

CONFIRMED MINUTES

BOARD HUI #8 2023



At the Pāpāmoa Primary Board Hui #1 2024 on 27 Feb 2024 these minutes were **confirmed as presented**.

Name:	Pāpāmoa Primary School
Date:	Tuesday, 5 December 2023
Time:	6:30 pm to 9:12 pm (NZDT)
Location:	School Staffroom , 312 Dickson Road Pāpāmoa
Board Members:	Mark Divehall (Chair), Jamie Smith , Kate Wallis, Sarah Webb, Olivia Hayward , Tukara Matthews, Amber Brooks , Cyrus Tuporo
Attendees:	Matt Simeon

1. Opening Meeting

1.1 Karakia - Whakatauki

Meeting open with a Karakia from Tukara at 6:57pm

1.2 Confirm Minutes

Board Hui #7 2023 7 Nov 2023, the minutes were confirmed as presented.



Approved

Approved previous minutes

Decision Date:	5 Dec 2023
Mover:	Jamie Smith
Seconder:	Olivia Hayward
Outcome:	Approved

1.3 Interests Register

1.4 Health & Safety - As Read

1.5 BOT Portfolios

BoT to all review current and their potential new portfolio roles. Decision for new roles to be made in 2024.

2. Visitors

2.1 Anna & Sara 2023 Student Achievement

Reading

Very exciting & lots of good results here. Anna & Sara have been working closely with a range of DP's throughout the region, we are tracking well in comparison.

Going from tracking only Year 3-6 in 2020 to tracking the whole school in 2022 making our numbers looking stronger and clearer.

Reading percentage is looking outstanding.

Target meetings measuring the levels and progress - trending in the right direction.

In 2024 Anna & Sara are looking at increasing the collaboration between Year 2 Matakana & Year 2 Te Manawanui.

Continue with our reading recovery & early learning literacy support group and ELS data analysis to look for trends.

Writing

Making really good progress as at T1 63% at or above and now 77% - great shift. Anna & Sara have been putting a lot of professional development in with writers toolbox. Making great progress throughout T2/T3 as expected with the school being more settled.

Literacy team working towards defining what makes the difference between the year levels. There is no standard writing to go off so giving us a better idea of what we are marking from.

Both Anna & Sara are wanting to bring tamariki into Te Manawanui earlier to bring continuity to their learning.

Continue PLD for writers toolbox, increased teaching resources to help assist in the new year.

Math's

Finishing the year strong progression in math's at 83%. Problem solving approach has been very successful for the boys. Working hard at making math's fun with extra activities like math's week. Need to put some extension in for year 3/4 boys there is a gap here for tamariki who are ahead, keep them busy.

Strong achievement has been gained through:

- Collaborative planning and practice
- Less assessments more teaching
- A combination of problem solving, basic instructions & simple strategies
- Students & whānau aware where they need to go next and working towards
- Continue focus on growing Māori students & girl achievement so they become more equitable.

Staff Reflection

As a collective we have been celebrating all the wins among staff.

Target action meetings are working well ensuring no child falls between the cracks. Being held accountable, making sure the teachers have the right tools & supported to help the tamariki. BPutting emphasis on what the staff need to help them help tamariki and also putting our staff at ease that this process is for the kids and that Sara & Anna are here for all staff for support.

BoT can be assured that the systems and processes are continual throughout the year are working well. Data is clear example of this.

Kudos to Anna and Sara for bringing the data out so quickly and clear for BoT to understand. Very important data to round out the year nicely. Very clear and concise.

2.2 2023 Student Attendance Data

As read - very proud a lot of really good things happening in the kura. Great care & guidance taken from Anna & Sara.

Kudos to Amy for her mahi in keeping on top abecences of and great communication with whānau.

New processes in place to help tamariki settle into kura eg, introducing kids before to their Pou before they arrive, letting them know there is a breakfast club if they have no kai. Great systems in place to make the tamariki feel like they want to come to kura too. Great sense of belonging.

3. Board Assurance and Compliance

3.1 Term 4 Board Assurances

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner
1 Sept 2022	Board Member Hours Status: In Progress	Matt Simeon
1 Dec 2022	COVID-19 Status: Completed on 9 Nov 2023	Matt Simeon
1 May 2023	Long Service Leave with Pay Status: Not Started	Matt Simeon
29 May 2023	Process of moving the Facebook Page to a private group vs public Status: Not Started	Matt Simeon
20 Jun 2023	To complete health education review in 2024 Status: Not Started	Matt Simeon
5 Oct 2023	Discuss Out of zone Status: Completed on 22 Nov 2023	Matt Simeon
20 Nov 2023	New Entrant Pack Status: Completed on 22 Nov 2023	Anna Oglesby
28 Nov 2023	Board Delegations Status: Completed on 22 Nov 2023	Matt Simeon
30 Nov 2023	Pathway from Primary to College - TMN lens also Status: Not Started	Mark Divehall

5. Staffing/Roll Numbers/Attendance

5.1 2024 Teams

Sent to whānau today, the map of school and new classrooms was great. Very clear for our whanau.

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

6. Financial Reporting

6.1 Financials for October

BoT all comment that they would like to have a better narrative our spending. More examples around where the money has been spent and what it will look like going forward. Eg uniform has been brought but will be on sold. Thus out weighing some expenses.

Discussion around \$1000 per student reserve funds. In comparison to other schools who sit between \$500-\$1000 per tamariki. Things to consider are, what are the biggest risks, mainly around staffing & spending money on extra staff eg. relievers throughout the year for sick cover etc. Other risks could include personal grievance.

6.2 Payments - October - To be Approved



October payment approval

Approved.

Decision Date:	5 Dec 2023
Mover:	Jamie Smith
Secunder:	Mark Divehall
Outcome:	Approved

6.3 Finance Hui Minutes - Update from Jamie

6.4 2024 Budget

Feeling comfortable where we are sitting.

Needing to approve budget to allow creditors to be paid.

BoT Approves that Matt has authority to operate through until official approval of the budget next year 2024.

Budget is looking good so far just a few alterations to be made.

7. 2023 Strategic Aims - Hui 2 of Term

7.1 Summary Of Strategic Aims 2023

7.2 Team Insights - Term 4

Very cool to get this stuff through!

BoT really enjoyed reading the staff's priorities, finishing the end on a high. All agreed there is great culture thorough the kura amongst the staff.

A lot of trending positives and negatives. One that was prevalent was the Tuhua seating, Matt has brought some options of benches from Te Akau Ki. Couple of options to discuss, the Tuhua team to work out what they need/want.

BoT has approved \$8000 to go towards the purchase and installation of bench seats for the Tuhua pod.



Tuhua Seating

Matt moves to allocate \$8000 towards Tuhua Seating.

Decision Date: 5 Dec 2023
Mover: Matt Simeon
Seconder: Sarah Webb
Outcome: Approved

8. BoT Objectives

8.1 Approved Board Investments - As Read

8.2 2023 Board Objectives Summary - As read

8.3 2024 - 2027 Strategic Plan

Add in a transition for college

8.4 International Student Update

Matt took us through a slide show of "Our Why". Why do they come to us etc.

The value to our kura bringing a different perspective.

Matt took the staff through some tips to help with transition and language barriers and had some examples of signs to look out for to help our international whānau settle well.

Going over number of kids coming through 2024/2025.

Anna brought in slideshow to showcase her experience and passions around this progress. Few fun games and activities too.

Spoke to the amount of value NZ has in Korean, NZ is held in quite a high esteem in Korea.

Key note: Have our staff set up well to be well placed and supported throughout this journey.

9. Property Repairs and Maintenance

9.1 Blocks T,G,A Weather Tightness -Update

Interlink has been given the weather tightness project. T block to be started first. Things are progressing well.

9.2 10YPP Project Management - Nil to Report

Monday meeting.

Marks update a lot of work to be done. Budget has been reduced for current projects. Other issues includes the roof on the hall. A lot of work will be dependant on when the other work is completed. Project manager is managing this well. However we can't move forward until the weather tightness project is complete.

10. Items Passed Via Email Prior

10.1 New School Uniform and Sports Uniform

Uniform is awesome, a lot of great feedback from type to price.

Old uniform is selling very well and quick. No worries there with excess stock.

Discussion around the timing of the Pou shirts & Year 6 hoodies payment, could this be deferred to be paid on pick up to avoid extra cost at the end of year.

11. General Business

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

12.1 Board Member Summary of meeting

Jamie: I am stoked with the progress and plan for the uniform roll out.

Amber: I loved seeing the academic achievements for 2023 and the improvements that have continued to be made over the last 3-4years. It was so nice to hear that in the areas that the numbers are not as great, plans are already being made on how to better support those students with their learning moving forward.

Kate: The highlight for me was Anna and Sara aka 'The Wallet'. It is very evident they have a great gauge on where the student achievement sits. Also great that it is tracking upwards. They were mentioned in the team insights very positively, teachers saying that they felt supported by both of them.

Olivia: It is always rewarding to hear the insights from Anna and Sara. From a staff member perspective, target action meetings help us to know which kids need support, and how Anna and Sara can help to drive this. I would also like to acknowledge Matt and the Board for always have the best interests of our tamariki and staff at heart. My time on the board just begun this year and I found the board responsive and approachable.

13. In Committee

14. Close Meeting

14.1 Close the meeting

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

Tukara closing karakia

Signature: _____

Date: _____