Playground - Discussion Needed**

BoT discussed the grassy knoll concepts and plans that were shared at the meeting. The school preference is for artificial turf and not bark, which is more expensive. The BoT agreed that the school can go ahead with plans from Playgrounds Creations for this space as outlined in agenda item 8.4

## 9. Items Passed Via Email Prior

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

### **10.1 COVID Summary - As Read**

## 11. General Business

### **11.1 Board Election Planning - Discussion**

BoT to advertise the upcoming elections. BoT discussed the electronic election option that is available but agrees to carry on with the existing paper based voting system that is available. The BoT approved R Goninon as the Returning Officer for the election.



### **BoT appoint Mrs Rochelle Goninon as the Returning Officer for the...**

BoT appoint Mrs Rochelle Goninon as the Returning Officer for the schools BoT Elections 2022.

**Decision Date:** 28 Jun 2022  
**Mover:** Matt Simeon  
**Seconder:** Mark Divehall  
**Outcome:** Approved



### **Appointment Letter for Returning Officer**

Matt to arrange the appointment letter from Rochelle. Sarah as presiding Member will need to sign this.

**Due Date:** 1 Jul 2022  
**Owner:** Matt Simeon

## 11.2 NZSTA Conference Plans Made - Discussion

The NZSTA Conference is being held 7-9 October 2022 in Christchurch. All flights are booked and the accomodation is provided through the registration. BoT need to inform Matt/Sarah of the seminars that they would like to attend by Monday 4 July 2022.



### All BoT to advise Matt and Sarah of their choices of seminars for...

All BoT to advise Matt and Sarah of their choices of seminars for the NZSTA Conference by 4 July 2022.

**Due Date:** 4 Jul 2022  
**Owner:** Matt Simeon



### Sarah to email the NZSTA link to the information for new board me...

Sarah to email the NZSTA link to the information for new board members, once elected.

**Due Date:** 8 Sep 2022  
**Owner:** Sarah Webb

## 11.3 Playtime - Before and After School Care Proposal for the school.

BoT discussed this proposal and felt that the school should approach the other aftercare provider as well to see if they are interested. BoT is happy for Matt to carry on with the proposal with Playtime if the other provider is not interested and turn this into an option for our community. The board feels like it is in a better position now to have a before and after school care provider on the school site.

## 11.4 ERO

Taken as read. Sarah is happy to attend the digital hui with Matt at a date to be decided and emailed to all board members for their ability if possible.

## 11.5 Pool - As Read



### Pool Update

Investigation into setting up a governing body for the school pool. Also organising more community access.

**Due Date:** 26 Jul 2022  
**Owner:** Matt Simeon

## 12. In Committee

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

## 13. Close Meeting

### 13.1 Close the meeting

**Next meeting:** Board Meeting #5 2022 - 26 Jul 2022, 6:30 pm

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

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