

# CONFIRMED MINUTES

## PĀPĀMOA PRIMARY BOARD HUI #7 2024



At the Pāpāmoa Primary Board Hui #8 2024 on 10 Dec 2024 these minutes were **confirmed as presented**.

<b>Name:</b>	Pāpāmoa Primary School
<b>Date:</b>	Tuesday, 12 November 2024
<b>Time:</b>	6:30 pm to 8:57 pm (NZDT)
<b>Location:</b>	School Staffroom , 312 Dickson Road Pāpāmoa
<b>Board Members:</b>	Mark Divehall (Chair), Amber Brooks , Cyrus Tuporo, Kate Wallis, Olivia Hayward , Sarah Webb, Matt Simeon
<b>Attendees:</b>	Joyce Corbishley, Sammy Bunyan
<b>Apologies:</b>	Tukara Matthews, Jamie Smith

### 1. Opening Meeting

#### 1.1 Karakia - Whakatauki

Meeting opened at 6:32pm with karakia by Sarah

#### 1.2 Interests Register - Any Updates

#### 1.3 Confirm Minutes

Pāpāmoa Primary Board Hui #6 2024 24 Sept 2024, the minutes were confirmed as presented.



#### Confirmed

Approved

**Decision Date:** 12 Nov 2024

**Mover:** Amber Brooks

**Seconder:** Matt Simeon

**Outcome:** Approved

### 2. Board Assurance and Compliance

#### 2.1 Reported Meeting two each term

### 3. Correspondence - NIL

#### 3.1 Updated English and Maths Curriculum Received - FYI

Update on English and Maths as read

#### 3.2 New Maths Books - Brief Update

Government Policy of 'Make it Count' sees all schools being able to access MOE-funded maths resources for their schools.

We have been able to have the option of choosing from some supplies for new maths curriculum supplies the government has decided to proceed with this model.

Sara, Melissa and Michelle took a day to work through the options available to us moving forward. Based on their work and where we are currently as a school, we have decided on Prime Maths as our choice of provider. We will now work through an MOE ordering process to get the books delivered to.

This roll out will give our staff more confidence, structure and resources. Feedback from kids feedback at Pillans point, the kids loved the fact they had their own text book & text books. One negative is it very literacy heavy, this could pose some difficulties for some tamariki who struggle with literacy.

Trying to keep this as streamlined as possible.

Many thanks to Sara and team for their hard mahi on this.

### 4. Visitors - NIL

### 5. Actions from Previous Meetings

#### 5.1 Action List

Due Date	Action Title	Owner(s)
1 Sept 2022	Board Member Hours <b>Status:</b> In Progress	Matt Simeon
20 Jun 2023	To complete health education review in 2024 <b>Status:</b> Not Started	Matt Simeon
30 Nov 2023	Pathway from Primary to College - TMN lens also <b>Status:</b> Not Started	Mark Divehall
31 Oct 2024	New Start of Day and End of Day Timings - Decision parked <b>Status:</b> Completed on 5 Dec 2024	Matt Simeon

### 6. Staffing/Roll Numbers/Attendance/Internationals

#### 6.1 Roll Numbers/Attendance/Family Harm Alerts - As Read

#### 6.2 2025 Staffing - MS to Share

Staff changes for 2025 detailed in the attached PDF.

BoT checking in to see if staff are all happy. Yes, all staff have been well communicated with. All positive feedback so far. Lots of communication, keeping everyone in the loop.

Loosing 170 hours per week, reducing the number of Teacher Aides from 11 currently to 6 due to funding and children leaving.

We will have 2-3 Fixed Term Teacher Aide roles available in 2025 for term 1 we will work through a clear and transparent appointment process for 2025

Matt has reviewed our office staff hours as well and he is comfortable with these.

Mikes return to work has been delayed again, Matt has appointed Jason our current caretaker to cover this until end of Term 1 2025.

### 6.3 International Summary - Discussion Needed

Looking good for next year so far. This year as a school we exceeded our profit on this model. Decision needs to be made around what we can spend the money on. Matt's point of view, we do nothing right now. Set the money aside.

Ambers suggests we have something in our new landscaping to acknowledge our internationals.

Could be used towards new trees, staffing or new equipment for our renovations.

BoT are very excited about profit, its been a great first year. As a board we are happy to park these funds aside as we have a large project with our new builds and could be handy throughout this.

### 6.4 Study Award- Decision Needed

Decision needed around awarding Erin with some contribution to her recent study award.

As part of our Professional Development policy, staff can request a contribution towards their study fees. The board can contribute up to 50% of the cost of a paper to the maximum value of two papers.

Erin has not requested this, however Matt would like the board to be aware of this policy.

BoT very happy to endorse this, Erin has been a great quality staff member. This will benefit our kura as a whole. Erin has been a valuable staff member.

The board will reimburse Erin for a maximum of 50% of the cost per paper for two papers in 2025.



#### Decision for contributions to Erin's study award

The board will reimburse Erin for a maximum of 50% of the cost per paper for two papers in 2025.

**Decision Date:** 12 Nov 2024

**Mover:** Matt Simeon

**Seconded:** Sarah Webb

**Outcome:** Approved

## 7. Financial Reporting

### 7.1 Financials Sept 2024

One question from Jamie, bank staffing is in deficit by \$37000 however this is offset by relief teacher budget which is currently in surplus \$65000.

### 7.2 Payments Sept 2024 - Decision



#### Approval for September payment

Approval for September payment

**Decision Date:** 12 Nov 2024

**Mover:** Mark Divehall  
**Seconder:** Olivia Hayward  
**Outcome:** Approved

### **7.3 Budget 2025 - Draft Brief Discussion**

International students profit has not been included.

Matt is meeting with Jamie next week to go over and finalise budget, Matt would like this to be completed for approval at the final BoT meeting.

Q&A will be have over emails before board hui to make our decision more streamlined.

Library expenses are a little higher this coming year as we are getting a new library.

Need to apply for a budget increase (MoE needs to approve this) for Heat & Lighting.

## **8. Strategic Aims**

### **8.1 2025 Strategic Plan - DRAFT Brief Discussion**

Matt has taken us through the draft Strategic plan for 2025.

Trying to develop a plan where we can grow from strength to strength.

Keep it basic and strong:

- Excellence in foundation learning
- Engagement through Diverse opportunities
- Empowering staff
- Nurturing our Tamariki
- Strengthening our community partnerships

Maintain consistency through staffing and how what they are teaching links back to this.

### **8.2 Staff Insights - Hui 2 of Term**

## **9. Property Repairs and Maintenance**

### **9.1 Health & Safety Summary - FYI**

### **9.2 Blocks T,G,A Weather Tightness - Discussion**

The key things holding progress are the Resource Consent with Western Bay Council and the Building Consent with TCC.

Watts and hughes have been great.

Not likely to have our buildings here before Christmas. Planning for tamariki to be in classes from term 2 2025.

Classroom placements are ok, and should be able to cover the delay within the kura. Will just have to make things work for the time being.

Landscaping outline has given us a plan to go to Watts & Hughes to find contractors to do the work. Great plan so far

### **9.3 Pool Update - Discussion**

Have pushed this project out to April 2025. Getting supplies for the project is proving to be costly and making changes to the plan for now will be too expensive so for now it is better to wait and get what we need.

Matt has had lots of conversations with contractors so slowing down the project is the best course of action.

A little bit of a hiccup with Colliers, they had under budgeted our pool. Apologies from Colliers. Matt has a meeting with the head of Colliers to see what they can do to help or rectify the budget mishap.

Great grant money coming in for the project. Still waiting on some to come through.

### **9.4 Term 3 Holiday Completed Work - FYI**

All great projects.

BoT really like that the kura has paid for these.

Year 5- 6 kids to vote for their favourite design from local artists.

### **9.5 New Trees - FYI**

As read

## **10. Items Passed Via Email Prior**

## **11. General Business**

### **11.1 Board Elections 2025**

Need to have a discussion around how we will run our election in 2025. Need some pre planning before hand to make the transition more smooth line.

With Sara leaving we need to think about what we are lacking if there is anything we could add value to the group.

### **11.2 ERO Visit - Verbal Update**

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

### **12.1 Board Member Summary of meeting**

- Matt - Nice to be apart of the team, so supportive and cohesive. The students are happy because the staff are happy and they have opportunities within the school. Very much trying to balance work loads to support the team to get to the end of the year. Have confidence in looking after myself and family, knowing the board is backing me even with it being the end of the year.
- Mark - Big win for Matt noticing where he needs to be and managing his time well.
- Olivia - Acknowledging Matt and all his hard Mahi. Around the maths work, very happy to see this come through and excited for it.

- Cyrus - Acknowledging Matt and all his hard Mahi. Really excited about the new visual reno's going on around the school.
- Kate - Quite interesting place to be on the board, watching how things work. With the delays around buildings etc. Term 4 is a busy time, wants Matt to take care. Positive feedback from whanau coming through our school great to hear this coming through the community. Very grateful to attend PPS.
- Amber - With the release of the new curriculum nice to know as a kura we are in a good position to receive this. Acknowledges Matt and all his mahi, very confident in Matt's capabilities to tackle anything.
- Sara - Putting people first very admirable. Handling staffing so well with great solutions even with changes when they arise. Matt is very adaptable and very good at making our people feel like they are the core of our vision. For our kura and community believes that Matt has been the best fit, loves the way he works. Loves that he listens to the kids and their priorities, especially when it comes to the pool upgrade. Nice to see progress being made for our kids and community.

## 13. In Committee

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

8:22 pm moved into committee



#### Moved into committee 8:22pm

approved

<b>Decision Date:</b>	12 Nov 2024
<b>Mover:</b>	Mark Divehall
<b>Seconder:</b>	Matt Simeon
<b>Outcome:</b>	Approved

## 14. Close Meeting

### 14.1 Close the meeting

**Next meeting:** Pāpāmoa Primary Board Hui #8 2024 - 10 Dec 2024, 6:30 pm  
Tukara lead us in a closing karakia

Signature: \_\_\_\_\_

Date: \_\_\_\_\_