

# CONFIRMED MINUTES

## BOARD HUI #7



At the **Board Hui #8** on **9 Dec 2025** these minutes were **confirmed with the following changes:**

*10.2 - Pou Sponsorship. Kate referenced that the comment was not accurate. Kate referenced that the Pou sponsorship opportunity did not get offered to the whole community, and this could have upset some parents in the community. MS noted this and accepted could have go out to more people*

<b>Name:</b>	Pāpāmoa Primary School
<b>Date:</b>	Tuesday, 4 November 2025
<b>Time:</b>	6:30 pm to 8:33 pm (NZDT)
<b>Location:</b>	School Staffroom , 312 Dickson Road Pāpāmoa
<b>Board Members:</b>	Mark Divehall (Chair), Amber Brooks , Jamie Smith , Tukara Matthews, Kate Wallis, Matt Simeon, Olivia Hayward , Janna Sullivan
<b>Apologies:</b>	Cyrus Tuporo

### 1. Opening Meeting

#### 1.1 Karakia - Whakatauki

Meeting opened at 6:28pm.  
Matt opened the hui with a Karakia.

#### 1.2 Interests Register - Any Updates

#### 1.3 Confirm Minutes

**Board Hui #6 2 Sept 2025**, the minutes were confirmed as presented.

**Board Induction Set Up Hui 14 Oct 2025**, the minutes were confirmed as presented.



#### **Board moved to Confirm Board Hui #6 and Board Induction Set Up Hui minutes**

Janna abstained from voting.

<b>Decision Date:</b>	4 Nov 2025
<b>Mover:</b>	Kate Wallis
<b>Seconder:</b>	Mark Divehall
<b>Outcome:</b>	Approved

## 2. Board Assurance and Compliance

### 2.1 Term 4 Board Assurances

## 3. Presenters

### 3.1 Nil This Hui

## 4. Actions from Previous Meetings

### 4.1 Action List

Due Date	Action Title	Owner(s)
9 Sept 2025	Matt to look into the ICT licensing <b>Status:</b> Completed on 24 Oct 2025	Matt Simeon
28 Oct 2025	Portfolios <b>Status:</b> Not Started	Matt Simeon

As read.

## 5. Staffing/Roll Numbers/Attendance/Internationals

### 5.1 Staff Updates

As read.

Staffing update with Hayley resigning from her role as Receptionist and advertising for her position.

Dear Matt,

I am writing to formally resign from my position as Receptionist at Papamoa Primary School. I am providing four weeks notice, with my final working day being Friday 28th November 2025.

This decision certainly wasn't an easy one, as I have loved being part of the Papamoa Primary whānau. It has been such a pleasure working alongside you, Anna, and Sara, as well as the wider team. I've really appreciated the support, kindness, and encouragement I've received throughout my time here.

I've thoroughly enjoyed getting to know the staff, students, and families — being at the heart of the school community has been such a rewarding experience. I will take with me many special memories and a deep appreciation for the caring, positive environment that makes Papamoa Primary so unique.

Thank you again for the opportunity to be part of such a wonderful team. I'll miss everyone greatly and wish you all the best for the future.

Warm regards,

Hayley Stockman

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

### 5.3 International Update

As read.

Discussion on biannual exchange opportunities for students, if the trips fall on alternating years with camps, what the 'Opportunities' fund pertains to, and if it aligns with the school values.

The first steps are to gain expressions of interest, secure deposits, hold a commitment meeting to confirm the code of conduct and travel expectations to determine if it would be worthwhile.



#### **Board moves to adopt the Updated Travel Policy as presented**

Board moves to adopt the Updated Travel Policy as presented.

**Decision Date:** 4 Nov 2025  
**Mover:** Mark Divehall  
**Seconded:** Amber Brooks  
**Outcome:** Approved

## 6. Financial Reporting

### 6.1 Financials

Discussion on the costs involved and the amount of positive feedback from the community around the building work around the school. Update that the local council is pushing to get the budget in 2026 to get the footpath done.

Amber raised a query on the cash summary 'Farming' codes, with Jamie and Matt to investigate.

Janna raised a question and there was discussion on the school's donation policy.

Updates from Matt on International bank accounts and the healthy cashflow position of the school.



#### **Jamie and Matt to investigate the cash summary 'Farming' codes.**

Jamie and Matt to investigate the cash summary 'Farming' codes.

**Due Date:** 5 Nov 2025  
**Owners:** Jamie Smith , Matt Simeon

### 6.2 Payments - Decision



#### **Board moves to approve Payables**

Board moves to approve Payables.

**Decision Date:** 4 Nov 2025  
**Mover:** Jamie Smith  
**Seconded:** Mark Divehall  
**Outcome:** Approved

### 6.3 DRAFT Budget 26

This budget is still in development and is a first cut to reflect the board's approval of the LSC as a funded position.

Further work to do on this budget before it is finalised for 2026. Jamie noted that we often dont approve this budget until Feb of the year.

## 7. Strategic Aims

### 7.1 Staff Insights

### 7.2 Board Objectives 2026-2028

As read.

Discussion on the curriculum rewrite and its proposed concepts around culture and learning, and on how the Board helps move PPS forward while retaining the strong values of the PPS school community.

Discussed if the Board Objectives have been shared online and if they should be.



#### **Board moves to adopt the Board Objectives for the next 2 years.**

Board moves to adopt the Board Objectives for the next 2 years.

<b>Decision Date:</b>	4 Nov 2025
<b>Mover:</b>	Mark Divehall
<b>Seconder:</b>	Tukara Matthews
<b>Outcome:</b>	Approved

### 7.3 Board Portfolios

Reviewed the Portfolios last meeting, as read.

Conversation around the allocation of roles.

Mark was voted in as Presiding Member last meeting.

Amber is happy to continue with the role of Personnel / HR.

Jamie offered to fill the role of Deputy PM for the moment, and he is to be mentored by Mark.

Matt filled the Finance & Property role, as he is familiar with and is already involved in implementing Insurance / RAMS / Healthy & Safety both on and off site.

Discussion on adding an Attendance Management Plan under the Policy & Governance role is independent.

Curriculum & Student Achievement and Maori success role for Tukara to fill.

Community Engagement & Communication is Matt.

Kate will be taking on the Internationals and Wellbeing / Hauora.

Janna to fill the Policy Review, monitor compliance etc.

Olivia is to continue as Staff Representative.

## 8. Property Repairs and Maintenance

### 8.1 Health & Safety Summary - For Noting

As read.

Discussion on the recent emergency evacuations.

## **8.2 Blocks T,G,A Weather Tightness - Update**

Matt updated the Staffroom has been completed but the external cladding on the Admin building was held up, and all going well, the first week of December the building will be complete.

## **8.3 5YA Works - Update**

As read.

## **9. Items Passed Via Email Prior**

## **10. General Business**

### **10.1 Curriculum Changes**

Conversation on the recent curriculum changes.

### **10.2 Pou Sponsorship - next 3 years**

Conversation on the updated design of the Pou shirts and the new sponsor.

Kate raised with the Board the latest Pou sponsorship connection with her Husband's company and whether (check with Matt).

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

### **11.1 Board Member Summary of meeting**

Mark mentioned he is proud of the Board adopting the objectives.

Olivia is steady and consistent in the values the Board brings to the community and the healthy discussion.

Kate is encouraged that the Board is

Jamie is looking forward to continue in a new season as a Board and to what we can achieve as a collective.

Tukara's values feeling seen and the effects on his culture with what is going on in the government changes recently and is grateful that his kids are a part of this community.

Amber is feeling that with all the media noise, the adopting of the new additions to the Board Objectives, the community will benefit from it.

Janna is happy to be a part of a culture passionate about making positive change and the collaborative conversations happening within the Board on making a difference.

Matt is incredibly proud of the data on the Year 3-4 Maths test results from this year.

## **12. In Committee**

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

## 13. Close Meeting

### 13.1 Close the meeting

**Next meeting:** Board Hui #8 - 9 Dec 2025, 6:30 pm

Tukara closed with a karakia.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_