

CONFIRMED MINUTES

PĀPĀMOA PRIMARY BOARD HUI #2 2024



At the **Pāpāmoa Primary Board Hui #3 2024** on **21 May 2024** these minutes were **confirmed as presented**.

Name:	Pāpāmoa Primary School
Date:	Tuesday, 26 March 2024
Time:	6:30 pm to 9:00 pm (NZDT)
Location:	School Staffroom , 312 Dickson Road Pāpāmoa
Board Members:	Mark Divehall (Chair), Kate Wallis, Amber Brooks , Cyrus Tuporo, Jamie Smith , Sarah Webb, Tukara Matthews, Matt Simeon
Attendees:	Sammy Bunyan
Apologies:	Olivia Hayward

1. Opening Meeting

1.1 Karakia - Whakatauki

Meeting opened at 6:34pm. Karakia lead by Tukara
Olivia is absent, Jamie is not present at time of opening

1.2 Interests Register - Any Updates

1.3 Confirm Minutes

Pāpāmoa Primary Board Hui #1 2024 27 Feb 2024, the minutes were confirmed as presented.



Approved

Approved

Decision Date: 26 Mar 2024
Mover: Mark Divehall
Seconder: Kate Wallis
Outcome: Approved

2. Board Assurance and Compliance

2.1 Reported Meeting two each term

3. Correspondence

3.1 Paid Union Meeting

Mark/ Matt brought the BoT up to speed with the Union Meeting.

The PPS BoT have received a formal complaint as to how many days/weeks we gave for the Union Meeting held today (26-03-2024).

Matt has apologised through facebook and emails to our PPS Whānau and has addressed this multiple times. Combination of both human error and late notice from the teachers union.

Sara has raised a comment of what can we learn from this? Suggestion that we could have Mark included in comms going forward, so important information is shared. We could but this sort of work is delegated to Matt and is unlikely to happen again.

This has been brought to the meeting to make sure that everyone is aware that this complaint is here, and Mark & Matt will look after it from here.

It is minuted that the board is happy for Matt & Mark to take care of this with a conclusive response directly to the complainant.

4. Visitors

4.1 Nil This Meeting

5. Actions from Previous Meetings

5.1 Action List

Due Date	Action Title	Owner
1 Sept 2022	Board Member Hours Status: In Progress	Matt Simeon
1 May 2023	Long Service Leave with Pay Status: Not Started	Matt Simeon
29 May 2023	Process of moving the Facebook Page to a private group vs public Status: Completed on 27 Feb 2024	Matt Simeon
20 Jun 2023	To complete health education - review in 2024 Status: Not Started	Matt Simeon
30 Nov 2023	Pathway from Primary to College - TMN lens also Status: Not Started	Mark Divehall

6. Staffing/Roll Numbers/Attendance/Internationals

6.1 Staff Resignation



Resignation Approved

Approved - this will be communicated through to Whānau after easter.

Decision Date: 26 Mar 2024
Mover: Matt Simeon
Secunder: Mark Divehall
Outcome: Approved

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

6.3 International Student Summary - Meeting One Each Term

7. Financial Reporting

7.1 2023 End of Year Accounts

Comments around the deficit, Matt is feeling comfortable, a lot has been done in such a short amount of time. We do need to get a better picture of where we are going and what is going on going forward.

Our kura has transformed into a well presentable place, the financial report is accurate to where we are, how we are spending and what we are investing into our kura.

BoT really likes Matt's commentary and explanation as to where we are spending and what on. Really trying to be transparent and accurate.

Jamies comments around our kura and budgets, at best are an estimate. He mentions it is also hard to account for and know when property & maintenance will pop up. We can account for most of our spending, but a conversation needs to be had with Lynette around how we move going forward and how we can account for the unexpected in our budget. Things like sick leave/relievers are reimbursed slowly, so tracking our income is tricky.

Discussion around perhaps we need to revisit the budget slightly for this year, try to aim to spend less, so if "worst case scenario" happens our deficit will look better.

Some budget codes will naturally go over and some will go under, each meeting we need to go over where we are at around the budget, and track a lot closer.

The board understands our position as a Kura, and we agree we would like to have better comms from our accountant.

The board agrees to have Matt meet with Lynette to go over the 2024 budget and deep dive into our budget with her and see what we can do better so we have a less as a surprise as possible when it comes to our deficit.

7.2 Financials Jan/Feb 2024

7.3 Payments - Decision



Approved for Jan/Feb 2024

Payments approved for Jan/Feb 2024.

Decision Date:	26 Mar 2024
Mover:	Jamie Smith
Seconder:	Tukara Matthews
Outcome:	Approved

7.4 2024 Budget Confirmation -

No budget attached - Meeting between Matt & Jamie to come.



Budget Confirmation

Jamie to complete budget with Matt, Needs to be noted the uniform & playground.

Due Date: 30 Apr 2024

Owner: Jamie Smith

8. Strategic Aims

8.1 2023 Annual Report

Board are happy with where this document is at and appreciates the amount of work it takes to complete such a thorough document for little MOE feedback and insight.

MS to have completed over the holidays and sent to MOE as required.

8.2 Staff Insights

As a collective the BoT love to read these - a favourite part of the board pack. They would like to note the common challenges, which is time. Questions around the layout of the insights and if we ask the same question we get the same answers. How can we track/remedy these common themes.

Seems to be a lot going on in the kura, as a whole we aren't good at saying no however PPS staff are great as a team at problem solving.

We have a lot of timetables - swimming, Te Reo, The Resilience Project etc. The question was asked, What can reduce? Not a lot as we had strong leads in all these area's and are all very significant. The challenge is that our leaders need to make it work in other ways to make the load less across our Kura.

No doubt there needs to be some tough conversations with no right or wrong answers. But what idea's can we bring to the table to make it easier on the staff.

We are really good at reviewing things, but not good at forward planning.

On reflection, we have to be brave and have to look at what we are doing? What can we do to make it easier, what changes will make these thing better. Eg, Swimming sports, why are we last to have the pool in comparison to the other Kura's using our pool? Can we do it earlier in the term to be less disruption to our learning which is so important.

Noted that we had a lot of events in a row, some due to postponements. But what processes can we change to ensure we learn from our events/over doing it.

Going forward, using our leaders, we will come together to have a meeting and sort of what we will do going forward to prevent the "busy".

9. Property Repairs and Maintenance

9.1 Health & Safety Summary - For Noting

9.2 Blocks T,G,A Weather Tightness - Update

Board has got concerns around the nature of progress of the build. Need to move faster.

9.3 Pool Update - Discussion

Pool update:

- Pump room needs to be priced correctly, the Plumber has come through and advised us of what changes need to be made.
- Looking at upwards of \$500k project
- Looking to do the project in stages, pool room, pool, changing room.

We have air marked \$150k for this project, this has started to be used towards planning, surveying and architectural cost.

Project is slower than anticipated due to the nature of details needed going forward.

The BoT are happy based on correspondence presented for MS to proceed with architect and project.

10. Items Passed Via Email Prior

11. General Business

11.1 May and October Teacher Only Days

Teacher only day set:

1. Friday 31st May 2024.
2. Term 4 TBC - MS & Leadership to make this call which is best for the community.

BoT have approved these days based on the ministry expectations.

11.2 Korean Education Trip

Congratulations to Sara! BoT very happy for her to be growing and having this opportunity.

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

12.1 Board Member Summary of meeting

BoT Reflections

Matt - Notes around the accounts/budgets & they way the BoT have taken an interest in what we are doing going forward. Taking action around our thoughts/concerns. How do we grow as a Kura. Thank you for supporting outward bound enabling me to grow, progress and unplug. Such a great opportunity and very grateful to have this experience.

Mark - Enjoys our reflections, these are really important, gives everyone the ability to have a say.

Jamie - Staff insights are hugely important, hope that the staff do know we take these on board and trying to make improvements on their behalf. We are listening and help to make changes.

Cyrus - Again, appreciates the feedback from staff. We still need to look at what they are saying, noted it is very similar responses we need to listen and make action. Applauded Matt & Mark for how they have handled our complaint.

Kate - Learnt a bit about Matt, around he adapts to different situations. Noted that he reflects and doesn't sit and do the same thing, learns and grows just doesn't sit still.

Amber - Team reflections are important and valuable for us and them to see us wanting feedback and making changes.

Tukara - Likes the discussion around our staff, and what are the things we can adjust to make our Kura more streamline. How can we combine things for less disruption.

Sara - Challenging things Matt/Mark have had to do. Work well together and takes her hat off to both of them. Super excited to hear about Matt's outward bound course kids etc

13. In Committee

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

Into committee at 8:15pm

13.2 Principal Appraisal 2024

Kate & Sara had a zoom meeting with Matt, to discuss him having a mentor for leadership & growth. Matt has come up with someone for this. James Grafas, professional governance person. On a number of national boards. Comes highly recommended as a clever creative leadership person. Matt to meet & establish a relationship to see if it is a good fit. Hoping to progress by Term 2. Matt agree's it is very important for him to be held responsible for his development and progression. Very grateful for the mentorship opportunity.

13.3 Principal Concurrence

Out of committee 9pm

14. Close Meeting

14.1 Close the meeting

Next meeting: Pāpāmoa Primary Board Hui #3 2024 - 21 May 2024, 6:30 pm

Signature: _____

Date: _____