

CONFIRMED MINUTES

BOARD MEETING #2



At the **Board Meeting #3 2022** on **24 May 2022** these minutes were **confirmed as presented**.

Name:	Pāpāmoa Primary School
Date:	Tuesday, 29 March 2022
Time:	6:30 pm to 9:04 pm
Location:	School Staffroom , 312 Dickson Road Pāpāmoa
Board Members:	Sarah Webb (Chair), Mark Divehall, Ngākohu Tui Pāpuni, Toni Stanaway, Tracey Price, Vicky Williamson
Attendees:	Fay Warnock , Joyce Corbishley, Matt Simeon

1. Opening Meeting

1.1 Karakia

BoT opened the meeting with the new school Karakia and was explained the meaning and how the karakia was created. Thank you to Tracy for suggesting this Karakia

1.2 Confirm Minutes

Board Meeting #1 2022 22 Feb 2022, the minutes were confirmed as presented.



Decision Date: 29 Mar 2022
Mover: Mark Divehall
Seconder: Vicky Williamson
Outcome: Approved

1.3 Interests Register

Ngākohu was added to the interest register.

1.4 Board Meeting Dates 2022

Discussed the proposal re looking at BoT meeting dates, reducing or keeping the same. BoT like the new Boardpro programme where all the information is streamlined. April meeting to be postponed and moved to May which will means there will be two meetings in term 2. Matt to set the meetings for the rest of the year in board pro and share via a calendar invite also.

1.5 Principal and Board Roles & Responsibilities

Taken as read

2. Actions from Previous Meetings

2.1 Action List

Due Date	Action Title	Owner
22 Feb 2022	Board Member Hours Status: In Progress	Matt Simeon
27 Mar 2022	Property Manager discussion Status: Completed on 17 May 2022	Matt Simeon
29 Mar 2022	Principal's Roles and Responsibilities Status: Completed on 10 Mar 2022	Matt Simeon
29 Mar 2022	School Docs Set Up Status: Completed on 21 Mar 2022	Matt Simeon
29 Mar 2022	Sharing of School Docs Status: Completed on 21 Mar 2022	Matt Simeon
31 Mar 2022	Pool Liability Status: Completed on 10 Mar 2022	Matt Simeon
8 May 2022	Development of the priority list of marquee projects Status: Completed on 21 Mar 2022	Matt Simeon
15 May 2022	Policy to be created around Board contribution to study fees Status: Completed on 10 Mar 2022	Matt Simeon
8 Jul 2022	Hall Blessing / Modular Blessing Status: On Hold	Matt Simeon
1 Dec 2022	COVID-19 Status: In Progress	Matt Simeon
1 Dec 2022	Update to signage around the school Status: Completed on 17 May 2022	Matt Simeon
1 Dec 2022	Uniform/ Stationery Status: On Hold	Matt Simeon

2.2 Pool Liability - As Read

Taken as read

2.3 Policy to be created around Board contribution to study fees - As Read

Taken as read

2.4 Marquee Projects Summary - Discussion Needed

BoT discussed the wish list of projects that the staff and students would like around the school. Feedback from the staff via a survey that Matt had shared is that they want to be proud of the school, and the facilities that they would like for the school. BoT discussed the plan that was presented by the Principal to develop areas of the school. School to apply for external funding where possible, BoT to fund an extra \$200,000.00 from reserves over and above the \$200,000.00 that they have set aside for the school turf.



BoT approve an extra \$200,000.00 plus over and above the current ...

BoT approve an extra \$200,000.00 plus over and above the current \$200,000 put aside for the school turf to execute as much of the priority list provided in the meeting.

Decision Date: 29 Mar 2022
Mover: Sarah Webb
Seconded: Mark Divehall
Outcome: Approved



Matt to start actioning these items and to confirm updates and pr...

Matt to start actioning these items and to confirm updates and pricing as they come in and provide an update at the next board meeting.

Due Date: 8 Jul 2022
Owner: Matt Simeon

3. Financial Reporting

3.1 Budget 2022 - As Read

Noted

3.2 Financial Summaries

Taken as read

Approved.

3.3 Minor Asset Purchases -Discussion/Decision

Bot discussed the proposal for minor assets presented by the Principal, happy for the Principal to go ahead and purchase the items as they fall within the budget.

4. Staffing

4.1 Update on Staffing - For Noting

Taken as read

4.2 Staff Representative Report - For Noting

Taken as read

School to inform the community of what the sports coordinator is offering students.



Matt to inform the community via the newsletter about the wonderf...

Matt to inform the community via the newsletter about the wonderful sports being offered for the students.

Due Date: 8 Apr 2022
Owner: Matt Simeon

5. Board Work Plan Reporting

5.1 Establishment of a board work plan - Discussion

BoT is happy with the Annual Work Plan for 2022. Principal to align this into each meeting for 2022.

5.2 School Docs Reviews and Assurances

Matt reporting back at the next BoT meeting

6. Property Repairs and Maintenance

6.1 Health & Safety Summary - For Noting

Taken as read

Noted

6.2 MOE and School Projects Visual

BoT was shared a map of the school site showing the 13 classrooms that are leaking. Looking at 4 years of repairs. Block T is looking like it will be refurbished, blocks G and A will hopefully be removed. Matt and Mark are meeting tomorrow with MoE and Project Management to discuss the weather tightness next steps and will provide the board with an email update of this meeting and keep tracking these projects.

It was noted that this will be a long haul for the school and for Matt as the Principal.

TCC looking at taking the bund along Parton road to widen the foot path.

6.3 Hall Project

Met with the Project Manager to finalise this project as concerns had been raised about workmanship. Another contractor was considered, however, due to the ability to get these contractors on site within a reasonable time the decision was made to proceed with the current contractor to complete these works asap.

Discussion around the specifics of the project and the expectation around the completion and that the Project Manager has significant oversight of the project moving forward. Matt has requested a pre-meeting start with PM and the contractor to outline expectations including detailing of finishing.

6.4 Blocks T,G,A Weather Tightness - Update/Discussion

Refer to notes in section 6.2

BoT aware that this will be a long project.

6.5 Pool - Decision Needed

BoT discussed the pool proposal, it is a great facility to share with the community. School looking at creating an incorporated society with the PSP. BoT agrees in principle that they have access all year round, but would like a proviso that it is available for the community.



BoT agrees that the PSC has access to the pool all year round wit...

BoT agrees that the PSC has access to the pool all year round with an in-principle decision made based on the below.

The key things to the in-principle decision to move forward are;

1. That the PSC works with the school to investigate the establishment of an incorporated society. This is to ensure that the maintenance and upgrading of the facilities do not become a PPS or PSC only expense. This would ensure that the 'incorporated society' collectively drives the direction and maintenance of the facility and seeks its own sponsorship and 'grant' funding for the pool.
2. That pool becomes a community facility that is open to the community on the weekends for 'public' use in the summer months when not clashing with swim carnivals and/or flippa ball etc.
3. That we aim to include other organisations with similar interests such as the Pāpāmoa Surf Lifesaving Club in these discussions also.

Decision Date: 29 Mar 2022
Mover: Matt Simeon
Seconder: Sarah Webb
Outcome: Approved

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

7.1 COVID Summary - Discussion/Decision

BoT provided a detail of the mandate changes for the school.

BoT agrees and is happy with the updated COVID implications for the school.

7.2 Disregarded sick leave - Decision Required

BoT discussed the managing staff leave due to COVID. BOT would like to see all staff treated the same in regards to the disregarded sick leave conditions that are in place for teachers.



BOT approved the Principal to execute staff leave discretion base...

BOT approved the Principal to execute staff leave discretion based on all staff being treated the same no matter their role within the school. Matt to use his discretion when needed for those staff who have limited or NO sick leave left.

Decision Date: 29 Mar 2022
Mover: Vicky Williamson
Seconder: Toni Stanaway
Outcome: Approved

8. General Business

8.1 NZEI/MOE Accord Teacher Only Days

BoT was shared the wall planner for 2022 highlighting the TOD's and other important dates. This will be shared with staff and parents in Term 2 once finalised.

School and board recognise the challenge of this being a staff contractual entitlement as well as the pressure it can put on parents within the community.

The key thing is plenty of notification of these planned dates.

8.2 Board BBQ - Sarah

Presiding President suggested a BoT BBQ Get together to meet Matt and his family. Meet at a pool for a lunch time BBQ after the school holidays. Possible date 15th May at 12 o clock

8.3 Save the Date

Date has since changed to May 5th

9. In Committee

9.1 In committee items/minutes are stored separately outside of board pro.

10. Close Meeting

10.1 Close the meeting

Next meeting: No date for the next meeting has been set.

Signature: _____

Date: _____