

CONFIRMED MINUTES

BOARD HUI #2 2023



Name:	Pāpāmoa Primary School
Date:	Monday, 3 April 2023
Time:	6:00 pm to 8:00 pm (NZST)
Location:	School Staffroom , 312 Dickson Road Pāpāmoa
Board Members:	Jamie Smith , Kate Wallis, Lauren Bermel, Sarah Webb, Vicky Williamson, Olivia Hayward
Attendees:	Matt Simeon
Apologies:	Mark Divehall (Chair)

1. Opening Meeting

1.1 Karakia - Whakatauki

Welcome to everyone and Sarah to chair the meeting in Marks absence

1.2 Confirm Minutes

Board Hui #1 2023 28 Feb 2023, the minutes were confirmed as presented.



Minutes Approved

As recorded.

Decision Date:	3 Apr 2023
Mover:	Lauren Bermel
Seconder:	Jamie Smith
Outcome:	Approved

1.3 Interests Register - Any Updates

1.4 Health & Safety Summary - For Noting

Taken as read and acknowledged

Quick question on people/groups of kids using the school. MS has reassured the board that he has contact with local police and is supporting staff after school where needed.

It's a fine balance between having the school open for the community to use and having teenagers around the school, which some when in a pack can be intimidating.

2. Board Assurance and Compliance

2.1 Term 1 Board Assurance and Compliance

Noted and acknowledged

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: On Hold	Matt Simeon
1 Sep 2022	Board Member Hours Status: In Progress	Matt Simeon
27 Sep 2022	Make up one go bag for an example Status: Completed on 12 May 2023	Matt Simeon
26 Oct 2022	Matt to add Board agenda item of SchoolDocs Status: Completed on 12 May 2023	Matt Simeon
1 Dec 2022	COVID-19 Status: In Progress	Matt Simeon
1 Dec 2022	Uniform/ Stationery Status: In Progress	Matt Simeon
13 Mar 2023	Add the Life Style position documentation at Meeting 1 2023 Status: Completed on 30 Mar 2023	Matt Simeon
24 Mar 2023	Meeting minutes Status: Completed on 30 Mar 2023	Matt Simeon
1 May 2023	Long Service Leave with Pay Status: Not Started	Matt Simeon

5. Staff/Staffing

5.1 Update on Staff - As Read

Taken as read and noted Sarah Hull, who starts as the WBOP Sports Director, while based and paid through Pāpāmoa Primary School, she is an employee of the WBOP Principals Association. Pāpāmoa Primary is the host school.

6. Financial Reporting

6.1 Finance Hui Minutes - Discussion

Jamie updated the board on the meeting held as per the minutes in the board pack. Key thing that is missing from the accounts at the moment are detailed curriculum line items which Joyce is working on getting added into the monthly accounts.

Jamie, Joyce and Matt have a standing scheduled meeting around the 20th of each month to review the previous months accounts. Minutes of those hui will be included in the board pack.

The board thanked Jamie for his oversight.

6.2 Financials for Jan, Feb - For Reference

Finance summaries were taken as read.

6.3 Payments - February 2023 - Moved and Approved



Move payments Jan and Feb

Approved as taken..

Decision Date: 3 Apr 2023
Mover: Jamie Smith
Seconders: Vicky Williamson
Outcome: Approved

6.4 2021 Annual Financial Accounts - Ratified

Mark has reviewed and signed



Moved the reports as read

A brief discussion around the reports and auditor points to note.

Decision Date: 3 Apr 2023
Mover: Sarah Webb
Seconders: Vicky Williamson
Outcome: Approved

6.5 Proposed further spending - Discussion

Vicky shared her thoughts and reasoning behind her thought process to spend more of the board's reserve money.

MOE shared at a recent building meeting that we have 6 spare classrooms. The school has a large bank account. They then shared that the 5YA will be slashed by 50%, which will go towards weather tightness issues. All of these factors are leading to the MOE pushing things back on the school because of our surplus funds.

Vicky has referenced her experience in the building sector and the fact that the cyclone has caused significant issues with funding which will mean it will be less likely with our bank account the MOE will support us.

Board discussed and asked probing questions around pros and cons and other aspects that we may need to consider.

This meeting was not so much the what we spend the money on but the board's thought process on do we spend more of our surplus or not.

Board discussed how we might go through this process and what would have the most positive impact on our children.

MS to start an email thread for the board to unpack this further in preparation for the next board meeting in May.

There was agreement that the board would want and need to engage the staff in this process so they have awareness and understanding of what we a re-plan to do if we do choose the spend.

6.6 Financial Delegation/Authority

Brief discussion around the need to increase the credit card limit. Some confusion around the \$30k limit. This is the limit for all credit cards combined and not individual credit card limits.



Increase credit card limit to \$30000 (Thirty Thousand Dollars) for all combined credit card limits

\$30k is the combined total of all of the credit cards in the school combined.

Decision Date: 3 Apr 2023
Mover: Sarah Webb
Seconder: Jamie Smith
Outcome: Approved



Approval for Sarah Hull to have \$2000 credit card limit

Sarah's credit card expenditure falls under the school but is coded to the WBOPPA expenses.

Decision Date: 3 Apr 2023
Mover: Matt Simeon
Seconder: Lauren Bermel
Outcome: Approved

7. 2023 Strategic Aims

7.1 Term 1 - Summary Of Strategic Aims - As Read

Board was very grateful for the mahi that was completed in term one. The board would like to share this in a simple format to the community.

Big thank you to Matt and the team for sharing this in this way.

7.2 Team Summaries Term 1 - As Read

Again, the board is very grateful for these team summaries, especially in a positive way, the negative or challenges that are shared by the teams to the board.

The board noted the challenging pressures of the timetable that was the common thread. Good discussion around this and the inability for the board to support this, but also the recognition of the number of things that schools currently do that they did not do 10 years ago. And in this time there has been no change to the school day.

Board just really reiterated the joy of reading these summaries.

KW raised wide and varied discussions about tissue issue where parents are being asked to supply tissues for the classroom so children can blow their nose. The key issue was the fact parents were being asked to bring tissues.

MS was unaware of this tissue - issue and sought clarification from senior leaders. Was ascertained that this was a cost-saving measure in the past.

MS committed to sorting the tissue issue and have tissue dispensers put into each classroom. MS to also share this with staff

7.3 Term One Attendance

Board celebrated these numbers and wants to present this to the community as a real positive.

8. BoT Objectives

8.1 2023 Board Objectives Summary - As Read



Process of moving the Facebook Page to a private group vs public

Future action

Due Date: 29 May 2023

Owner: Matt Simeon

Board is very excited about the updated website progress. Board to get their profiles to Matt...

Lots of positive actions are happening noted

Uniform, IS students. induction process started.

Historic village plaque

Confidence Course

8.2 Te Ao Māori Board Representation - Discussion

Background shared about where this came from for Te Ao Māori representation on our board following the late election last year.

Discuss the number of people on the board and whether this was acceptable. Check NZSTA.

The conversation around an election process has been held, and everyone had the opportunity to stand but we did not attract Te Ao Māori representation. Noted that the election process is a more eurocentric process than a Te Ao Māori Process.

The board wondered if Tiepa would be a suitable person for this role, and if not Tiepa, then be a member of Te Manawanui Whanau has a strong Te Ao Māori world view.

This would be a co-opted position for the special purpose of Te Ao Māori representation for a viewpoint for our Māori whānau and Te Manawanui.

8.3 Life Style Position - Discussion

This was bought back to the table based on conversations late last year.

MS shared an example from a previous school as a framework to consider.

Do we want to share that with the staff?

MS to do this via his term 3 staff sharing their intentions for 2024 and to word it in a way in there.

8.4 Meeting Minutes from Ngā Potiki Hui in Term 4

Noted as presented and recorded for the board.

9. Property Repairs and Maintenance

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

As read.

The next key milestone is April Wednesday 26th with weather tightness team and MOE around the table.

9.2 Hall Project Update

Great to see this happening and being sorted. Unfortunate position to be in, but the MOE pushing the cost back to school highlights our financial position and the MOE's lack of interest in supporting the school with things like this.

10. Items Passed Via Email Prior

10.1 Approval of the Toilet Block

Noted.

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

11.1 COVID Summary

Noted.

12. General Business

12.1 NZSTA Regional Vote

A brief discussion around the board's ability to only have 1 vote for the whole board. Board to email Mark as presiding member their options/choices for our school vote.

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

13.1 Board Member Summary of meeting

Highlights of the meeting. What have we achieved for our school, staff or tamariki at this meeting?

Vicky - Good discussions all around, positive and open discussions looking to progress our school for the greater good of all. Not one specific thing, but excited to have these discussions.

Matt - The board moved the initial meeting, which was well-being based after a busy couple of weeks with ERO and other commitments Matt had. Matt firmly believes that his is due to the board relationship and trust that I felt more than happy to ask. So massive thank you from Matt to the board.

Lauren - Strategic aims and seeing everything that has been done this term. The team reflections and getting insights from the teams which helps shape the board's questions and thinking.

Jamie - Loving seeing the team insights, especially seeing the new values coming through and seeing the work that was put in last year coming to life.

Sarah - Seeing the 3 strategic goals outlined and then the specifics that have been outlined and the huge amount of mahi that has gone into this term. Huge thanks to the team for this.

Olivia - Hearing the positive direction and conversations from the board. As a new board member understanding what goes on behind the scenes to shape things. Also understanding the spending of money and when we do and when we don't and how this all works is a great learning experience.

Kate - The team's board reflections - these are just enjoyable to read from so many angles. I liked the raising of the financial side of things and the challenge that provides us as a board to think about how we can impact our school. The tissue issue is an absolute highlight of the evening. :)

14. In Committee

14.1 In committee



Move into committee to protect people's personal privacy

Move into committee to protect people's personal privacy.

In 8:32pm

Out 8:47pm

Decision Date: 3 Apr 2023

Mover: Sarah Webb

Seconder: Matt Simeon

Outcome: Approved

15. Close Meeting

15.1 Close the meeting

Next meeting: Board Hui #3 2023 - 22 May 2023, 6:30 pm

Signature: _____

Date: _____