



Minutes of the Board Meeting

Held at Pāpāmoa College on
Tuesday 25 October 2022

Present: Iva Ropati, Matthew Isbister, Moira Lomas, Clarke Raymond,
Samantha Billett, Jason Price, Jenna Mackay, Abbie Jacob

Not in attendance:

Apologies:

In Attendance: Pere Durie | Associate Principal
Kerri Turanga | Secretary
Mandy Brown | Business Manager

Meeting Opened: 6.01pm

Karakia

Iva Ropati introduced himself to the Board and shared his plan moving forward.

Declaration of Interest NIL

Confirmation of previous Board Minutes

Move that the previous meetings minutes be accepted:

Moved: Moira Lomas

Seconded: Samantha Billett

Carried

Matters arising from previous minutes

Pere Durie has spoken to Whetu Rolleston regarding the co option of a Iwi representative. Whetu is keen to join the Board again, but would like to speak with Nga Potiki to ensure they are happy that she represents them.

Finance Report

Mandy Brown walked the Board through the Finance Report as the Finance Committee was not able to meet. This was helpful to the Board as it briefly explained the process of the Finance Committee Meetings.

The Board requests that moving forward any Credit Card payments are separated out for the reporting.

Motion to approve that the Credit Card Statement/Reconciliation Report for Aug/Sept

Moved: Matt Isibister

Seconded: Jason Price

Carried

2023 Budget

The 2023 Budget is underway, this will be worked on with Curriculum Leaders (CL), Senior Leadership Team (SLT), and the Finance Committee. The draft budget should be ready to present to the Board at the next meeting.

10YPP has started, this is the school's first time going through this process.

Term Investment

The Board agrees that the term investment amount in the bank is a great thing. The Board will ensure it is well used and allocated towards projects or in support of student achievement targets.

SLT vehicle

The previous Board deferred this decision to the new Board. The Board heard the rationale from Iva Ropati, and are in favour of this. The Board would like to see the financials around savings on reimbursements by the SLT, lease vs buy options, and the ongoing costs associated with the vehicle. The Board will finalise their decision at the next meeting.

Donation Scheme

Motion that the Board move that the School remains part of the Donation Scheme

Moved: Samantha Billett

Seconded: Jenna Mackay

Carried

Move that the Board accept the Finance Report tabled

Moved: Clarke Raymond

Seconded: Samantha Billett

Carried

Correspondence

Inward

NIL

Email

NIL

Outward

NIL

Move that the correspondence be accepted:

Moved: Pere Durie

Seconded: Samantha Billett

Carried

Monitoring

Principal's Report presented - from Pere Durie

Staffing - We have appointed some staff already for 2023, other jobs are still currently advertised. This process will continue and we will keep the Board informed.

The Board would like to get a good indication of where staff are currently with their own wellbeing.

Iva's recommendation is for the Board to trust the SLT to work through a process. Iva is currently working through a process of meeting all staff, and will include wellbeing into the questions. This will allow a good perspective of staff including their wellbeing. Once this process has been completed Iva will share the general findings with not only the Board but the Staff as well.

The Board requests the results of the last community survey results be given to the Board for the next meeting.

Action: Kerri Turanga will share the community survey with the Board.

Whanau Hui

The college hosts regular whanau hui, to discuss and ensure the further integration of Te Reo into the school.

Overseas Tours

The company running the carnivals has gone under administration. No financial impact for the school as no parent deposits are made.

Move that the Board accept the Principal Report tabled

Moved: Jenna Mackay

Seconded: Moira Lomas

Carried

General Business

Board Meeting Dates for 2023

Moved that the Board accept the 2023 Board Meeting Dates.

Moved: Clarke Raymond

Seconded: Moira Lomas

Carried

Phone Use

The Board discussed the complicated issue of student phone use. Iva Ropati is sure that if this is an issue that it will certainly show itself. Need to also ensure the Board is working in a governance role and making sure it is not management.

Agenda Items - How this process works...

The Board agrees that any agenda items, including items for discussion for the next meeting are added to the agenda at the current meeting.

Iva and Clarke meet prior to a Board meeting. The strategic plan has been discussed and the draft 2023 work plan will be worked on. This will also inform the agenda for each meeting.

Strategic review will happen and the annual plan will come out of this.

The Board also needs to look at the Principal Performance Appraisal and how this looks.

The Board wants to understand the academic results and the areas they need to target. Iva is confident that the Annual Plan will address this.

Draft Annual plan, a stocktake of achievement data, with confirmed data will come to the Board at the beginning of the 2023 year.

Action Points

Action: Kerri Turanga will share the community survey with the Board.

Action: Iva Ropati will provide an update of his meeting with staff

Action: An update of current student achievement results

Next Meeting:

Agenda items for next meeting:

Discussion Items:

Pou tam a reo - ERO will come and speak to the Board on the Governance

Pilot summary review document from the School

What would the outcome that the Board would like from this presentation?

What are the treaty obligations?

Reports:

1. The Board would like an update regarding the student achievement results at the next meeting.
2. Iva Ropati will give the Board an update of his findings to date from his talks with the staff around the following areas: staff barriers, gaps, successes, and wellbeing indication.
3. SLT Vehicle report

Meeting Closed: 8.27pm

Confirmed:

Clarke Raymond - Presiding Member

Date:

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