

Papakōwhai School Board
Minutes of the Meeting 5 August 2025 at 7.00pm
Held in the school staffroom.

Present	<p>Rodney Strong – RS (Presiding Member) Chris Robinson – CR (Acting Principal) Marc Byres – MB AJ Wilson – AJ Yojana Glass – YG Lance Mann -LM Heather Turner – HT (minutes secretary)</p> <p>Also attending: Jemma Simpkins – acting Deputy Principal</p> <p>Noted: Mark Smith – MS (Principal) is on sabbatical leave</p>
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Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		ADMINISTRATION	
2	Apologies	Vanessa Belchamber – VB Mark Smith- MS (on sabbatical Leave)	
3	Previous Minutes	<p>The Minutes of the Meeting of 17 June 2025 were reviewed. Action Updates:</p> <ul style="list-style-type: none"> ● H&S MOU with Board- RS spoke with Chair who confirmed that Home and School have discussed but are yet to sign. Board agreed that they are ready to sign. C/f until H&S signed. ● Hall heater update- MS completed and project almost completed. Awaiting cage installation ● Complaints policy -adding to website. Done ● Survey questions – completed and survey issued. ● Offsite learning – advising parent deemed unjustified – done, no issues <p><i>Minutes confirmed – moved MB, seconded AJ– carried.</i></p>	RS: follow up re MOU till signed
4	Conflict of interest	Call for conflict of interests – none declared by those present	
		MONITORING	
5	Principals Report	<p><u>Roll</u></p> <ul style="list-style-type: none"> ● Currently 492 ● While had forecast to get to 540 its now likely to be 519 ● Aware that there will be a flow on effect on funding ● No changes with out of zone places since last meeting <p><u>Staffing</u></p> <ul style="list-style-type: none"> ● Kansas Davies started as release teacher on a Wednesday <p><u>Teacher registration</u></p> <ul style="list-style-type: none"> ● All current <p><u>Police Vetting</u></p>	

		<ul style="list-style-type: none"> • All winter sports volunteers have a current police vet • All contractors onsite have a current police vet • All ASC and Support Staff have current police vets. • All parents attending AIMS have been vetted • Will be arranging police vets for holiday programme staff <p><u>Evacuation Drills</u></p> <ul style="list-style-type: none"> • To be held next week <p><u>Student Behaviour</u></p> <ul style="list-style-type: none"> • No standdowns since last meeting <p><u>Paid Union Meeting</u></p> <ul style="list-style-type: none"> • Very likely that there will be a PUM on Friday 22 August involving teachers, support staff and Principals • Intention will be to ask students to be picked up at lunchtime with skeleton staff looking after students who cannot be collected • ASC will still operate <p><u>Attendance Report</u></p> <ul style="list-style-type: none"> • MOE generated report for term 2 2025 presented and discussed • Noted that there has been an improvement from previous year • Consider that the communication about attendance in newsletters is working • Have had a few parent criticisms but nothing major • Trends show improvement in attendance • Board acknowledged that the results reinforces what a good community we have <p><u>Strategic Plan</u></p> <ul style="list-style-type: none"> • MS had prepared a term 2 action summary which CR presented • Summary gives overview of how progressing against strategic objectives • Noted that Mitey programme progressing well with teachers now becoming confident in presenting to class. 	
6	Home and School	<ul style="list-style-type: none"> • Meeting held on 21 July, LM attended • H&S obtained a grant from Pelorus for the bark (completed), lights and cameras (to be completed in about two weeks) • Home and School keen to contribute more to the school and have around \$10-\$15K available. • Discussed the current state of the astroturf and potential need for other playground equipment- possible areas for future areas to fund • Another area of possibility is involvement in the 50th anniversary of the school • The library redevelopment will likely want funding but unsure of needs currently – more likely early 2026 	<p>HT to prepare stocktake of what H&S have contributed this year</p> <p>RS/CR to meet with H&S</p>
7	Property Update	<p>CR presented a report updating on property matters.</p> <p><u>Drainage</u></p> <ul style="list-style-type: none"> • No further action taken – still investigative stage <p><u>Lighting and Cameras</u></p> <ul style="list-style-type: none"> • Funded by H&S grant. Lights added to back of Kauri and around 	<p>CR-find out more on drainage (what's</p>

		<p>bike sheds. Cameras added to Totara and will be added to Matai 6 when current weather tightness work completed -expected to be completed in 2 weeks</p> <p><u>Weather Tightness work.</u></p> <ul style="list-style-type: none"> • Matai 6 work almost complete. • Library to start in a few weeks so work being done to provide temporary library in Matai 6 for remainder of 2025 • Indications from builders is the current library may almost need complete rebuild -discussed whether it was still needed – maybe not as class but would be useful as breakout space <p><u>Hall Heating</u></p> <ul style="list-style-type: none"> • MOE have agreed to fund the 3 new heat pumps for the hall to replace the gas heater which failed • Gas heater has been removed and gas company advised to turn off gas supply • Heat pumps proving to be effective <p><u>Hall security keypad</u></p> <ul style="list-style-type: none"> • Break in cable identified and potential \$2.5K to remedy. Luckily when came to complete work they were able to repair. 	<p>happening)</p> <p>CR- find out can we have input into current library design</p>
8	Finance	<p>Finance Committee met and minutes of 1 August 2025 presented.</p> <p><u>June 2025 accounts</u></p> <ul style="list-style-type: none"> • Accounts for June presented- initial forecast provided showing a \$50K deficit in P&L • Main contributors to the loss are: TAPEC- the MOE funding for pay equity and collective agreement changes has decreased due to a wash up for 2024 being completely taken out of 2025 funding (along with washup adjustments for 2023) Operations grant – expecting a reduction in funding due to 1 July roll return \$5K adjustment estimated ASC- Income down significantly but slightly offset with decreased salaries and expenses. Action has been taken to try and increase use of service, coinciding with a new supervisor. Holiday programme to be restarted. • A number of under and overs in the forecast too including: Interest: predicted income down Other MOE grants- assistive technology funding General Maintenance savings Staff development savings as being provided free by MOE Depreciation reduction School donation – forecasting \$125K same as 2024 • Cash flow savings with reduced Capex spending identified • Risks remaining with: Relief Teacher Funding but continues to be monitored Readathon – has been pushed back due to library changes. Aiming for \$25K • Will have handover meeting with new Board 	<p>CR-to provide LM with list of IT items purchased to see if get better price</p>
9	Health and Safety	<ul style="list-style-type: none"> • Health and Safety update provided • Bark top up completed with 10m3 provided – paid by Playground 	


		<p>Supplies</p> <ul style="list-style-type: none"> ● Playground modification to bring to standard has been completed- will need continual topping up with bark ● Lights – work completed on installation of additional lighting ● Still a few minor H&S issues identified from walk about needing to be resolved ● No extraordinary needs in first aid room ● One incident with parent twisting ankle and other complications – no hazard involved <p><u>Social Media:</u></p> <ul style="list-style-type: none"> ● Have had two incidents which have been investigated and continued to be monitored ● Concern that students can still access material they should not – currently on highest security settings. Expectations need to be clear <p><u>AIMS Games:</u></p> <ul style="list-style-type: none"> ● The RAMS have been provided - very comprehensive ● Teacher (parent) accompanying group ● 1:2 adult ratio ● Expectations advised to students and parents ● Fundraising going well <p><i>Motion: That the AIMS 2025 RAMS be approved</i> <i>Moved YG, seconded LM carried</i></p> <ul style="list-style-type: none"> ● Thank you to Anne Bunton for the work completed 	<p>CR: to review policy regarding social media incidents which occur out of school</p>
10	Offsite Learning	<ul style="list-style-type: none"> ● Request for offsite learning at Everyone Out Nature School requested for student in term 3 (with likely continuation to term 4) for one day per week ● Noted that the offsite learning was recommended by MOE Ed Psych. ● MOE covering expense and monitoring how child managing ● All health and safety matters checked and found to be comprehensive ● To date child seems to enjoy and it has had a positive influence on behaviour back at school <p><i>Motion: That the request for offsite learning for one child at Everyone Out Nature School be approved for terms 3 and 4</i> <i>Moved AJ, seconded YG carried</i></p>	
11	Policies	<ul style="list-style-type: none"> ● Complaints policy to be updated ● Policies currently under review by committee with view to ratification next meeting ● Discussed Covid policies – will reform to be more of a pandemic policy as need for information on levels 2 and 3 now redundant 	
		STRATEGIC	
12	Strategic planning	<p><u>Community Consultation</u></p> <ul style="list-style-type: none"> ● Discussed feedback from survey- paper provided ● No surprises which is reassuring ● Shows that parents do want to be involved ● New reports appreciated 	

		<ul style="list-style-type: none"> Potential for online interviews 	
		OTHER BUSINESS	
13	Out of Zone placements	<ul style="list-style-type: none"> Paper with predictions and recommendations for the out of zone places for 2026 presented and discussed With existing students and known in zone new entrants we expect to start at 450 and move to 480. MS recommendation is to: <ul style="list-style-type: none"> Advertise up to 10 out of zone places at new entrant level. Noted: we currently have 7 siblings of current students on pre-enrolment list Advertise up to 5 out of zone places at the year 7 level. Noted: we are aware of at least 5 students currently in year 6 that are leaving at end of this year Discussed whether we could increase beyond 10 at new entrant level. Marks recommendation is only 10 so go with that for now. Could possibly change later as will have list of applicants and priority listings If approved, then advertising should begin from 13 August 2025 and a closing date of 6 October. Noted that the KapiMana paper no longer is distributed <p><i>Motion: That the Board approves up to ten out of zone enrolments at the new entrant level and up to 5 out of zone enrolments at the year 7 level for 2026</i></p> <p><i>Moved MB, seconded YG carried</i></p>	<p>CR to check with MS to see if his recommendations still stand – no further information that would impact on numbers</p>
14	Refreshment Leave	<ul style="list-style-type: none"> A request from Debbie Crawford-Jones has been received for having refreshment leave for term 1 of 2026. Refreshment leave is a category included in the Collective Agreement One of the conditions is that the school needs to be able to find someone to teach the class while the person requesting leave is absent Board considered the application and are willing to approve <p><i>Motion: That the Board approve Mrs Crawford-Jones application for refreshment leave during term 1 of 2026</i></p> <p><i>Moved MB seconded LM</i></p>	<p>CR to advise Mrs C-J of approval</p>
15	Grant Applications	<ul style="list-style-type: none"> Nothing new to report 	
16	Board Elections	<ul style="list-style-type: none"> As of Tuesday afternoon 6 nominations for parent representatives had been received so a board election is required Once elected the new Board could choose to opt in the person who misses out Discussed requirement for sending out the election papers and returning papers back to returning officer Agreed that the election papers can be handed to the children – as had been done at the last time an election was held, or they can be held at the office for collection The returning envelope does not need to be a postage paid envelope – a box will be at the office for returned voting papers – as per last election. 	<p>RS to report back to returning officer re envelopes</p>
17	Board Wrap	<ul style="list-style-type: none"> Agreed that it will be good to combine the next meeting with a 	<p>CR to sort Board</p>

	Up	dinner to farewell current board members	wrap up evening
14	Next meeting	<ul style="list-style-type: none"> • Board 2 September (in combination with wrap up dinner) • Policy 15 August (TBC) • Property 22 August (TBC) • Finance 29 August 	
Meeting closed at		9:15pm	

SUGGESTED Board dates and committees for 2025- subject to confirmation by new Board

Term	BOT Dates	Finance Committee (1 week before Board) FRIDAY 8am	Property Committee Friday 8am (2 weeks before Board)	Policy Committee FRIDAY 8am (3 weeks before Board)	Health and Safety Friday 8am 1 per term TBC
3	2 September week 8	29 August (July accounts)	22 August	15 August	TBC
	NEW BOARD to determine dates				
4	28 October week 4 (TBC)	24 October (August and September accounts)	17 October	10 October	TBC
4	25 November week 8 (TBC)	21 November (October accounts (if any) and Budget meeting)	14 November	7 November	TBC
4	2 December week 9 (TBC)				

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