

CONFIRMED MINUTES

PĀPĀMOA PRIMARY BOARD HUI #4 2024



At the **Pāpāmoa Primary Board Hui #5 2024** on **13 Aug 2024** these minutes were **confirmed as presented**.

Name:	Pāpāmoa Primary School
Date:	Wednesday, 3 July 2024
Time:	6:15 pm to 7:41 pm (NZST)
Location:	School Staffroom , 312 Dickson Road Pāpāmoa
Board Members:	Mark Divehall (Chair), Amber Brooks , Cyrus Tuporo, Jamie Smith , Kate Wallis, Olivia Hayward , Sarah Webb, Matt Simeon
Apologies:	Tukara Matthews

1. Opening Meeting

1.1 Karakia - Whakatauki

Thank you Sarah for opening the hui

1.2 Interests Register - Any Updates

1.3 Confirm Minutes

Pāpāmoa Primary Board Hui #3 2024 21 May 2024, the minutes were confirmed as presented.



Minutes Accepted as Read

Minutes Accepted as Read

Decision Date:	3 Jul 2024
Mover:	Mark Divehall
Seconder:	Olivia Hayward
Outcome:	Approved

2. Board Assurance and Compliance

2.1 Reported Meeting two each term

Taken as read and noted

3. Correspondence

3.1 Correspondence to BOP Education Manager

Noted

MS did not follow through with emailing the Minister, wanted the local office to have the opportunity to respond.

MD acknowledge the mahi MS is going to support staff and tamariki

4. Visitors

4.1 Nil this Meeting

5. Actions from Previous Meetings

5.1 Action List

Due Date	Action Title	Owner
1 Sept 2022	Board Member Hours Status: In Progress	Matt Simeon
1 May 2023	Long Service Leave with Pay Status: Not Started	Matt Simeon
20 Jun 2023	To complete health education review in 2024 Status: Not Started	Matt Simeon
30 Nov 2023	Pathway from Primary to College - TMN lens also Status: Not Started	Mark Divehall
30 Apr 2024	Budget Confirmation Status: Completed on 5 Aug 2024	Jamie Smith

6. Staffing/Roll Numbers/Attendance/Internationals

6.1 Staff Appointments / Resignation AS READ

Accepted and noted that the school had farewelled Pip and thanked her for her service

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

Noted, taken as read

Noted the 15 notifications from the family harm

6.3 International Student Summary

A review of the international travel itinerary, focusing on destinations and schedule clarity.

There was a discussion of expenses, particularly around Personal Daily Money (PDM) allocations. The higher costs associated with transfers and taxis, especially in Japan and Korea, were noted. A proposal was made to earmark \$30 a day increase to for incidental expenses, leading to a total of \$300 over the 10 days Matt is away. It was mentioned that the PDM rate has remained unchanged for over 11 years despite inflation and rising costs. The proposed PDM adjustments were generally agreed upon and approved without objections.

The total PDM is not \$130 per day overseas

7. Financial Reporting

7.1 2024 Budget Confirmation -



Formally Approved

Approved

Decision Date: 3 Jul 2024
Mover: Jamie Smith
Seconder: Mark Divehall
Outcome: Approved

7.2 Financials March/April 2024 - As Read

Key Points:

1. **Budget Status:** Day-to-day costs and learning resource expenditures are currently in line with expectations. Initial high costs are due to front-loading for the year, with less spending expected later.
2. **Repairs and Maintenance:** These remain unpredictable, but current funding appears sufficient to cover needs.
3. **Relievers Budget:** The budget for staffing relievers is stable, with only 27% used by May. Despite increased usage in June, there remains a buffer for the rest of the year.
4. **iPad Purchases:** Melinjo the supplier of iPads
5. **After School Care** requests full invoicing at the start of the year, which is then recorded and paid monthly. The potential risk involves non-recovery of funds if the company defaults.

7.3 Payments - Decision



Aged Payables

Approved

Decision Date: 3 Jul 2024
Mover: Jamie Smith
Seconder: Sarah Webb
Outcome: Approved

7.4 Annual Financial Statements



Move to Accept the 2023 Annual Account

Approved

Decision Date: 3 Jul 2024
Outcome: Approved

8. Strategic Aims

8.1 Staff Insights - Term 2 2024

Key Points:

1. Relaxed Term Experience:

- The current term has been more relaxed, leading to positive feedback from both parents and staff.
- The balance between providing opportunities and keeping it simple has been appreciated.

2. Event Timing Reviews:

- Discussed the placement of art and museum trips, considering a shift to later terms (Term 2 or 3) to avoid congestion.
- Evaluations are ongoing to streamline activities and make smarter decisions about scheduling events to prevent burnout.

3. Feedback on Scheduling Adjustments:

- Adjustments have already been mapped out for Term 1 2025 to space out events and activities better.
- A positive response to these adjustments has been noted.

4. Special Communication Efforts:

- Efforts are being made to streamline communications, especially for specific parent groups (e.g., Korean families).

5. Challenges with Sports Trials:

- Addressed issues where students miss sports trials due to other commitments or time off.
- Emphasized the importance of teaching students time management skills.

6. Positive Feedback on No Meeting Week:

- The 'no meetings' week, coffee shout, and early finish received positive feedback and were well-received by the staff.

7. Successful Community Engagement:

- High engagement from the community in recent projects, such as the installation of playground swings.

9. Property Repairs and Maintenance

9.1 Health & Safety Summary - For Noting

9.2 Blocks T,G,A Weather Tightness - Update

Key Points

1. Milestones and Timeline:

- The contract between the Ministry and Portacom to build seven classrooms is expected to be signed by the beginning of next term.
- Appointment of the head contractor is anticipated by mid-next term.
- Demolition of the T block scheduled for Term three holidays.
- Portacom classrooms are to be installed around early October to late December.

2. Project Brief and Community Engagement:

- Architects need to develop renders and 3D models for community presentations.
- Staff has been briefed on the upcoming changes.

3. **Construction Logistics:**

- Detailed planning is underway to manage the construction and movement of materials.

4. **Landscaping and Fundraising:**

- The Ministry will handle basic landscaping, such as concrete paths, but won't cover aesthetic enhancements.
- Fundraising will be needed for finishing touches and additional landscaping features.
- The landscaping will incorporate "Pou" as thematic elements.

5. **Site Plan and Logistics:**

- Detailed logistics for moving and storing equipment, including specific roles and responsibilities.
- Discussion on minimizing costs, such as reusing existing shade sails and negotiating minimal charges for additional work.

6. **Future Concerns:**

- No current provision for re-fencing, which may need to be addressed later.
- Ensuring continued coordination and clear communication as the project progresses.

9.3 **Pool Update - Discussion**

Key Points:

1. **Design Completion:** The design work for the swimming pool has been completed, including the engineering specifications for the concrete slab needed to support the stainless steel sand filter tanks.
2. **Pricing Work:** C3 and B3 are currently in the process of pricing the project, taking on the role of a quantity surveyor (QS).
3. **Plan Issuance:** The architect has issued the plans needed for pricing.
4. **Project Phases:** The project has been planned in stages:
 1. Priority upgrades to the pump house
 2. Renovation of the pool surface and the swimming pool itself
 3. Upgrades to the changing rooms and associated facilities.
5. **Funds Available:** There is \$150,000 available with \$100,000 set aside but the school, \$50,000 from the council, and the potential to source additional funding from other contributors, and possibly the swimming club's own funders.
6. **Engagement with Swimming Club:** Ongoing discussions with the swimming club to elicit their support and contributions.

9.4 **5 YA Plan Next Steps**

Key Points:

1. **Project Outline and Modifications:**

- Originally, the plan was to do separate roofing and window restoration projects across different blocks.
- The new proposal is to streamline by handling multiple projects (roofing and windows) in one block at a time.

2. Consultations and Endorsements:

- MS Presented the plan to Veronica Stevens from the ministry, who had no issues but required a formal amendment submission.
- Project Manager Bronwyn from Colliers provided an estimated cost of \$2,500 for the amendment, which can be included in the project's budget if we have started a 5YA project.

3. Project Manager Considerations:

- Colliers was initially procured by the ministry; therefore, if the school undertakes the 5 YA project, they can either continue with Colliers or seek new project managers.
- Risks associated with continuing with Colliers include potential loss of efficiency if Bronwyn leaves.

4. Decision on Procurement:

- Options:
 - a. Go out to market for new project manager proposals.
 - b. Directly appoint Colliers for continuity, leveraging existing knowledge.
- The board has to consider time, additional workload, and potential risks in making their decision.



Approved Colliers as 5YA PM

Based on the conversations of the board and acknowledging the school policy for procurement, the board felt that the MOE has already completed the necessary Due Diligence with the procurement of Colliers for the initial 5YA plan. The board feels that the knowledge held by Bronwyn at Colliers will ensure continued efficiency in the project work planned.

Decision Date:	3 Jul 2024
Mover:	Mark Divehall
Seconder:	Cyrus Tuporo
Outcome:	Approved

10. Items Passed Via Email Prior

11. General Business

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

12.1 Board Member Summary of meeting

Mark is grateful for the collaborative effort that has gone into gathering information and making a well-informed decision. Supporting the young gentleman in question is a priority, while also ensuring that the school environment remains safe and conducive to learning for everyone. The collective contributions of those involved have been invaluable in reaching this balanced outcome.

Jamie is reflecting on feedback from different classroom groups, noting the positive response this time around. Jamie successfully addressed issues related to busy timetables, which was a major concern previously. The feedback process, despite having consistent questions, yielded positive results, possibly due to the way questions were asked. Timetable constraints might still be a future concern, but the focus is shifting to other areas, indicating overall improvement. Jamie encourages continually seeking and addressing feedback and is open to exploring specific areas or insights further.

Cyrus commends Matt and the team for their commendable work, especially regarding Vernon and Jesse. Acknowledging their efforts boosts morale and reinforces confidence in handling daily challenges. The collaborative efforts between the SLT, the board, and the team are making a positive impact. Cyrus offers kudos to all involved for their dedication and support.

Amber notes the excitement and anticipation for an upcoming building project that has been in the works for some time. Key points include eagerness for the project kickoff, expected news or developments in the next term, reflections on past team members, acknowledgment of efforts in a broader context, celebration plans for milestones, and a strong sense of imminence. Amber suggests that having updates and celebration plans clearly outlined would help maintain momentum and ensure alignment and motivation as the project progresses.

Olivia expressed her appreciation for the staff's dedication and teamwork, emphasizing a culturally inclusive environment. She highlighted the strong team support, mentioned the emotional impact of Pip's departure, and recognised the positive influence on staff and students. Overall, Olivia conveyed that the community is supportive and conscientious and values the contributions of its members.

Sarah expressed appreciation for Matt's hard work and leadership, highlighting his role in guiding the board and managing challenges effectively. The team's consensus is that Matt's preparedness and inclusive process have made difficult situations more manageable. The supportive culture he has established positively impacts the school's overall functioning and success. Sarah emphasized the importance of camaraderie and teamwork, noting the willingness of team members to offer support and the significance of asking for help.

Kate acknowledged the hard work and dedication to get the building projects to this point. Exciting times.

Matt reflected on the complex and dynamic activities at the school and the challenging situations faced. He highlighted the importance of constant communication and collaboration with his team and external advisors, particularly noting the support from Brendan Wilson and Paul Conrad. Matt views handling suspensions as learning experiences, appreciates the strengths within the leadership group, and maintains a positive outlook amid challenges. His commitment to leveraging support systems and maintaining open communication is commendable and essential for navigating future challenges

13. In Committee

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

13.2 Standdowns



MOve into committee 7:05

Protection of the childs identity

Decision Date: 3 Jul 2024
Mover: Matt Simeon
Seconder: Mark Divehall
Outcome: Approved

7:11pm out of In Committee

14. Close Meeting

14.1 Close the meeting

Next meeting: Pāpāmoa Primary Board Hui #5 2024 - 13 Aug 2024, 6:30 pm

Signature: _____

Date: _____