

CONFIRMED MINUTES

BOARD HUI #8 2022



At the **Board hui #9 2022** on **6 Dec 2022** these minutes were **confirmed as presented**.

Name:	Pāpāmoa Primary School
Date:	Tuesday, 8 November 2022
Time:	6:00 pm to 10:15 pm (NZDT)
Location:	School Staffroom , 312 Dickson Road Pāpāmoa
Board Members:	Jamie Smith , Kate Wallis, Lauren Bermel, Mark Divehall (Chair), Nikki Turner, Vicky Williamson, Sarah Webb
Attendees:	Matt Simeon, Rochelle Goninon
Apologies:	Toni Stanaway

1. Opening Meeting

1.1 Board Photo for Newsletter

1.2 Karakia - Whakatauki

1.3 Confirm Minutes

Board Meeting # 7 2022 20 Sep 2022, the minutes were confirmed as presented.



September Board Minutes

September minutes confirmed.

Decision Date:	8 Nov 2022
Mover:	Nikki Turner
Seconder:	Vicky Williamson
Outcome:	Approved

1.4 Interests Register

2. Visitors

2.1 Nil this Meeting

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: Not Started	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
31 Aug 2022	To contact Coast Kids for further information Status: Completed on 24 Oct 2022	Matt Simeon
1 Sep 2022	Board Member Hours Status: In Progress	Matt Simeon
14 Sep 2022	Matt to email the NZSTA link to the information for new board mem... Status: Completed on 14 Sep 2022	Matt Simeon
27 Sep 2022	Hall Blessing / Modular Blessing Status: On Hold	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
25 Oct 2022	Query to Fay/Sara if any items were missed under school docs, e.g... Status: Completed on 24 Oct 2022	Matt Simeon
26 Oct 2022	Matt to add Board agenda item of SchoolDocs Status: Not Started	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
15 Jan 2023	Matt to re-visit Te Ao Māori Representation on the Board Status: Not Started	Matt Simeon

4. Staffing

4.1 2023 Staffing Summary

Board reviewed the summary of 2023 staff and acknowledged all of the hard work that had gone into getting the school staffed and set up for 2023.

5. Financial Reporting

5.1 Financial Delegations



Schedule of delegations approved for the term of this sitting boa...

Schedule of delegations approved for the term of this sitting board. Approval of \$1000 under 2C

Decision Date: 8 Nov 2022

Mover: Mark Divehall
Seconder: Sarah Webb
Outcome: Approved

5.2 September Reports - Motion to be moved



September Reports

September reports approved.

Decision Date: 8 Nov 2022
Mover: Jamie Smith
Seconder: Mark Divehall
Outcome: Approved

6. Strategic Aims

6.1 Strategic Aims Update

The board love the simplicity of the strategic aims being on one page. They asked that the Principal be added under responsibilities for each section. It was noted that the aims align with the strategic aims of Te Wharepuni, which was positive for all.

6.2 Identity Language and Culture



Staff Uniform

Approval of \$12,500 for staff to receive a jacket and \$100 per year with the exception of Paige to receive a full kit.

Decision Date: 8 Nov 2022
Mover: Mark Divehall
Seconder: Sarah Webb
Outcome: Approved

Broad discussion around the table about the positivity generated from having a team of people that all look and feel like they belong to the Pāpāmoa Primary team.

Board made a special mention that they would like to see Paige as sports coordinator kitted out in Pāpāmoa gear for when she is office representing the school.

7. Board Work Plan -BOT Aims

7.1 BOT Portfolios

Good discussion around having portfolios for board members Should support meetings being more efficient with members taking responsibly for their area and the board trusting in each other to work with and alongside Matt in these areas

The following positions were discussed and decided.

Presiding Member - Mark Divehall

Deputy Chair - Sarah Webb / Jamie Smith (To be confirmed)

Finance - Jamie Smith

Property, Repairs and Maintenance - Vicky Williamson / Mark Divehall

Employment and Personnel - Sarah Webb

Policies, Procedures, Board Elections, Community Connection - Kate Wallis / Lauren Bermel

Teaching, Learning and Pastoral Care - Lauren Bermel / Kate Wallis

7.2 Establishment of board Objectives for next 12 months

Positive discussion from members to establish the boards as the elected members of the communities goals and objectives to sit alongside the school strategic aims.

Matt to write these up in a 1 page document form to be considered and adopted at a future meeting

School & Sports Uniform

Cloak Bays (Height/Weather)

International Students

Weather Tightness

Wharenui or similar built on site

Plaque for Historic Village Building

COLA over courts

Employer of Choice in Region - Developing/Growing our people

Induction of new families

Staff Wellbeing

Community Engagement - The 'why' behind what we are doing

Community Wellbeing

Student Achievement

7.3 Future Board Projects

This agenda item fell within the previous agenda item 7.2

7.4 Conference follow up?

Wide and broad discussion about the merits of the conference, Main points taken were

Really great, valuable conference. Would have been great to have some more round table discussions with other Board members.

The conference is bi-annually North and South Island.

Moving forward look to attend North Island conferences due to cost of flights etc. Sarah to share some notes from some of the sessions.

8. Property Repairs and Maintenance

8.1 Health & Safety Summary - For Noting

Noted the Shake out Drill

8.2 Blocks T,G,A Weather Tightness - Discussion

8.3 Hall Project - Update as Read

Board acknowledged the report received on the condition of the refit.

Matt to now go back to the MOE to see what can be done to get this building rectified.

8.4 Board Projects - As Read

Board acknowledged the work that had been undertaken this year around the school. They are excited with the progress that had been made.

Board directed Matt to proceed with the Motiti quad's plans without securing more funding, with shade for Feb/March being a priority.

Board acknowledged that this might be difficult with lead times and manufacturing times etc

9. Items Passed Via Email Prior

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

10.1 COVID Summary

COVID to remain an agenda item for now.

A small increase in noted cases across the school.

11. General Business

11.1 Pool - Discussion Needed

A long and widespread discussion about the pool and the purpose of having the pool. Balancing the need for school use, swimming club and then community use.

No real consensus was made. Mark decided to proceed as is with the current agreement with the establishment of a better working plan between the school and swimming club

It was noted that there does need to be some capital work undertaken on the pool and a plan on how to do this alongside the swimming club is needed.

Matt noted that there was a positive and willing attitude from the pool to work co-operatively with the school that he had noticed since coming on board.

Can all Board members think about what the objective for the pool is?

11.2 ERO - Visit Wednesday 9th Nov 2pm board hui

Noted that this would be moved until the new year

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

12.1 Board Member Summary of meeting

Due to the lateness of the meeting this section was skipped.

13. In Committee

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

Te Wharepuni - Update from Matt

Website Update - Board of Trustee Profiles

14. Close Meeting

14.1 Close the meeting

Next meeting: Board hui #9 2022 - 6 Dec 2022, 6:30 pm

Signature: _____

Date: _____