CONFIRMED MINUTES

BOARD HUI #8

At the **Meeting 1 2026** on **24 Feb 2026** these minutes were **confirmed as presented.**

Name:	Pāpāmoa Primary School
Date:	Tuesday, 9 December 2025
Time:	6:30 pm to 8:30 pm (NZDT)
Location:	School Staffroom , 312 Dickson Road Pāpāmoa
Board Members:	Mark Divehall (Chair), Amber Brooks , Cyrus Tuporo, Jamie Smith , Kate Wallis, Matt Simeon, Olivia Hayward , Tukara Matthews, Janna Sullivan

1. Opening Meeting

1.1 Karakia - Whakatauki

Tukara opened the meeting with a Karakia

1.2 Interests Register - Any Updates

1.3 Confirm Minutes

Board Hui #7 4 Nov 2025, the minutes were confirmed with the following changes:

10.2 - Pou Sponsorhsip. 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

Approved

Approved

Decision Date:	9 Dec 2025
Mover:	Kate Wallis
Seconder:	Tukara Matthews
Outcome:	Approved

Adjustment made to Nov Minutes.

2. Board Assurance and Compliance

2.1 Term 4 Board Assurances

Noted and acknowldged the Assurances.

Point made that MS has been apart of a PLG for 2025 and this is also noted In committee with his appraisal

3. Presenters

3.1 Sara and Anna end of Year Student Data

Sara and Anna presented the 2025 student achievement summary for reading, writing and maths.

While there are only small incriments in each area based on 2024 results, it was noted that there is not much more the school could be doing when it comes to raising these achievement levels.

To go along with this data is the explanation of all of the intervetion and support systems that have been put in place in 2025 to support those children that need support. Where we have been able, we have supported

It was also noted that Sara, Anna, Andrea and Gayle have set things up for 2026 by BSLA testing all year 3-5 childre (over 300 kids) 1:1 over the last 10 days. This is a huge effort and show the committment and passion the team have for setting children and staff up for success.

The Board ask what else can we do to support. While greatful for the question, leadership stated that we are probably at max capacity for learning interventions. However, it was noted the board has invested in the LSC for next year, we have also added an additional year 5-6 class to keep numbers lower that their projected 32-33 and that one of our year 3 classes - that has a number of learning needs - is starting the year on 15.

These supports will have a direct impact on student achievement and teacher workload and well being.

Sara and Anna did mention that a pool of 10-15 additional chromebooks would support a group of reluctant writers. MS shared that this can be achieved within the asset purchase / depreciation funding in 2026.

The board thanked Sara and Anna for their tireless mahi around student achievement and also asked that this be passed onto the staff.

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner(s)
28 Oct 2025	Portfolios **Status:** In Progress	Matt Simeon
5 Nov 2025	Jamie and Matt to investigate the cash summary 'Farming' codes. **Status:** Completed on 9 Dec 2025	Jamie Smith , Matt Simeon

5. Staffing/Roll Numbers/Attendance/Internationals

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

Numbers noted for 2026 start of year.

As raised in the student achievement section, it was noted again the increase to 6 year 5-6 classes and the smaller Te Manawanui class size to start the year.

5.2 Staff Updates

MS shared the staffing for 2026 start of year

A conversation about exit interviews and the pros and cons of conducting these interviews was held with 3 staff leaving.

Different board members expressed their views, some for and some against the idea of exit interviews and the value of these. A point was made that the last exit interview was done over 12 months ago and with the need for 4-5 peopls interviews to be completed before information is shared, what is the value of this information now.

After a period of time, Mark suggested that, as we have 3 people leaving, we should end this year in the way we have started and completed the exit interviews and then consider our next steps moving forward from here.

5.3 International Update

Approval for IS travel for Marketing and Recci for IS trip

All approved.

Decision Date:	9 Dec 2025
Mover:	Mark Divehall
Seconder:	Amber Brooks
Outcome:	Approved

MS spoke to the summary for the international students. Giving an overview of the year and looking ahead to 2026. MS highlight that with the out bound Japanese trip and the fact that the Korean marekting fair is in aims week, that he would not travel to Korea, instead we will send Hazel and Sarah for this opportunity.

For the Japan outbound, Anna will travel with the group alongside Matt with Sara happy to stay home and hold the fort.

A highlight was made not only to the financials, but the benefits that having international students are bringing to our school.

Cultural diversity, emplloyment, the ability to make decisions like employing an LSC and reducing classes in year 5-6 all come as a result of having these students within our school.

MD pointed out that this is outstanding given that this is the end of the second year of hosting student.

Amber also reiterrated these points and add the fact that we are now able to offer an outbound opporuntity with the connections we have in Japan.

Olivia made a point of the work that Sarah and Hazel are

Overall the board were greatful and excited about how the programme has been going and the future pre enrolments that we have for 2026 and 2027.

6. Financial Reporting

6.1 Financials

Jamie spoke to the financials and again highlighted that with the transparency and checks and balances the school is still tracking in a positive direction.

MD highlighted that we still have plenty of reserves and we may want to consider during 2026 what reserves we want to maintain on hand and also what we should be and consider spending on the school.

Overall, no concerns presented with the financials.

6.2 Payments - Decision

October Financials Moved

All approved

Decision Date: 9 Dec 2025
Mover: Jamie Smith
Seconder: Kate Wallis
Outcome: Approved

6.3 DRAFT Budget 26

2026 Budget Approved as the working budget

Approved

Decision Date: 9 Dec 2025
Mover: Jamie Smith
Seconder: Kate Wallis
Outcome: Approved

MS went through the dradft budget, the process undertaken and also highlight some of the key budget lines that have been either taken away or add for 2026 based on the knowldge we have for 2026.

This included things like additional income for BSLA training for 19 stafff, Japan out bound trip, Year 5-6 camp.

MS also highlighted the support and admin staff salary and how these are built up and forecaseted include potential % increase with collective agreements.

Jamie highlted that having been through this 3 times alongside Matt has a high level of trust in the process that Matt follows and also highlight the oversight of Lynnette as the accountant.

7. Strategic Aims

7.1 Staff Insights

The overall tone of feedback was positive. Staff noted that despite the busyness of the term, it did not feel overwhelming, and the lack of timetabling pressures contributed to a more settled environment. There was a strong sense of appreciation, particularly for the support provided by the SLT. Report writing was viewed positively, and Matt outlined the direction for how reporting will look in 2026. The Learning Support team confirmed that all remedial support currently sits within Jemma’s role.

8. Property Repairs and Maintenance

8.1 Health & Safety Summary - For Noting

8.2 Blocks T,G,A Weather Tightness - Update

Board was hoping that this could come off the agenda ... MS shared that as we sill have to finish the external cladding of the admin building we are not quite there.

The board did take a walk around the site to see all of the changes that have been completed. It was a highlight to see the transformation of the site.

8.3 5YA Works - Update

Noted that this work will begin over the break.

MS noted that any additional school money needed for parts of this project he will come to the board for approval vs guessing now.

9. Items Passed Via Email Prior

9.1 Parent Correspondence re Concern

noted as approved via email to community

10. General Business

10.1 Formal Concern

The board discussed the concern and the issues that had been raised.

The board confirmed that all steps were taken in line with the school’s Complaints Policy.

Independent advice was sought to review the board’s processes and actions. This advice reassured the board that it had engaged with openness, positivity, and a genuine intent to resolve the matter.

Given that the complainant’s most recent email states the matter is now formally beyond the board’s control, the board will wait for any future communication from the relevant agencies should they choose to make contact.

The board believes it has acted in good faith and in a timely manner throughout. The initial concerns raised for both the child and the wider group of tamariki were addressed promptly, and the complainant had previously indicated satisfaction that appropriate measures were put in place.

The board acknowledged the efforts of management and commended the professional way the situation was handled.

The board also noted its own role in supporting a constructive and positive resolution process.

Moving forward, no further action is required at this time.

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

11.1 Board Member Summary of meeting

Olivia
She expressed her appreciation for the board and the way it works collaboratively. She noted her excitement for the LSC role in 2026 and highlighted the outstanding mahi of Hazel and Sarah in the International Students space. Their upcoming travel next year was seen as a testament to their work over the past two years.

Jamie
He offered a bigger-picture reflection and acknowledged his appreciation for the direction and progress being made.

Amber
She spoke about the positive culture and energy that international students bring to the school and the opportunities this has created for tamariki, staff, and the wider community. She acknowledged Matt's leadership and the ongoing work of Sarah and Hazel in supporting international families.

Janna
She reflected on her personal experience during the recent situation and how invested she felt. She appreciated how the board and the subcommittee worked together, how supported she felt, and how proud she was to be part of a cohesive governance team.

Kate
She acknowledged the success of Rā Whakangahau, sharing her pride after attending the kapa haka festival. She highlighted the commitment shown by Tiepa and the team to prepare the students and expressed pride in being part of the kura.

Cyrus
He shared his support and pride in the deputy principals and the achievement data being presented. He recognised the impact of the tools being put in place for teachers and the positive flow-on to student outcomes. He also commented positively on the growth and momentum in the international programme.

Tukara
He acknowledged the strong achievements of staff, particularly Sara and Anna, and the results being seen with tamariki. He noted that although outcomes are strong, there is still a drive to keep striving for continued improvement.

Mark
He reflected on the recent online challenge and how the board rallied quickly and effectively. He acknowledged the strong management response and the external support accessed. He spoke about feeling emotionally invested as a father within the school community and highlighted that the overall response demonstrated the strength and unity of the school.

Matt
He expressed his appreciation for the trust and belief the board has in him, the team, and each other to lead and govern the school in a way that creates a place where people want to be.

12. In Committee

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

Moved into committee for principal Appraisal

Approved

Decision Date:	9 Dec 2025
Mover:	Mark Divehall
Seconder:	Kate Wallis

Outcome:	Approved

13. Close Meeting

13.1 Close the meeting

Next meeting: No date for the next meeting has been set.
Tukara closed with a karakia.

Signature:____________________ **Date:**_________________________