

Minutes of the Papakaio Board of Trustees Meeting
Held in Room 6, Papakaio School, 5th April, 2018.

Present: J Gonzales, J Wright, E Dupu, A Isbister, G Shirley, I Elliott, C Allen, E Finlay.



Apologies: None

In attendance: P Kranz (Minutes Secretary)

Meeting opened: 7.03pm

Meeting opened with a Whakatauki from Jessica Wright.	
ADMINISTRATION MATTERS	
<p>Declarations of Conflicts of Interest</p> <p>None</p> <p>Confirmation of Minutes from the Last Meeting Moved: That the minutes as tabled be accepted as a true and correct record. J Wright / A Isbister Passed</p> <p>Matters Arising from the Previous Minutes</p> <p><u>OIS Technology Classes</u> Gary meet with them, he said they were very open to having the discussion and it was very productive.</p> <p>Changes agreed at that meeting were:</p> <ul style="list-style-type: none"> -Reports would now go home at the end of each term. -They would also hold open days each term. -Damien will receive the workbooks at the end of each unit and will distribute them out to parents for comments. -OIS will also send information out to parents about units they are about to cover. -There would be differentiation for each of the units to allow those who were capable to go further. - The paperwork requirements for students will be kept as concise as is possible. -OIS will also give the school lists of any technical terms students need to know, so these can be covered at Papakaio School. This is to ensure students are 'up to speed' with these when they arrive at OIS. 	<p style="text-align: center;">Action Required</p>

<p><u>Draft policy re High School Visits.</u> Gary distributed his draft of this policy. Moved that the Policy for High School Visits at as tabled be adopted. J Wright / A Isbister. Passed</p> <p><u>Gift Voucher for Work on the Server</u> Sent, and thanks for it received in response.</p> <p><u>Hangi</u> Gary said we are still having a 10.00am start.</p> <p>Correspondence In</p> <p><u>Leave Request</u> A request for leave was received. It was unanimously agreed that leave without pay as requested be granted.</p> <p><u>MoE</u> Consultation re enrolment request. Moved: That the Board ratify their decision as made by email, and reply to their letter as per the draft letter that has been distributed.. E Dupu / G Shirley Passed</p> <p><u>MoE</u> Acknowledgement of receipt of the Planning and Reporting Documents.</p> <p><u>Ardgowan School</u> Letter consulting on their proposed implementation of an Enrolment Scheme, including a map of their proposed Enrolment Zone.</p> <p>Gary distributed a map of the Papakaio School Enrolment Zone, and there was a discussion of areas of possible overlaps.</p> <p>Agreed that we communicate to them that while based on their map there are overlaps with the Papakaio School Enrolment Zone, this is not an issue of significant concern to the Board.</p> <p>Correspondence Out None</p> <p>Moved: That the correspondence as tabled be accepted A Isbister / J Gonzales Passed</p>	<p>Gary to communicate this to them.</p>
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REPORTS	
<p>Principal's Report</p> <p><u>Roll</u> Now at 148 and it looks likely that the roll will get to 151 early next term. This will mean the appointment of a new teacher.</p> <p><u>Targets</u> There is now a clear division of responsibilities amongst staff for work with groups of children with differing learning targets. This has tightened up the feedback processes and information available which in turn has improved teacher's abilities to decide on which interventions to use.</p> <p>Gary said there is some interesting and innovative work happening in the classrooms.</p> <p>The Mihi Whakatau and the Hangi Gary expressed his thanks to Jo Birchfield and Nicola Neal, and to Rena who will be doing the photography.</p> <p>Senior students will help with the food preparation on Tuesday, and students will get a chance to see the preparation of the hangi.</p> <p>He said the students have really taken to preparing and practicing for this event.</p> <p>He said that there is now a lot more te reo in the classrooms, and that we are a long way ahead of where we were two years ago.</p> <p>New School Reports Format. Gary said that he and Damian have done a lot of work on this. A key factor they wanted was for reports to show a students progress over time as well as their achievement within the curriculum. They also needed to provide personal comments, such as how well the child is working with others and their attitudes to learning.</p> <p>They have completed development of a format that teachers are now trialing.</p> <p>Financial Statement as at 31 Dec 2017 The draft statement is with the auditor awaiting approval.</p>	
GENERAL	
<p>Health and Safety Gary reported the septic tank lid needs repair.</p>	<p>Gary to action.</p>

<p>ERO Indicators - Our Responsibilities Under Stewardship.</p> <p>Gary ran through some of the areas of responsibilities and what the school has been doing.</p> <p>Those areas were:</p> <ul style="list-style-type: none"> -Involving teachers in setting up appropriate learning targets. -Reporting on wellbeing, policy and planning. -Putting students on pathways for life-long learning <p>The Board felt it was doing well on those areas looked at.</p> <p>Areas For Focused Questioning.</p> <p>Gary talk about building in a process for noticing more clearly what is happening in specific areas and what may need to be done by simply asking ourselves: "What is the gap, and how do we close it?" The answers to that helping to inform actions at both the governance and management levels.</p> <p>Areas he suggested using this to help focus our questioning on first were: academic learning, being practical, cultural confidence, social learning, environmental learning and sustainability.</p> <p>The Board noted that they saw the visit from Duntroon as a significant contribution to enhancing cultural confidence in the school. Also the area of cultural confidence was one where they saw the school as having the chance to take on a leadership role within the wider community.</p> <p>STA</p> <p>Eugen recommended that BoT members register on the STA website for the Learning Management System, which has opportunities for BoT member training.</p> <p>Ian Elliott expressed his keenness in attending the STA Conference in Rotorua later this year.</p> <p>Property- 5YP</p> <p>Gary reported that Michael Forgie has replied to the request for the exploration of various options, including his suggestions for which options he felt would be best.</p> <p>The Board agreed to go with the suggestions made by him and to write to them thanking them for his work.</p> <p>Some discussion of builders the school might now proceed to get quotes from.</p>	<p>lan to action</p>
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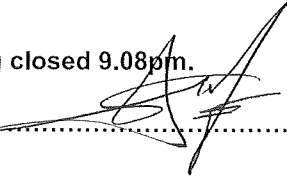
IN COMMITTEE BUSINESS	
None	
POLICIES REVIEW	
<p><u>500 Health and Safety Policy</u> Item 13 to read: Supporting the safe return to work of injured employees. Moved: That the policy as amended be renewed. J Wright / C Allen Renewed</p> <p><u>500a Health and Safety Procedure</u> Agreed to delete item 13. Item 11 to read: worksafe inspector Moved: That the policy as amended be renewed. J Gonzales / A Isbister Renewed</p> <p><u>520 Hazard Register Procedure</u> Amended to read: The Principal will ensure the Building Safety checks included in the Building Systems and Features Manual are completed and that confirmation of this is sent to Argest. Items to be numbered rather than bullet points. First item to be removed. Moved: That the procedure as amended be renewed. G Shirley / I Elliott Renewed</p> <p><u>600 Administration Policy</u> Moved: That the policy be renewed. C Allen / J Wright Renewed</p> <p><u>602 Equity</u> Item 3 amended to read: ...Ministry of Education... Moved: That the policy as amended be renewed. J Wright / A Isbister Renewed</p> <p><u>605 Policy Development</u> Moved: That the policy be renewed. G Shirley / J Wright Renewed</p>	
MEETING DATES	
<p>Next Board of Trustees Meeting Thursday May 24th, 7.00pm, Room 6.</p> <p>Next Home & School Meeting</p>	



Tuesday May 1st 7pm, Hub.	
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Meeting closed 9.08pm.

Signed:



Date:

25.05.2018