

## Minutes of the Papakaio Board of Trustees Meeting

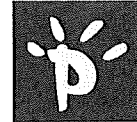
Held at the School, 13th April, 2021.

**Present:** I Elliot, G Shirley, J Wright, E Finlay, E Fisher, R Williams, L Ferguson. N

**In Attendance:** P Kranz (Minutes Secretary)

**Apologies:** C Cochrane

**Meeting opened :** 7.08 pm



Meeting opened with a Karakia from Enya.

| ADMINISTRATION MATTERS  |                 |
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|   | Action Required |
| <p><b>Declaration of Interests</b><br/>None declared.</p> <p><b>Confirmation of Minutes.</b><br/>Moved: That the minutes of the Board of Trustees meeting held on the 16th of March 2021 be accepted as a true and correct record.<br/>J Wright / R Williams<br/>Agreed</p> <p><b>Matters Arising From the Minutes</b><br/>The Board expressed its thanks to all those who helped make Easter Day such a success.</p> <p>Gary said there has been considerable work done on holding IEP's and proactively communicating with parents about them.</p> <p><b>Correspondence</b><br/><u>In</u><br/>From Damian Brown seeking funding for a professional development course.</p> <p>Moved: That the Board grant Damian Brown \$315 for professional development course fees.<br/>G Shirley / E Finlay<br/>Agreed</p> <p><u>Out</u><br/>None</p> |                 |
| PRINCIPAL APPOINTMENT   |                 |
| <p>Moved: That the appointment of Damian Brown as permanent principal from term four be ratified.<br/>I Elliot / J Wright</p>   |                 |

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| <p>Agreed</p> <p>Board members expressed their thanks to Ian for what has been a time consuming and demanding process.</p> <p>The Board also expressed its thanks to Lloyd for his very valuable assistance.</p> <p>Board members said they were very impressed by all of the candidates, with each having real strengths; and that they were pleased to be able to appoint Damian, and excited about what he will bring to the school.</p> <p>Gary said that he had received only positive feedback from the staff, students and community about Damien's appointment; and other Board members said they had also only had positive feedback.</p> <p>There was a discussion on how best to farewell Gary and welcome Damian. Ian said that the plan right now is for there to be a pot-luck on Saturday 3rd of July, with some short speeches and a band. He said he was open to suggestions for additional things that might be done.</p> |   |
| <p><b>BOARD OF TRUSTEE MATTERS</b></p>  |   |
| <p><u>Financial Audit Sub-Committee</u><br/>It was agreed that re-establishing this subcommittee be considered at the next meeting.</p> <p><u>Robyn's Replacement.</u><br/>Robyn said she would still be on the Board for one, maybe two, more meetings.</p> <p>There was a discussion on the options for filling her position once she left.</p> <p>Moved: That Morgan be approached re being seconded to the Board after Robyn leaves.<br/>J Wright / Williams<br/>Agreed.</p> <p><u>Policy Reviews</u><br/>Gary distributed a proposed Policy/ Procedure review timetable, which covers both staff and BoT reviews. He said Christina will manage both areas,</p>  | <p>Ian to action.</p> <p>Ian to approach Morgan</p> |

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| <p>and distribute policies to be reviewed before meetings.</p> <p>The Board said that they would like to be kept informed of the procedures staff have reviewed.</p> <p>It was agreed that policy reviews be done as the first item of general business, with a few done at each meeting, as per the schedule.</p> <p><u>500 Health and Safety Policy and Procedures Statement.</u></p> <p>It was agreed that BoT members consider this policy/procedure after the meeting, and that it be returned to at the next meeting.</p>   | <p>Gary/ Christina to action.</p> <p>Ian to action.</p> <p>Ian to action.</p> |
| <p><b>OTHER ITEMS OF GENERAL BUSINESS</b></p>   |   |
| <p><b>Draft Financial Accounts from 2020</b></p> <p>Gary distributed the draft. He said this was still with the auditors, but that he didn't expect there to be any significant problems or changes. He said the last year was very positive in financial terms and he was pleased with the current position.</p> <p>There was a discussion on the discrepancy in pay for those under different awards, and it was agreed that this would be returned to once the next round of awards were settled.</p> <p><b>Property Update - Michael Forgie's Report</b></p> <p>Gary said that the new Otago MoE Property person came to the school, and that he'd run through all the proposals for property improvements with him.</p> <p>The plan, costings, procurement plan and explanatory notes had been received from Michael.</p> <p>Gary said that if all goes well it was possible that work would begin in two months time.</p> <p><b>New Classroom Update</b></p> <p>Gary said that the new classroom was going ahead, and he distributed the plan and outlined the options he and Cat had chosen.</p> |   |

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| <p>Gary said he is investigating the possibility of adding an additional area for the learning support coordinator.</p> <p>(Ian left the meeting at 8.36pm, and Ed took the chair for the remainder of the meeting.)</p> <p><b>Health and PE Report</b><br/>This is still being worked on for consideration at the next BoT meeting.</p> <p><b>Year 8 Iona Camp Rams</b><br/>The Board was satisfied with the submitted Rams for the Year 8 Camp.</p> <p>Moved: That the above reports be adopted.<br/>E Finlay / L Ferguson.<br/>Agreed</p> | <p>Gary to action.</p> |
| <p><b>MEETING DATES</b></p>  |                        |
| <p><b>Next Board of Trustees Meeting</b><br/>Tuesday May 25th, 7.00pm. Staffroom</p> <p><b>Next meeting Karakia:</b> Jess</p> <p><b>Home &amp; School:</b> 12th May</p>  |                        |

Meeting closed: 8.45pm

Signed: .....

Date: .....