CONFIRMED MINUTES

MEETING 5 2026

At the **Meeting 6 2026** on **1 Sept 2026** these minutes were **confirmed as presented.**

Name:	Pāpāmoa Primary School
Date:	Tuesday, 4 August 2026
Time:	6:30 pm to 8:26 pm (NZST)
Location:	School Staffroom , 312 Dickson Road Pāpāmoa
Board Members:	Mark Divehall (Chair), Amber Brooks , Janna Sullivan, Kate Wallis, Matt Simeon, Olivia Hayward , Mike Bowman, Fahad Hassan
Apologies:	Emma Olsen, Tukara Matthews
Guests/Notes:	Andrea James LSC, Hisa Watanabe - Sunnyside School Principal, Anna Oglesby DP

1. Opening Meeting

1.1 Karakia - Whakatauki

MS opened the Hui with a Karakia at 6:38pm

1.2 Welcome to Fahad Hassan

Fahad welcomed to the meeting

Fahad introduced himself and is background to the connection to the school and community. Wife Caitlin and 3 kids, with Ali at school. Always wanted to give back and be part of the community and is excited about this opportunity.

Mark shared that tonight would be good to be an observation of the meeting with a view to the election onto the board next...

1.3 Interests Register - Any Updates

1.4 Confirm Minutes

Meeting 4 2026 23 Jun 2026, the minutes were confirmed with the following changes:

Correct the spelling to Tukara.

2. Visitors

2.1 Andrea James - Learning Support Co-Ordinator

Andrea gave the board a broad insight into her role as a board-funded LSC with a focus on Maths, due to the Maths Accelerate Programme (MAP), which is funded by the MOE and the LSC role fits perfectly with this.

While Andrea has a main focus on Maths, she also supports PhOM in Years 3-4 to support reducing class sizes when the team is teaching this daily.

Andrea is mainly focused on supporting children in Years 3-6.

Andrea highlighted that the timetable is one of the most difficult things to arrange around the school timetables, like swimming and kiwican, etc as well as classroom timetables, to ensure that we are not removing kids from their daily classroom literacy or numeracy as well.

Andrea explained in detail the MAP programme for the board, which is funded by the MOE and topped up by the school. Andrea explained many of the expectations of how the programmes must be run, which is different to how other interventions work.

The board asked Andrea questions to clarify and understand the programme further, while Fahad shared his personal experience of his son being involved and the success he has seen.

Andrea shared specific data on groups and the pre- and post-MAP data, which shows positive results.

The board acknowledged and thanked Andrea for her work and what she is doing for the kids.

MS made the point that this level of intervention and support and the success that Andrea was showing for Tamariki is because of the board's investment and support.

2.2 Hisa Watanabe

Hisa spoke to the board to acknowldge their support of his Japanese school Sunnyside International. He spoke passionately about how grateful he and his families/students are for having the opportunity to come to NZ and be part of the Papamoa Primary School Community. He thanked and acknowledged Matt and the support he gives to the Japanese students and Sunnyside School. He is excited to see both schools continue to develop their connections and relationship and is excited the Sunnyside gets to host Papamoa students in September.

3. Actions from Previous Meetings

3.1 Action List

4. Board Assurance and Compliance

4.1 Reported Meeting One each term

Noted and taken as read

5. Financial Reporting

5.1 Financials

Mike spoke briefly about the detailed notes from the meeting that Matt and Mike had last week.

Mike noted the big drop in money but then realised that our quarterly opps grants land in a school no matter what. The end of June is the end of the second quarter.

Overall, Mike is comfortable with where we are.

5.2 Payments - Decision

Approve June Payments

Payments approved for Jun e

Decision Date:	4 Aug 2026
Mover:	Mike Bowman
Seconder:	Amber Brooks
Outcome:	Approved

6. 2026 Strategic Aims

6.1 Update from Matt

Noted and taken as read the summary of the end of term two and the overview for term 3

6.2 Our Purpose - Teaching & Learning

MS give insights into the staff feedback process and how the information we have received back from staff will help shape the school review and provide directions for 2027.

MS shared that the level of detail and professionalism shown by staff has been great. Also, when the staff have been provided the opportunity to give open feedback - positive or negative the staff have shared really positive feedback.

The board was grateful to see and understand the insights shown in this process. They also noted the upcoming maternity leave and staff looking to reduce their time as they head toward retirement.

6.3 Learning Support

As per Andrea James presentation

6.4 Our People - Staff Update

As per teaching and learning section

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

As read

MD questioned the out of zone increased in New Entrants being siblings of current student. MS confrimed this

6.6 Attendance

Taken as Read

MB questioned the number around our Māori attendance and if there was anything else that needs to be done around this.

MS shared that we have systems and processes in place for all students, no matter their ethnicity, for their attendance.

6.7 International Students

Kate spoke to the board with confidence in the detailed planning the had been put into place for this trip. Kate emphasised that if her husband was not going, she would still have complete confidence for her daughter to attend with Matt and Anna, as the level of detail and planning a safe and positive trip are in place.

Mark asked Kate - 'to the best of your knowledge, do you believe we as a board should fully endorse this trip"

Kate responded with absolutely.

Formal motion was moved

FINAL APPROVAL AND ENDORSEMENT FOR INTERNATIONAL CULTURAL EXCHANGE TO JAPAN

1. BACKGROUND AND CONTEXT
The Papamoa Primary School Board of Trustees has previously approved the upcoming international cultural exchange trip to Japan in principle. To move forward with final approval, the Board acknowledges the following preparations and facts:

● Logistics and Planning: Principal Matt Simeon completed a combined marketing and reconnaissance trip to Japan in March 2026. From this, a comprehensive, day-by-day logistics and insurance plan has been established to ensure the viability of the itinerary.
● School Relationship: A strong educational and cultural bond now exists between Papamoa Primary School and Sunnyside International School, highlighted by more than 45 students and families visiting Papamoa from Sunnyside over the past two years.
● Health and Safety Oversight: The Board appointed Trustee Kate Wallis to oversee and liaise with Principal Matt Simeon and the trip leadership team. After detailed meetings and a thorough review of the health, safety, and operational systems, Kate is fully satisfied with the planning and supports endorsing the trip with full approval.
● Financial Arrangements: The financial cost to the school is strictly limited to covering the travel expenses of Principal Matt Simeon and Deputy Principal Anna Oglesby. These costs are fully covered by income generated from international students, specifically allocated to continue strengthening the Papamoa–Sunnyside relationship.
● RAMS Completion: A detailed Risk Analysis and Management System (RAMS) framework has been completed for all key events and activities, incorporating foundational safety protocols.
2. RISK MANAGEMENT ACKNOWLEDGMENT
The Board explicitly acknowledges and adopts the practical safety philosophy outlined in the RAMS framework for this trip:

While this comprehensive risk assessment aims to identify and mitigate foreseeable hazards during our cultural exchange to Japan, it

is essential to acknowledge the inherent unpredictability of international travel. Moving a large group of students through high-density urban environments, navigating complex transit systems, and managing cross-cultural dynamics means that we cannot anticipate every single variable or minor disruption.

Our approach is rooted in practicality, preparedness, and resilience. Rather than attempting to script every moment, this framework relies on establishing robust, foundational safety protocols—such as strict buddy systems, decentralised parent-led squads, and clear emergency communication channels. When unforeseen circumstances arise—whether it be a sudden weather shift, a delayed train, or a temporary separation—our adult leaders are equipped with the protocols and resources necessary to assess the situation calmly, adapt flexibly, and prioritise student safety above all else. Success relies not on the absence of challenges, but on our collective readiness to manage them effectively.

3. FINAL RESOLUTIONS
The Papamoa Primary School Board of Trustees hereby resolves to:

1. GRANT FULL AND FINAL APPROVAL for the international trip to Japan.
2. CONFIRM its full satisfaction with the health, safety, RAMS documentation, and logistical planning presented by the leadership team and vetted by Trustee Kate Wallis.
3. APPROVE the expenditure covering the travel costs of Principal Matt Simeon and Deputy Principal Anna Oglesby, to be funded entirely through international student revenue.
4. AUTHORIZE Principal Matt Simeon and the designated trip leaders to execute all remaining operational requirements to ensure a safe and

Decision Date:	4 Aug 2026
Mover:	Kate Wallis
Seconder:	Mark Divehall
Outcome:	Approved

7. Property

7.1 Health & Safety Summary

MS noted the Lockdown drill had been completed today and was a success, but with all drills, some minor things to improve and work on.

7.2 5YA Works

Noted and taken as read

8. Items Passed Via Email Prior

9. General Business

9.1 ERO

Noted and taken as read

Formal notification still to be received from ERO

Board popped dates in their calendars.

9.2 Mural Design Confirmed

Board excited to see this happening and dates were shared that this should be completed by Sept 18th

10. In Committee

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

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

11.1 Board Member Summary of meeting

Mark - Andrea and the positive impact of funding the LSC role, the results we were presented with, and the jump for the kids who have had great results. Great to see this work supporting not only children but also supporting our classroom teachers

Amber - Supported everything that Mark shared but highlighted by the direct feedback from Fahad with his son being involved in the programme alongside Andrea. Seeing the jump for kids in 12 weeks. The investment is well worth it.

Kate - International Students being in the third year and seeing how far we have come in such a short amount of time and now having two Japanese girls in our house, could not have imagined this being anything like what it is, not only for our family but for our school and community. The success in the three years and seeing Hisa speak to the families and also speaking to the board

Fahad - Andrea, hearing about all of that, but the Japan trip and the details Matt has put into it. But to do an international trip at primary school and experience culture from the other side of the world.

Janna - Andrea was amazing and super helpful. Key for me is capturing the kids who are ready and able and getting those who just need that little push over the line. Understanding the guidelines and hearing the programme, it all makes sense and seeing the results. Japanese trip. Thanks to Kate for taking the full burden off the board, but I appreciated the detail in the pack to read. Great forward-thinking board.

Olivia - I want to thank Matt and Mark for reaching out to Fahad and introducing him to the board. Andrea and her role have a big impact on our kids and on us as teachers. Keeping that investment will be awesome for our school community.

Anna - Grateful for the opportunity to travel with Matt to Japan. I am so confident in what we are doing and what we have planned. Just grateful for the school and the board.

Mike - The staff survey is being planned and prepared for the next year. But it's the questions and statements from the staff at the end where there was so much positivity and support for the SLT.

Matt - Overall governance: a meeting that has covered everything from welcoming an international visitor to a staff member presenting about their role, staff members attending in Anna, Health and safety, Finances, and the international trip for all of the things we have spoken about to tonight, not one overstep into management, but so many questions to support goverance and keeping the ship going in the right direction. A great meeting

12. Close Meeting

12.1 Close the meeting

Next meeting: Meeting 6 2026 - 1 Sept 2026, 6:00 pm

Signature:_____ **Date:**_____