

CONFIRMED MINUTES

BOARD HUI #5



At the **Board Hui #6** on **2 Sept 2025** these minutes were **confirmed as presented**.

Name:	Pāpāmoa Primary School
Date:	Tuesday, 29 July 2025
Time:	6:30 pm to 8:30 pm (NZST)
Location:	School Staffroom , 312 Dickson Road Pāpāmoa
Board Members:	Mark Divehall (Chair), Amber Brooks , Jamie Smith , Matt Simeon, Olivia Hayward , Tukara Matthews, Danielle Thomson
Attendees:	Tessa White
Apologies:	Kate Wallis, Cyrus Tuporo
Guests/Notes:	Janna Sullivan, Shellee Davey, Joel McNickle

1. Opening Meeting

1.1 Welcome Visitors

1.2 Karakia - Whakatauki

Meeting opened at 6.27pm.

Introductions.

Tukara opened the hui with a Karakia.

1.3 Interests Register - Any Updates

As read. Nothing to add.

1.4 Confirm Minutes

Board Hui #4 25 Jun 2025, the minutes were confirmed as presented.

2. Board Assurance and Compliance

2.1 Term 3 Board Assurances - Meet 2 of Term

3. Presenters

3.1 NIL This meeting

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner(s)
11 Aug 2025	Community / Staff / Y5/6 Engagement Survey Status: Completed on 29 Jul 2025	Matt Simeon

5. Staffing/Roll Numbers/Attendance/Internationals

5.1 Staff Updates

Discussed staff planning ahead for next year.

Matt to touch base with staff currently on leave, in order to provide the fixed term staff reasonable notice for possible positions available.

There have been no staff changes since last board meeting.

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

As read. Nothing to add.

5.3 International Update



Motion for upcoming international travel to Korea and Japan for Marketing

For audit and compliance purposes, the Board approves the international travel for Marketing.

Decision Date: 29 Jul 2025
Mover: Matt Simeon
Seconder: Mark Divehall
Outcome: Approved

Matt is travelling to Korea and Japan week 9 and week 10.

6. Financial Reporting

6.1 Financials

Brief discussion of Matt and Jamie tracking of school expenditure of all the ongoing projects such as the building, landscaping, signage, pool and library.

Jamie has checked over the finances since the last meeting.

Confident in the current processes and that there is nothing of concern to note in terms of where the finances are sitting.

6.2 Payments - Decision



Motion for Jamie to review Athletics NZ bill and move to be paid

Jamie to review upcoming Athletics NZ bill and if approved, move it to be paid.

Decision Date: 29 Jul 2025
Mover: Jamie Smith
Seconders: Mark Divehall
Outcome: Approved

6.3 BNZ Bank Authorisation Changes



Motion to remove BNZ banking authorisation of Joyce and Rebecca (Faye) and add Rochelle Gonigon

Removing Joyce and Rebecca (Faye) and adding Rochelle as Bank Authoriser.

Decision Date: 29 Jul 2025
Mover: Matt Simeon
Seconders: Mark Divehall
Outcome: Approved

6.4 Proposed Change in Bank Provider



Board resolves to begin the process of transitioning our banking provider from BNZ to ASB

Board resolved to begin the process of transitioning our banking provider from BNZ to ASB.

Decision Date: 29 Jul 2025
Mover: Matt Simeon
Seconders: Jamie Smith
Outcome: Approved

7. Strategic Aims

7.1 Staff Insights

8. Property Repairs and Maintenance

8.1 Health & Safety Summary - For Noting

8.2 Blocks T,G,A Weather Tightness - Update

As read.

New Parton Road footpath widening moving along well.

On track with building works.

8.3 5YA Works - Update

As read.

Architectural drawings are in from Windgates.
Discussed classroom availability for next year.
5 spare classrooms at beginning of 2026.

9. Items Passed Via Email Prior

10. General Business

10.1 BOT Election Update

Jamie, Danielle and Kate have been nominated.
Wednesday 12pm nominations closing.
Olivia to decide if continuing on Board.
Physical system used in the past with low uptake of votes.
Moved this year to electronic voting system using Election Pilot.

10.2 Community Consultation

Discussed Community Survey being sent out to families Wednesday, 30th July.
Open for approximately 3 weeks.
Similar survey for Staff members to follow.
Anonymous survey to gain valuable insights into what our school community values.
Summarised insights will be presented in the next meeting to the Board and included in our 2026 strategic planning.

10.3 Papamoa School 125th Reunion Trust



Motion to withdraw 125th Reunion funds from Craigs Investment Partners and put into suitable account

Board resolves the 125th Reunion funds to be withdrawn from Craigs Investment Partners to be placed into a suitable term deposit labeled the 125th Reunion account to be held until 2028/2029.

The Trustees shall hand over the Asset and all income and proceeds of the Asset at the request of the Beneficiary or equivalent governing body at the time for the purpose of the 125th reunion of the Papamoa School. The Trustees expect that request to be issued in 2028/29.

Decision Date:	29 Jul 2025
Mover:	Amber Brooks
Seconder:	Mark Divehall
Outcome:	Approved

Discussed withdrawing the 125th Reunion Trust funds from Craigs.
Funds are currently invested in Craigs.
Craigs requesting to move the funds to us.
Reunion is scheduled for 2028/2029.

No objections to requesting withdrawal of funds.

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

11.1 Board Member Summary of meeting

Summary of what have we achieved for our school and community in this hui:

Jamie - International students are going well. Looking forward to utilising the growing funds to continue to enhance our kura.

Olivia - Enjoying the spaces and areas which have recently opened up. The admin staff has had a smooth transition into new roles. No concerns from staff or students.

Our guests feel the building work over the holidays has improved the atmosphere of the school. Excitement for new library to open up. Looking forward to the insights and values coming through from the Community Survey.

Matt is interested in utilising the analytics we will receive from the surveys.

Tukara is looking forward to the feedback from the community and to receive insight into the community.

Amber is pleased the footpath has been widened and how the community feels pride around it.

Mark - The internal team support and partnership between the Deputy Principals and Matt has been good to see.

12. In Committee

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



Move into committee to protect sensitive information about individuals

Time in: 8:08pm

Time out: 8:49pm

Decision Date: 29 Jul 2025

Mover: Mark Divehall

Seconder: Matt Simeon

Outcome: Approved

12.2 Directed Enrolment

12.3 Principal Appraisal

13. Close Meeting

13.1 Close the meeting

Next meeting: Board Hui #6 - 2 Sept 2025, 6:30 pm

Signature: _____

Date: _____