

Minutes of the Papakaio Board of Trustees Meeting

Held in Room 6, Papakaio School, November 23rd, 2017.

Present: E Dupu, G Shirley, E Finlay, R Hutchinson, J Wright, A Ludemann, Y Monoy.



In attendance: P Kranz (Minutes Secretary)
Damian Brown DP (During the literacy and numeracy section of the meeting)
Clint O'Brien, Doug Hurst, Ian Hurst (During the roading and drainage section of the meeting)

Apologies: C Allen

Meeting opened: 7.00pm

Road and Carpark Area	
<p>1. There was a wide ranging discussion (in situ) on the issues of roading (especially road safety), and drainage.</p> <p>Many possible options for changes in these area were suggested and discussed, including widening of the road at places, moving the bus stop, chicanes, zebra crossings, one way systems, pedestrianising areas and opening up sections of road that are currently closed.</p> <p>In was acknowledged that while the desire to make some changes may be coming from the school, to be successful it would need to have on board the school's neighbours, the local community, the council, and the NZTA.</p> <p>It was noted that informal discussions have already taken place with some of these parties, and that as the process continued these would become more formalised and extensive. That would mean gathering and presenting evidence on proposed changes such as research and letters of support.</p> <p>It was agreed to form a sub- committee and to organise a meeting council representatives. Clint O'Brien to organise that meeting. Eugen, Gary, Jess, Doug and Clint were to form a working group around these issues.</p>	<p>Action Required</p> <p>Clint O'Brien to organise meeting with council representatives.</p>
Administration Matters	
<p>2. Declarations of Conflicts of Interest.</p>	

None.	
<p>3. Confirmation of the Minutes of the Previous Meeting. Moved that the minutes be accepted as true and correct record. G Shirley / A Ludemann Passed</p>	
<p>4. Matters Arising from the Previous Minutes. Jerseys: Gary said he had spoken to Sutherlands. The jerseys will be launched in the second week of the next term. Beanie options will be given to home and school for them to choose from.</p>	
<p>5. Correspondence</p> <p>Out None</p> <p>In Letter from Janet Calder expressing her thanks for the support the school as a whole has given her, and to individuals at the school who have supported her.</p>	
REPORTS	
<p>6. Principal's Report</p> <ul style="list-style-type: none"> - Gary reported things have been very busy, with two year 8 rural days, yachting, technology activities and so on in what is a short term. So while everyone is very busy it is all going well. - The countdown to reports is proceeding at a good pace. - Written language samples from early writing to close to high school level have been moderated by the CoL at two meetings. The information gained from this process has been very useful. - Discussion re changes anticipated to National Standards and to CoL with the change in government. - Camp is going well. 	
7. Financial Report	Moved: That the BoT empowers the grounds working party to apply for

<p>The pool pump has new seal, but the shaft is rusty. The last quote for replacement was \$1100. Meanwhile it is up and running. Concern expressed around level of cost and maintenance the pool has needed this year.</p> <p>Moved: That this report be accepted. G Shirley / Y Monoy Passed</p>	<p>charitable trust funds to complete the pool project, with an estimated overall budget \$35,000. A Ludemann / R Hutchinson Passed</p>
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GENERAL

<p>8. Help Us Plan School's 2018 Direction Document. Gary circulated the results from the community survey. This was considered in detail.</p> <p>9. Reports Discussion on whether, given how busy things are, the number of written reports to the Board of Trustees could be reduced. The Board concluded that such reports were needed as they provide a record, and that this is especially important to have when decisions are reviewed.</p> <p>10. School Charter 2018 The was a general discussion on where to place the charters focus over the coming years in terms of teaching and learning and around buildings and maintenance.</p> <p>Items discussed in detail were:</p> <p>Aligning with the CoL. It was seen as desirable to align the charter with the CoL's goals for improvements in literacy and maths achievement levels, particularly for struggling learners. Also to align the charter with the CoL's work on students transitioning to high school.</p> <p>Akongga Discussion of the reduction labelling of students in the charter, without denying the need to provide additional individualised support to students with identified needs.</p> <p>Maori and Pasifika. Agreement to have the charter state that we aim for our Pasifika and Maori students to achieve at the standard of the school's overall population. Agreed to continue to review the charter at another meeting which is to be held next Thursday (the 30th of November) at 7.00pm at the school.</p> <p>11. CoL</p>	<p>Gary will follow up with some contributors where it was felt more information would be useful, and to report back to the Board.</p>
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<p>Gary outlined how the CoL process over the next two years for looking at issues of consistency of assessment, transitions and professional development for cross school groups of teachers.</p> <p>12 Tikanga Maori Gary reported that the major development this year was the hiring of Jo. She has provided a lot of resources for the school to use, and has integrated her work closely with other classroom teachers.</p> <p>He said the school has moved a long way in this area, and there is the impetus there to do more. He said he was meeting on Monday with all but one of the identified Maori families at the school to discuss future developments.</p> <p>13. Literacy and Numeracy. Damian reported to the Board on his work with students who have struggled with numeracy. This has been very successful both in terms of student achievement and also their confidence. He outlined the next steps he intends to take.</p> <p>14. Budget Agreed that Gary put together a draft budget for 2018 to bring to the BoT meeting on the 30th of November for discussion.</p> <p>15. Health and Safety. Gary has written to Home and School requesting \$1000 to spend on helmets to be used when sailing.</p> <p>Sunscreen: Gary said it was always available. (Class bottle for R6 was in evidence)</p> <p>16. Drainage Agreed that Jess Wright join Eugen and Gary on the group working on the drainage issue.</p>	<p>Gary to report back to BoT from the meeting.</p> <p>Gary put together a draft budget for 2018</p>
<p>MEETING DATES</p>	
<p>Next Board of Trustees Meeting 30th November, 2017, 7pm, Room 6.</p> <p>Next Home & School Meeting 25th November 2017 6.30pm at the Last Post</p>	

Meeting closed 9.26 pm.

Signed: **Date:**.....