

CONFIRMED MINUTES

BOARD HUI #6 2023



At the **Board Hui #7 2023** on **7 Nov 2023** these minutes were **confirmed as presented**.

Name:	Pāpāmoa Primary School
Date:	Tuesday, 5 September 2023
Time:	6:00 pm to 8:20 pm (NZST)
Location:	School Staffroom , 312 Dickson Road Pāpāmoa
Board Members:	Mark Divehall (Chair), Jamie Smith , Kate Wallis, Lauren Bermel, Vicky Williamson, Olivia Hayward , Tukara Matthews
Attendees:	Matt Simeon
Apologies:	Sarah Webb

1. Opening Meeting

1.1 Karakia - Whakatauki

Meeting opened at 6:30pm

Karakia lead by Tiepa

1.2 Confirm Minutes

Board Hui #5 2023 1 Aug 2023, the minutes were confirmed as presented.



Approved

Approved

Decision Date: 5 Sept 2023

Mover: Jamie Smith

Seconder: Lauren Bermel

Outcome: Approved

1.3 Interests Register

1.4 Health & Safety - As Read

2. Board Assurance and Compliance

2.1 Term 3 Board Assurances

New guidelines and expectations. Staff need to do training. Have until 7th September

3. Visitors

3.1 Tiepa - Te Ao Māori Update

Showed wonderful slideshow of the work around "Normalising what we do here at Te Kura Mātua a Pāpāmoa."

Positive changes around our school culture.

Shared some feedback from staff, all great! Great to have support from the staff.

Moving forward we have interest in furthering staff's own development in Te Reo/Tikanga māori.

Impressive that we have our kura all learning new waiata. Parent's comments that children bringing it home and its awesome to see it coming through. Not only learning new waiata and also local waiata.

Questions around concerns of fitting this into the timetable, spoke around Tiepa leading sessions and the the staff leading the following. Needs to be a balance for Tiepa's leadership role and teaching role.

Number of staff interest of learning Te reo, could we host an intensive course, this is a year long commitment. Need to look into this as it is important not to overload staff. This would be amazing opportunity to open to the community.

Well done, watching the kura evolve has been wonderful to watch, the impact of Tiepa's work really shows positively throughout the school.

Summary from BOT - can see the results that are coming through. Keep up what your doing its amazing and thank you

Sarah Webb - Apologies feedback

Really enjoyed reading about the progress in this space. Please add in my thanks to Tiepa for driving this with such mana. Tahatai Primary have introduced Māori classes (I think through Te Wānaga O Aotearoa) one evening a week for staff and parents. Is this something we could consider?

Also, if Kahurangi is unable to attend marae visits...could we get some training for our senior female staff to karanga on our behalf?

3.2 Next Hui - Anna and the Transition to School Plan

Starting to prepare "Transition to school" Packs.

Creating a better understanding around starting school for whānau and tamariki.

Lots of changes already happening like uniform on site, more school visits etc.

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

Due Date	Action Title	Owner
1 Dec 2022	COVID-19 Status: In Progress	Matt Simeon
1 Dec 2022	Uniform/ Stationery Status: Completed on 31 Aug 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
31 Jul 2023	Letter sent to Garry Boon Status: Completed on 31 Aug 2023	Matt Simeon

5. Staffing/Roll Numbers/Attendance

5.1 Staffing Update - Questions

Interviewed 3 current staff for permanent positions. One more this week.

Positions being assigned to those who have been loyal to us.

Sarah Webb - Apologies Feedback

Great decisions you've made here Matt. Fully support some sort of communication with the community around the additional release time and support that primary teachers are getting, when you think it's appropriate.

5.2 Possible Classroom Locations 2024

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

Out of zones are at 9.3, need to be conscious here. 19 on waitlist for out of zone, majority are new entrants.

We might need to discuss as a board whether we still accommodate out of zone enrolments due to the building works.

Really positive community buzz around who we are and what we are doing.

Looking at sitting at 650 children.



Discuss Out of zone

Discuss out of zone enrolments

Due Date: 5 Oct 2023

Owner: Matt Simeon

6. Financial Reporting

6.1 Financials for July - As Read

Over expenditure in some areas, should balance out at the end of the year.

Our maintenance is over budget, but has been well spent on the kura.

6.2 Finance Hui Minutes - Update from Jamie

6.3 Payments - July - To be Approved



Approved

Approved

Decision Date: 5 Sept 2023
Mover: Jamie Smith
Seconded: Mark Divehall
Outcome: Approved

6.4 Annual Year End 2022 Financial Accounts

BoT costs to be clarified, Jamie to look into this for the BoT.

Some of our extra costs are approved but hasn't been allowed for in the budget.

We could put a board line in future, but will make us have a deficit budget.

Needs clarification for transparency.

Sarah Webb - Apologies Feedback

Wanted to thank Matt for the amount of money raised via Community grants for our kura.

What are we putting in place for the areas in which we have gone over budget (referring to the Account Summary of 2022 Accounts).

6.5 School Pool Pumps Insurance Claim

7. 2023 Strategic Aims - Hui 2 of Term

7.1 Summary Of Strategic Aims - Meeting 2 of term

7.2 Team Insights -

8. BoT Objectives

8.1 Approved Board Investments - Decisions

We do not have a second quote at this moment, very keen to have one. Need to have a good indication on fair and accurate price

Sarah Webb - Apologies update

Excited to see the progress on the school pool. Will we be making a decision on this after the Greenstone quote? Community will be excited to see the fencing and sick bay done after the next school holidays too. Sports uniforms are looking slick.

8.2 2023 Board Objectives Summary - As read

9. Property Repairs and Maintenance

9.1 Blocks T,G,A Weather Tightness - Discussion/Update

Need to make sure we all understand where we are at.

Matt has a meeting coming up with Ignite, we have sent a clear message on what we want and the provisions that need to be made so we have what we need.

Discussion around the buildings that need to come down. We need to be mindful as we are dealing with multiple budgets and departments.

This is urgent maintenance that needs to be attended to.

Couple of things that will be challenging eg. toilets, need to be accessible for our younger tamariki. Another one will be our accessible toilet for our tamariki that may need a shower.

Need to keep momentum going, get this accepted and under budget quickly while we have MoE interest.

Potentially needing a zoom meeting around this to make a decision.

Sarah Webb - Apologies Feedback

You've handled this difficult situation extremely well Matt, Vicky and Mark. Especially the moving goal posts. Bearing in mind Vicky is leaving the board at the end of this year...what are our plans to support Matt with this from a board level? Great to see we can potentially get MOE funding for staffing to support major EIS building projects. How does this work?

As such, I vote to support the resolution 'to move the project back to being MOE lead vs School lead'.

9.2 10YPP Project Management - As Read

10. Items Passed Via Email Prior

11. COVID Response

11.1 COVID Summary - As Read

12. General Business

12.1 Uniform Stock Purchase

Purchasing the uniform from NZ Uniforms has come out a lot better than what we expected.

Uniform sales are good now and will keep prices as is until the new uniform is available.

Great support from Rochelle and Amy. Both have had great idea's and actioning the new storage.

BoT requests that there be some leniency around the 2 year transition period.

12.2 Midterm Board Elections



Move to appoint a returning officer - Rochelle Goninon

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Outcome:	Approved

12.3 Creating Disciplinary Team BoT

Creating a smaller committee for Disciplinary actions.

Tukara Matthews

Kate Wallis

Matt Simeon

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

13.1 Board Member Summary of meeting

Matt - Tone of BoT helps to lead our kura. Positive place to be and work. Lots happening around the school. Big team effort. Feels well supported by the BoT. Thanks everybody. Great challenges ahead but working well together.

Jamie - Tiepa overview of everything is going well. Lovely to hear from Vicky seeing the changes over the past 8 years. Looking at it holistically - can connect all over the world through waiata. Very cool.

Olivia - Would like to point out our objectives, we have completed so many and achieved a lot. Thanks for all the hard work from the BoT.

Tukara - Really grateful Tiepa has this position wheres he is able to provide Te Reo Māori throughout the whole school. Grateful for him to be able to provide for all staff & students. Great to see how keen the staff are to learn more Te Reo. Grateful to Matt & Vicky around all the building things they are doing. Glad we have experienced BoT members to lead us.

Kate - Acknowledges all the mahi done behind the scenes, Jamie finances and Mark around emails. Grateful for the extra mahi to get us where we are from the BoT.

Lauren - Matt, nod of the hat to the email sent to staff in week 7 really awesome, shows Matt being a great employer. Thank you for all you are doing for our team. Feedback was awesome from the team comparing what they were doing with their time. Great to have the offer of free time or to spend the time to catch up.

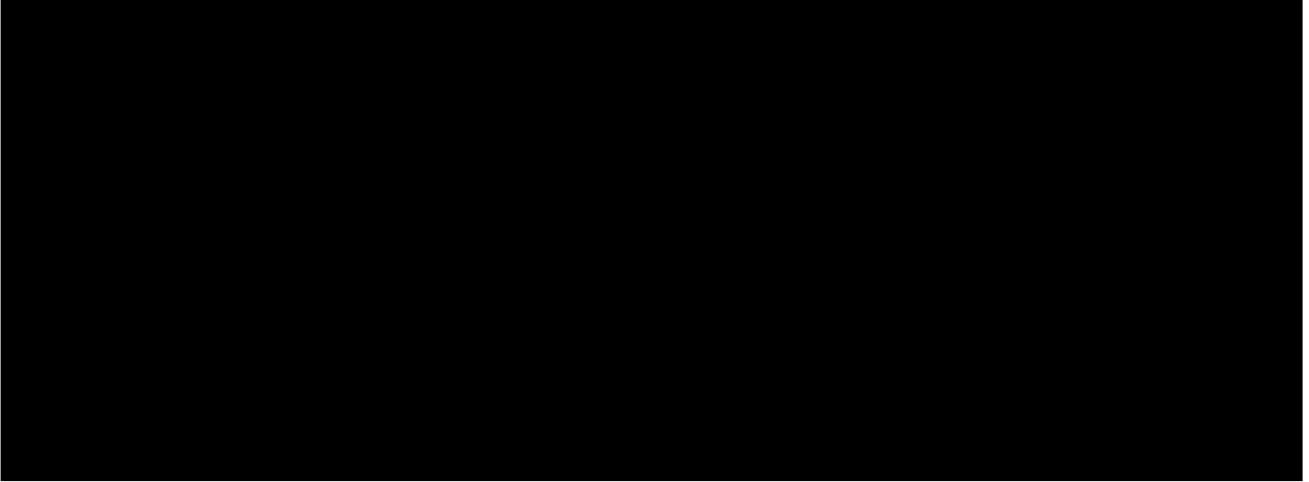
Vicky - Thanks to Matt for standing up for our school and persevering with our building bombshells. Well done on handling with grace. Shout out to Jamie and finances. Thank you for all you do with the background things.

Mark - Very rare to have an email of the sorts from Matt from your employer in these times. Congrats to Matt for his support and care with our team, reflecting our BoT objectives with autonomy. It really shows and is a testament to our leadership and staff. We have a really great team and it shows within our team. Proud to be apart of it. Thanks Matt.

14. In Committee

14.1 High needs children

In committee at 7:46pm.



Out of committee: 8pm

15. Close Meeting

15.1 Close the meeting

Next meeting: Board Hui #7 2023 - 7 Nov 2023, 6:31 pm

Tukara closing karakia

Signature: _____

Date: _____