

CONFIRMED MINUTES

BOARD HUI #9 2022



At the **Board Hui #1 2023** on **28 Feb 2023** these minutes were **confirmed as presented**.

Name:	Pāpāmoa Primary School
Date:	Tuesday, 6 December 2022
Time:	6:30 pm to 9:00 pm (NZDT)
Location:	School Staffroom , 312 Dickson Road Pāpāmoa
Board Members:	Jamie Smith , Kate Wallis, Lauren Bermel, Mark Divehall (Chair), Vicky Williamson, Sarah Webb
Attendees:	Nikki Turner, Toni Stanaway, Anna Oglesby, Matt Simeon, Rochelle Goninon
Apologies:	Joyce Corbishley

1. Opening Meeting

1.1 Board Photo for Board Newsletter

1.2 Karakia - Whakatauki

Sarah opened the meeting with a Karakia

1.3 Confirm Minutes

Board Hui #8 2022 8 Nov 2022, the minutes were confirmed as presented.



Previous Meeting Minutes

Meeting Minutes approved.

Decision Date:	6 Dec 2022
Mover:	Vicky Williamson
Seconder:	Jamie Smith
Outcome:	Approved



Add the Life Style position documentation at Meeting 1 2023

Please add to board meeting one!

Due Date:	13 Mar 2023
Owner:	Matt Simeon

1.4 Interests Register

2. Visitors

2.1 Sara and Anna to Present 2022 Student Achievement Data

Sara presented Maths results for the end of Term 4 2022. No national data to compare our results with but Jo (PD provider) feels our results are really good. Hoping to have some national data in the future.

Anna presented Writing and Reading results for the end of Term 4 2022. Applied for PLD for Writers Toolbox. This has made a big difference in kids writing this year. Writers Toolbox used in Motiti for extension students. In 2023 Teachers will have the licence to use in their classrooms. Next step would be to introduce for our Motiti extension students which we are looking at for 2024.

Structured Literacy contract with Ideal has no ended. We have appointed two Structured Literacy Leaders for 2023.

2.2 Attendance Data

Matt talked through the Term 4 Attendance Data. We are seeing more children connecting with families overseas and travelling for holidays which accounts for a large proportion of our unjustified absences.

We work closely with a truancy officer and parents and try to keep it positive and a place kids want to be. Te Manawanui has helped a number of our students and created a place where they feel like they belong.

3. Actions from Previous Meetings

3.1 Action List

Due Date	Action Title	Owner
14 Jul 2022	Top three learning support from Anna's presentation Status: On Hold	Matt Simeon
31 Aug 2022	Matt to liaise with Coast Kids with regards some questions the Bo... Status: Completed on 2 Dec 2022	Matt Simeon
1 Sep 2022	Board Member Hours Status: In Progress	Matt Simeon
27 Sep 2022	Hall Blessing / Modular Blessing Status: Completed on 19 Feb 2023	Matt Simeon
27 Sep 2022	Make up one go bag for an example Status: In Progress	Matt Simeon
27 Sep 2022	Pool Update Status: Completed on 2 Dec 2022	Matt Simeon
26 Oct 2022	Matt to add Board agenda item of SchoolDocs Status: In Progress	Matt Simeon
31 Oct 2022	BoT to have a discussion about future planning for 2023 and onwar... Status: Completed on 2 Dec 2022	Matt Simeon
22 Nov 2022	Matt to start actioning these items and to confirm updates and pr... Status: Completed on 2 Dec 2022	Matt Simeon
1 Dec 2022	COVID-19 Status: In Progress	Matt Simeon
1 Dec 2022	Uniform/ Stationery Status: In Progress	Matt Simeon

Due Date	Action Title	Owner
13 Mar 2023	Matt to re-visit Te Ao Māori Representation on the Board Status: In Progress	Matt Simeon

4. Staffing

4.1 Resignations



Resignations from Patrick and Nikki accepted

Mark thanked Nikki and Patrick for their service and wished them both all the best for the future. Nikki passed on her thanks in return.

Decision Date: 6 Dec 2022
Mover: Matt Simeon
Seconder: Sarah Webb
Outcome: Approved



Appointment for Returning Officer for By-Election

BoT approved Rochelle as returning officer to run by-election in February 2023.

Due Date: 1 Feb 2023
Owner: Matt Simeon

4.2 Staff Board Rep

Brief discussion about the need to hold a by-election for a new staff rep. Matt asked to ensure all staff are aware of the process and that the process will be completed prior to the first meeting of 2023.

4.3 Staffing & Classrooms 2023

Positive feedback from the community from the communication that went out about 2023 staffing and classrooms.

On Friday at Meet the Teacher day, all children will bring home an introduction to their teachers for 2023.

Over the school holidays, there will be new artwork, classroom numbers etc going up.

4.4 Start of Year Dates and Teacher Only Days

5. Financial Reporting

5.1 October Reports - Motion to be moved

Jamie meet with Matt prior to the meeting, nothing of mention to note.



October Financial Reports

October Financial Reports Approved

Decision Date: 6 Dec 2022
Mover: Jamie Smith
Seconder: Vicky Williamson
Outcome: Approved

5.2 2023 DRAFT Budget

Jamie gave a brief overview of the 2023 curriculum budget.

Biggest challenge moving forward will be comparing budgets to previous years due to changes in budget recording. The board had a wide and varied conversation around how the budget has been constructed and the input that staff have had into the process. The board is grateful for the transparency for both staff and board and look forward to confirming the budget at the first meeting of 2023.



Operational Budget Approved for Jan/Feb 2023

Operational Budget approved for Jan/Feb 2023

Decision Date:	6 Dec 2022
Mover:	Jamie Smith
Seconded:	Lauren Bermel
Outcome:	Approved

6. Strategic Aims

6.1 Pod Summaries

The Board are thankful for the update and appreciated how the teachers have worked and adapted to the changes/challenges this year has brought. There are a lot of positives from the team reports but also acknowledged the challenges. They get a great deal of joy from hearing what our Tamariki are doing and the opportunities teachers are providing for them.

7. Board Work Plan -BOT Aims

7.1 BOT Portfolios

Toni has formally resigned from her role as parent representative on the Board. Toni was thanked for her time and contribution to the board and will be missed.

Confirmed that Jamie is Deputy Presiding Member/Chair

7.2 Board Objectives for next 12 months - Summarised

Matt has summarised the Board Objectives for the next 12 months. Exciting times ahead and progress towards some of these high level goals will still be an achievement.

Agreed to revisit in first board meeting of 2023 and list the top priorities for 2023.

7.3 Board End of Year Newsletter

Newsletter to go out to the community in Week 9. A few small tweaks to be made before this will be sent out. Matt and Mark thanked the Board for their contribution and input into the Newsletter.

8. Property Repairs and Maintenance

8.1 Health & Safety Summary - For Noting

8.2 Blocks T,G,A Weather Tightness - As Read

Taken as read.



Mark to email James Hardy

Mark to draft an email to James Hardy with Matt.

Due Date: 15 Dec 2022

Owner: Mark Divehall

8.3 Hall Project - Discussion Needed

Vicky, Matt and Mark met with Richard Standing.

Matt has met with two project managers. Two proposals to look over and appoint a project manager. Vicky has removed herself from the vote due to her history working with Greenstone.



Project Manager Appointment

Greenstone appointed as project manager as voted by the board.

Decision Date: 6 Dec 2022

Mover: Matt Simeon

Seconder: Nikki Turner

Outcome: Approved

8.4 Board Projects - Update As Read

9. Items Passed Via Email Prior

9.1 Hall Projector - As read

All up and running and working well. Ready for our leavers assembly on Friday.

9.2 Bore and Irrigation System

Project approved up to \$20,000

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

10.1 COVID Summary

11. General Business

11.1 Pool - As Read

BoT to discuss in the first meeting:

- More access for the community in the summer
- Maintenance (specifically changing rooms)

11.2 Te Wharepuni ā Pāpāmoa - Update from Hui Held

Update and discussion from Wednesday's hui.

Mark thanked the attendees and collective support from the Board.

Matt to update Board from minutes of future meetings. The board is positive that it is moving in the right direction.

11.3 Coast Kids - As Read

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

12.1 Board Member Summary of meeting

Reflections/Highlights:

Mark - Felt a real sense of pride hearing how Te Manawanui has been so successful and it now looks and feels like a community working cohesively together as a group. Secondly, the results that our students have achieved.

Toni - Seeing results in the children which is a credit of our teaching and leadership team. Neat to see cohesiveness and excited to build on this next year for the community.

Matt - An engaged, passionate board that is functioning as a team and is driven.

Jamie - Happy to see the positives in Te Wharepuni in the short space of 4 weeks. 'Newbies' are now getting a real feel of how things work and making positive contributions to discussions.

Kate - The feel of our board. Feeling comfortable and positive contributions.

Nikki - The take back to the staff of appreciation and all that they do.

Lauren - Reflections of a very hard year and looking at what we have achieved. So awesome to read. Exciting things ahead looking into 2023.

Sarah - Looking back and acknowledging Toni for all her work over the past two years particularly her legal/HR lens and the expertise she brought during Covid. Thanks to Nikki for representing the staff. Secondly the continuous improvement as a board.

Vicky - Reflecting on the board and what they have achieved. Seeing and hearing about the improvements to the physical environment of the school. Staff retention moving into 2023 is positive and a reflection of how valued they feel.

13. In Committee

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

14. Close Meeting

14.1 Close the meeting

Next meeting: Board Hui #1 2023 - 28 Feb 2023, 6:00 pm

Signature: _____

Date: _____