

# CONFIRMED MINUTES

## PĀPĀMOA PRIMARY BOARD HUI #6 2024



At the Pāpāmoa Primary Board Hui #7 2024 on 12 Nov 2024 these minutes were confirmed as presented.

<b>Name:</b>	Pāpāmoa Primary School
<b>Date:</b>	Tuesday, 24 September 2024
<b>Time:</b>	6:30 pm to 8:32 pm (NZST)
<b>Location:</b>	School Staffroom , 312 Dickson Road Pāpāmoa
<b>Board Members:</b>	Mark Divehall (Chair), Amber Brooks , Cyrus Tuporo, Kate Wallis, Sarah Webb, Tukara Matthews, Matt Simeon
<b>Attendees:</b>	Sammy Bunyan
<b>Apologies:</b>	Jamie Smith , Olivia Hayward

### 1. Opening Meeting

#### 1.1 Karakia - Whakatauki

Opening Karakia lead by Sarah at 6:38pm

#### 1.2 Interests Register - Any Updates

#### 1.3 Confirm Minutes

Pāpāmoa Primary Board Hui #5 2024 13 Aug 2024, the minutes were confirmed as presented.



#### Approved

Approved

<b>Decision Date:</b>	24 Sept 2024
<b>Mover:</b>	Tukara Matthews
<b>Seconder:</b>	Cyrus Tuporo
<b>Outcome:</b>	Approved

### 2. Board Assurance and Compliance

#### 2.1 Reported Meeting two each term

### 3. Correspondence - NIL

#### 4. Visitors - NIL

#### 5. Actions from Previous Meetings

##### 5.1 Action List

Due Date	Action Title	Owner
1 Sept 2022	Board Member Hours <b>Status:</b> In Progress	Matt Simeon
1 May 2023	Long Service Leave with Pay <b>Status:</b> Completed on 13 Aug 2024	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> Not Started	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

Staffing entitlements from MOE which comes from their database, then formulated into what we are entitled to.

We have received our provisional staffing entitlement from the MOE for 2025, and we have been staffed on 618 students. This is down 9 from 2024 and up 9 on MS prediction.

Looking at starting 2025 with 556.

Lots of staff movement. Internal interviews starting this week for the remaining positions.

Close to having our draft team make up's ready.

Proud of the team all working together. Staff retention is a very important part of our plan.

##### 6.3 International Marketing Summary - As Read

Very successful trip for the school and MS.

#### 7. Financial Reporting

##### 7.1 Financials August 2024

MS has had some good conversations with our accountant. Accounts tracking quite nicely.

##### 7.2 Payments August 2024 - Decision



##### Approved

Approved

**Decision Date:** 24 Sept 2024

**Mover:** Mark Divehall

**Seconded:** Amber Brooks

**Outcome:** Approved

## 8. Strategic Aims

### 8.1 Staff Insights - Hui 2 of Term

Positive to be able to have conversations as teams as to "Why" - why are we doing what we are doing. Trying to make things easier for our staff. Planning for success. Great positive reports

## 9. Property Repairs and Maintenance

### 9.1 Health & Safety Summary - FYI

Few things that have been picked up and are being remedied. Jason our caretaker has been appointed to do this.

### 9.2 Blocks T,G,A Weather Tightness - Verbal Update

Bundt testing results came back with asbestos. Talks as to how is best to remove this where it is safe for all. MS along with Watt's and Hughs are working on plans to try and keep the project on track. At this stage we are waiting for resource consent from TCC.

The investments are a good overview of what we have discussed so far and what we are looking at for assets for our school.

### 9.3 Pool Update - Verbal Update

MS had a visit from TECT. Conversations were had around how we will get funding.

Kudos to Rochelle as she has done a lot of work arounds grant applications for us.

Funding applications underway. Should know more around mid October 2024.

Looking to be a full shut down over summer holidays.

### 9.4 Boundary Fence Replacement

General thoughts were to get another quote, once received as a BoT we are happy to approve.



#### **Approved - Subject to another formal quote.**

Once second quote comes in, MS to make decision as to whichever of the two are the better price.

<b>Decision Date:</b>	24 Sept 2024
<b>Mover:</b>	Mark Divehall
<b>Seconder:</b>	Sarah Webb
<b>Outcome:</b>	Approved

## 10. Items Passed Via Email Prior

## 11. General Business

### 11.1 Political Landscape - Pressure on Schools

Thanks to MS for sharing information from Simon. Reading reports from our staff as a whole we are doing ok. If we keep sticking together and working together as a team we will get through.

A lot of negative information in the media. Challenging times, not just our sector.

Reliever numbers are low therefore our teachers are having to give up their release time.

How do we as a BoT support our team/MS and prevent any burn outs. MS to support teachers, recognise and support where possible. Looking after our staff, hearing them when they need support. MS feels well looked after. Has been very lucky with opportunities he has received this. While a lot of work, feels like he has a lot support from our DP's which is great.

Managing expectations from staff with whats required for the job.

Can the BoT suggest a time where they can come and see staff, likely morning tea/site walk would work best. See where the staff teach, classrooms etc. BoT would like to be able to show they value them. Close the loop between the staff and BoT. MS to circulate a few dates that could work.

### 11.2 Board Elections 2025

Jamie, Sarah & Kate for re-elections. Start thinking now whether they would like to stand down. BoT would like as long as possible to canvas for new recruits.

### 11.3 New Start of Day and End of Day Timings - On Hold

### 11.4 TOD Term 4 Notification

Our next Teacher Only Day will be on **Friday, November 15**, focusing on the new curriculum.

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

### 12.1 Board Member Summary of meeting

Matt - Global piece around the pressure in and around our educations system. Appreciates the BoT considers his well-being. Thanks to everyone. Transparency makes it very special.

Kate - Glad that we agreed for MS concurrence for this. Acknowledges the 'Plan b's" you always have and always searching for solutions.

Amber - Hears Matt mentions a lot that he has great support from his DP's. Really cool that they work so well together.

Tukara - The win tonight is the clarity in the feedback to the building hiccup. Appreciates and acknowledges this has been dealt with ease and clarity.

Mark - Likes the passion that we have for our staff community. Programming and feedback from staff is nice to hear the positive feedback.

Cyrus - Impressed with everyone's work. Consistant work from MS, proud to be aprt of the board.

Sarah - Always making Plan a & b, actions taken quickly. Great support from MS with honesty and solutions found for staff well-being.

### 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:** Pāpāmoa Primary Board Hui #7 2024 - 12 Nov 2024, 6:30 pm

Tukara lead us in a closing karakia

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

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