

Papakōwhai School Board
Minutes of the Meeting 28 October 2025 at 7.00pm
Held in the school staffroom

Handwritten signature
25/11/25

| | |
|----------------|---|
| Present | Yojana Glass – YG (Presiding Member) Mark Smith – MS (Principal) Chris Robinson – CR Lance Mann -LM Michelle Kirrane – MK Junior Sasagi- JS Mandy Gong- MG Heather Turner – HT (minutes secretary) |
|----------------|---|

| Agenda Item | Topic | Information | Action |
|-------------|-----------------------|--|-------------------------------|
| 1 | Karakia | Meeting commenced with the Karakia | |
| 2 | Previous Minutes | <p>The Minutes of the Meeting of 2 September 2025 were reviewed Action point updates:</p> <ul style="list-style-type: none"> • Memorandum of Understanding with Home and School- still awaiting a signed copy. HT to follow up again • Drainage project- all papers being reviewed by current property committee • Policy re social media – BYOD policy has been amended to add a section in about social media and that it is outside of the school's responsibility. Policy Committee to review before next year BYOD notice issued. • Hall floor – contact made with Ashby's for options for hall floor. Came to view but no other information yet received. We have made contact with floor sanding companies. <p>The Minutes of the Meeting of 7 October 2025 were reviewed. Action point updates: . Minutes of meeting 2 September- discussed above. Noted that MG no longer on property committee.</p> <p><i>Motion: That the minutes of 2 September 2025 and 7 October 2025 be confirmed</i> <i>Moved CR, Seconded LM carried</i></p> | HT to follow up re MOU |
| 3 | Check in | <ul style="list-style-type: none"> • YG checked in with new members for any clarifications or additional explanations required. • As communication links with School Boards Association have yet to be set up, YG will forward any relevant communications she receives with other Board members | |
| 4 | Board Contact List | <ul style="list-style-type: none"> • Two registers of board members kept- one for school use and other formal for MOE & School Boards Assn • Members occupations updated | |
| 5 | Conflicts of Interest | <ul style="list-style-type: none"> • Purpose of this and keeping of register explained • No conflicts declared | |
| | | MONITORING | |

| | | | |
|---|-------------------|---|--|
| 6 | Principals Report | <ul style="list-style-type: none"> MS referred to Principals Report in shared drive <p><u>Roll</u></p> <ul style="list-style-type: none"> Full breakdown of current roll provided-currently 505 Initially funded and staffed for 524- had an adjustment in Operations Grant but there are no adjustments to staffing Currently 46 Out of Zone students. Noted that the numbers of out of zone students are less in more senior classes as that reflects time when very few out of zone enrolments due to high roll numbers <p><u>2026 roll</u></p> <ul style="list-style-type: none"> Out of Zone placements for 2026- have allocated 15 at year 1, and 6 at the year 7 level. Expect to open at 459 and grow to around 500 <p><u>2026 Staffing</u></p> <ul style="list-style-type: none"> Class structure for 2026 outlined – will reduce one class from Matai syndicate Due to the Kahui Ako being abolished at end of 2025 staffing numbers have declined by approx. one- so overall two staff less for 2026. <p>Questions about effectiveness of Kahui Ako: explained the various opportunities and responsibilities it allowed and the connections it made- potential for this now to be lost</p> <ul style="list-style-type: none"> Provisionally staffed for 2026 on roll of 523- as advised by MOE. Noted that funding also based on 523 but expecting less so provision for a reduction in the 2026 budget. Management units remain the same Had 3 staff resign at end of 2025 . Job interviews being held tomorrow with appointment expected by end of week Staffing changes planned for 2026 explained Community will be advised of staffing changes and plans for 2026 early November <p><u>Professional Growth Cycles -PGC (appraisals)</u></p> <ul style="list-style-type: none"> Teacher PCG's under way MS PGC being undertaken by Neal Swindells – explained. Opportunity for Board to change assessor next year <p><u>2026 Strategic Plan</u></p> <ul style="list-style-type: none"> Has been confirmed that a new Strategic Plan is not required for start of 2026 – will need a 2026 annual plan to be added to existing strategic plan <p><u>2026 Planning (Finance and Property)</u></p> <ul style="list-style-type: none"> Currently underway and will be brought to Board in December meeting <p><u>Curriculum Changes</u></p> <ul style="list-style-type: none"> A brief outline of the significant changes to the NZ curriculum, and Boards role in this, was provided. Further explanations will come and form part of the planning process for 2026 Overall Papakōwhai School is in a good place for the changes but acknowledged that still a significant amount to work through <p><u>Attendance Report for term 3 2025</u></p> <ul style="list-style-type: none"> CR presented the MOE report for term 3- explained report and findings | |
|---|-------------------|---|--|

| | | | |
|---|----------|--|--|
| | | <ul style="list-style-type: none"> ● Overall Papakōwhai School doing well compared to national and local areas. Have seen an improvement from last year ● Significant reason for absences in holidays as well as sickness- matches with the diverse cultural makeup of the school ● Acknowledged that the Governments target of 80% attendance is aspirational but we are working towards this | |
| 7 | Property | <ul style="list-style-type: none"> ● Property Committee met on 24 October ● LM presented report- copy in shared drive <p><u>Drainage</u></p> <ul style="list-style-type: none"> ● Been allocated funding of \$1M ● More documents received today – working through the logistics and what will be done ● Major drilling from netball court to street ● Will be health and safety issues but yet to be identified – will work through these as they come to attention ● Tender documents being prepared by Ashby's <p><u>Weather Tightness</u></p> <ul style="list-style-type: none"> ● MOE project- expected to be offsite this Friday- all finished ● Some tidying of the concrete to be done after <p><u>Property Maintenance Grant top up</u></p> <ul style="list-style-type: none"> ● Additional \$22K provided for maintenance work to be completed by end of term 1 2026 ● Number of options being considered – with hall floor sanding and re-coating being highest priority -seeking advice and quotes. Other options concrete repairs, pool heater, astroturf <p><u>Pool Heater</u></p> <ul style="list-style-type: none"> ● At end of life- had professional advice and will need to relocate a new heater. Will seek further quote <p><u>Library relocation</u></p> <ul style="list-style-type: none"> ● Working through the process of deciding on location of library for 2026- stay in current classroom or return to original location. Number of matters to consider ● Will be costs for all options (e.g. removal of sink, lino) ● Budgeting for \$20K furniture investment for 2026 ● Board took a break to walk through the two rooms being considered <p><u>Painting Plan/Cyclical Maintenance</u></p> <ul style="list-style-type: none"> ● Requested a review of the cyclical maintenance provision as a significant number of buildings have been painted in the works undertaken ● Had projected to have \$75K at end of 2025 but initial advice from Lee Ashby is that can write back around \$28K | |
| 8 | Finance | <ul style="list-style-type: none"> ● Finance Committee met on 24 October ● MS presented report- copies of minutes and reports in shared drive <p><u>September accounts</u></p> <ul style="list-style-type: none"> ● Currently projecting \$42K deficit for 2025 – but may be able to reduce by \$28K due to proposed change to cyclical maintenance ● Spending continues to be managed well- the decrease in revenue is ongoing issue ● ASC has not reached budget forecast – and while action has been taken to encourage attendance the revenue remains | |

| | | | |
|----|--------------------|--|--|
| | | <p>significantly lower than past years. Noted that do rely on OSCAR grant. Potential to grow with holiday programme. May need to review which space used if numbers remain low.</p> <ul style="list-style-type: none"> • Reduction in pay equity (TAPEC) compensation from MOE has had impact- harsh when provided with figures then significant amount reduced with recalculations • Teaching Assistant wages continues to be a significant cost with insufficient funding to cover. Will be reviewing for 2026 – difficult balancing needs and funds available. • Donations remain a good source of income – while less than budget still expecting \$125K • Asset purchasing for 2025 has been less than budget – have held back on some which has helped cash position • Work progressing with 2026 budget <p><u>Finance Policies</u></p> <ul style="list-style-type: none"> • The Financial Management Policy and the Credit Card Policy have been reviewed with minor changes suggested- to reflect current terminology and practice. • The Finance Committee confirmed that changes are acceptable but will undertake a full review and bring this to the board in 2026 to make more concise. <p><i>Motion: That the minor changes to the Financial Management Policy and the Credit Card Policy as suggested be approved</i> <i>Moved JS, Seconded MG, carried</i></p> | |
| 9 | Health and Safety | <ul style="list-style-type: none"> • CR presented report to update on existing workplan • H&S committee yet to meet – meeting in November • Other issues identified discussed • No major injuries reported • No social media incidents reported | |
| 10 | Policy | <ul style="list-style-type: none"> • Policy Committee met 24 October <p><u>Open For Instruction Policy</u></p> <ul style="list-style-type: none"> • Review identified minor adjustments required – all agreed to <p><i>Motion: That the Open for Instruction Policy as presented be adopted</i> <i>Moved MG, seconded MK carried</i></p> <p><u>Attendance Management Plan</u></p> <ul style="list-style-type: none"> • Change required to align with Government initiatives of a stepped framework – required by 2026 • New policy and associated plans devised with different levels of responses required for length of absence • Few minor amendments agreed to <p><i>Motion: That the Attendance Management Plan, with amendments agreed to at meeting, be adopted</i> <i>Moved LM, seconded CR carried</i></p> | |
| 11 | Home and School | <ul style="list-style-type: none"> • Carry forward to next meeting | |
| | | STRATEGIC BUSINESS | |
| 12 | Strategic Planning | <ul style="list-style-type: none"> • A review of the 2025 plan will be presented at the Board meeting of 25 November | |

| | | | |
|-------------------|-------------------------|---|--|
| | | <ul style="list-style-type: none"> The draft 2026 annual plan will be presented to the meeting on 4 December – and needs to be confirmed at first Board meeting in 2026. Will feed on from current strategic direction A copy of the current strategic plan provided to all – so can familiarise for next meeting A new Strategic Plan beyond 2026 will start to be considered later next year | |
| 13 | Grant applications | <ul style="list-style-type: none"> Application to Te Rau Puawai- for Kapa Haka/Pacifica declined Application to TG Macarthy Trust for library furniture declined Going to apply to NZ Community Trust for swimming and gymnastics lessons. Rose Crawford assisting us with application <p><i>Resolution: That the School Board agree to apply to the New Zealand Community Trust for funding to assist with the provision of swimming lessons of \$9405 and gymnastics lessons of \$7760 for new entrants up to year 6.</i></p> <p><i>Moved MG seconded LM - carried</i></p> | |
| 14 | Co-opting Board members | <ul style="list-style-type: none"> Paper prepared on co-opting members-looking for gaps of skill sets/viewpoints/Mana Whenua Discussion included acknowledging that a coopted person is a full Board member, can be for specific time period, eases getting quorum, Any suggestions to YG | |
| | Privacy | <ul style="list-style-type: none"> LM raised concern raised by community regarding the privacy of students due to online information The 2022 year book had been an online publication and we have worked hard to get access removed -however once online difficult to remove all references- more work will be done on how can be removed Since 2022 the school has updated the Privacy Policy and have returned to hard copies Online access to newsletters also potential issue Parent permission sought at enrolment- agreed to review | <p>CR to review parent permission</p> <p>CR to research how to unpublish articles/ documents</p> |
| | Next meetings | <ul style="list-style-type: none"> Board meeting: Tuesday 25 November 2025 7.00pm Finance Committee: Friday 21 November 8.00am Policy Committee TBC Property Committee TBC Health and Safety Committee 14 November | |
| | Karakia | <ul style="list-style-type: none"> Closing Karakia | |
| Meeting closed at | | 9:20pm | |

| | |
|---|--|
| Post meeting: Approval for Future Problem Solving trip to Christchurch 8/11/25 | <ul style="list-style-type: none"> Email sent to all Board members to review the Event RAMS for the trip to Christchurch on Friday 8 November and returning Saturday 9 November – to attend the FPS National Finals -4 students, 1 parent and 1 staff member (Sarah Ayora) will be travelling All Board members responded by email approving the RAMS for this trip. No issues identified |
|---|--|

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

| Term | BOT Dates | Finance Committee (1 week before Board) | 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 |
|-------------|-----------------------------|---|---|---|--|
| 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) | | | | |