

Minutes of the Papakaio Board of Trustees Meeting

Held online, 21st April 2020

Present: G Shirley, R Williams, J Wright, E Finlay, E Fisher, C Cocrane, I Elliot.

Apologise: A Isbister

In Attendance: P Kranz (Minutes Secretary),

Meeting opened with a Karakia from Jess: 7.00pm.



ADMINISTRATION MATTERS	
	Action Required
Confirmation of Minutes Moved: That the minutes as tabled for the BoT meeting on 20th Feb 2020 be accepted as a true and correct record. E Fisher / E Finlay Agreed	
Matters Arising from the Previous Minutes. None	
Correspondence In Letter from Ioana Homestead. Out None	
REPORTS	
Principals Report Gary's written report has been distributed. In addition Gary talked about the following: <u>Playground Staffing</u> Gary said that additional staffing was in place in the playground at morning tea and lunchtime. This was funded by the MoE and has helped with some of the behavioural issues that had been occurring. <u>The Charter</u> The MoE had contacted him and said the charter did not comply with legislation. This was ironic given their initial requests for brevity; to meet	

requirements Gary expanded the goals section to include student achievement targets for Literacy and Numeracy.

Property.

Figures from Ed re fencing received.

Roll

Gary is aware of six leaving and two coming.

Busing

There was a discussion on families who are in the school zone but out of the bus zone. Gary said there had been changes, but that these were finished and things were stable. The school had helped those affected, and would do so for other families who find themselves in this situation in the future.

Staffing

Gary said the confirmed staffing notice from the MoE will be out and online now, and that he will get it and distribute it to BoT members.

He said the staffing levels are guaranteed to the end of the year. If the permanent roll stays below 125 then the staffing level will change for 2021. The staffing adjustment process will take about three terms.

Remote Teaching

Gary said there has only been positive feedback so far. He said there seemed to be a normal curve of engagement by students, though the number of participants in the online classes varied a lot each day.

He said the school has been working to support those families with poor or no internet access, including resources packs and facilitating them getting internet access.

The BoT asked Gary to express its gratitude to the school staff on their getting the remote teaching up and running and working so well.

There was a discussion of how the school can help parents to support their children's remote learning.. It was felt that it would be useful to reassure parents that they could be flexible in what and how much their children did and when.

Gary to action

Gary to action

Gary to action

Messaging

Gary said the major uncertainty is how many students will be coming to school next week under level 3.

To help with the school will be contacting families and asking for an indication of their intentions. He wants to have the results of that survey by next monday. In doing this Gary said their messaging needed to make clear the choices families had, and the government's advice around those choices.

There was a discussion about the advice and messaging from the MoE (Gary had distributed this).

He said that the school would contact some families directly where they felt the information needed to be related to their particular circumstances.

He said Tuesday next week would be a Teachers' Only Day, and then school would open for students starting Wednesday.

Has said as part of the preparations for next week there would be a thorough cleaning of both the inside and the outside of the school.

Covid-19 Pandemic Report

Gary said this was a good exercise to do as it helped clarify staff thinking about their response. It helped them identify strengths and weaknesses.

He said he was also working with staff developing a procedural manual for managing Level 3. He was meeting every day with staff, working on this and other matters.

Health and Safety Report

So that it can include the opening of the school under Level 3 this to be considered at the next meeting.

Financial Report

Accounts

Gary that he had only received accounts from the previous month. These had been distributed to BoT members.

Papakaio8Hour

There was a discussion around refunds for the Papakaio8hour. The BoT asked Gary to find out from Haley how many people asked for refunds and how many have made their payment a donation.

Gary to follow up

Robyn said that she was aware that no sponsors have asked for their money back, which is huge. The Board expresses its thanks to those sponsors.

Wainui Camp Report

Gary said that it was a very successful camp in every way. Financially, Morgan did a great job as did the many people who helped her do so.

Moved: That the above reports be adopted.

G Shirley / J Wright.

Agreed

GENERAL

Strategic Plan Update

Achievement targets 2020 have been added to it. A draft of the plan was then sent to the MoE who said this met their criteria for approval.

Discussion of how the changes in pedagogy (due to dealing with the Covid-19 virus) would impact target students.

Gary said there were many approaches they were successfully using that they are not now able to, and so there would be impacts. This didn't mean that the targets would be lowered, but it did mean they would be harder to achieve, and it may take longer.

Cat said that the MoE has said that they recognised that schools were now working in a very different situation, and would accommodate this in their oversight.

Moved: That the additions to the Strategic Plan be approved.

I Elliot / C Cochrane

Agreed

Camps

Dunedin Camp

This includes an overnight stay at the museum. Gary said the plan right now is to reschedule this to happen towards the end of the year.

Dunedin Camp RAM Plan

Moved: That the RAM be accepted.

G Shirley / I Elliot

Agreed

The Board noted that if the camp proceeds, it does so following the government guidelines applying at

Gary to action

<p>the time, and that parents be informed of those guidelines.</p> <p><u>Wellington Camp.</u> This had been planned for mid-september. Gary said that while flights and accommodation for this have been booked, and deposits paid for there is obviously now a lot of uncertainty around it. He said that any decision would need to be made over the next month, and the board agreed to revisit this at its next meeting.</p> <p>Gary said if the camp did not go ahead they would organise an alternative that would take place with the local district.</p> <p>Policies Review Policy 509 Point 2: Changed so that policy is to dispose of all items by wrapping in plastic bags and put in the rubbish bin in the bike shed; deleting the reference to flushing tissues down the toilet. Spelling of 'aid' in point five corrected. Locking of first aid cabinets discussed and Gary to review.</p> <p>Policy 524 Pandemic Plan Procedure. Number 3: "Go to school .." Change to read: If a pandemic closes the school follow the appropriate ministerial guidelines.</p> <p>Number 4: Organising counselling. Changed to refer to relevant updated contacts. Changed so that specific email address or contact details that may be subject to change are given in a more general way.</p> <p>Moved: That the policies as amended be adopted. I Elliot / J Wright Agreed.</p> <p>Principals Appraisal This has been received by Gary and passed on to Ian who will distribute it to BoT members.</p>	<p>Ian to place on agenda.</p> <p>Christina to update.</p> <p>Gary to action</p> <p>Gary and Christina to action.</p> <p>Ian to action.</p>
<p>IN COMMITTEE BUSINESS</p>	
<p>None</p>	

MEETING DATES

Next Board of Trustees Meeting

Date and time TBA..

Next meeting Karakia: Cat.

Next Home & School

TBA

Meeting closed: 8.40pm

Signed: 

Date: 30/6/20