

Minutes of the Papakaio Board of Trustees Meeting

Held in Room 6, Papakaio School, 23rd August, 2018.

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



Apologies: None

In attendance: P Kranz (Minutes Secretary)

Meeting opened: 7.03pm

Meeting opened with a Karakia from Eugen Dupu.

ADMINISTRATION MATTERS

Staff Representative	Action Required
Moved that C Cochrane be co-opted on the Board as the staff representative. E Dupu / J Wright Agreed	
Declarations of Interests. Gary declared that he has an association with Ricoh through some sponsorship of events so will recuse himself from decisions on any matters related to them.	
Confirmation of Minutes from the Last Meeting Moved: That the minutes as tabled be accepted as a true and correct record. G Shirley / J Wright Agreed	
Matters Arising from the Previous Minutes None	

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<p>Correspondence</p> <p>In Ricoh: Re contract with them coming up for renewal. Auditor General: Re contacting Deloitte. Deloitte: Re renewal of their contract and their proposed fees. MOE: Re strike action. STA: Re strike action Whitstone CoL report.</p> <p>Out None</p> <p>Moved: That the correspondence as tabled be accepted. E Dupu / I Elliott Agreed.</p>	
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REPORTS

<p>Principal's Report Mainline leak: Discussion re any potential future liability if there is any subsidence or damage. Gary said he has discussed this with Southroads. The Board agreed to write to them about this matter both to seek more information and clarification and also to document the Board's concerns.</p> <p>Fundraising: Discussion around the amount of time school staff are spending being involved with fundraising, and additional efforts the Board might make.</p> <p>Curriculum Reports</p> <p>Health and PE Appreciation expressed by the Board to Youthtown for their running of activities.</p> <p>Writing Appreciation expressed by the Board to Damian for his very detailed and comprehensive report. Also noted was the value of his reports continuing to reference and reflect on his previous reports. This gave clear feedback on the effectiveness of actions taken based on the reports.</p> <p>Gary said the last few years have seen an increased focus on literacy matters and with</p>	<p>Gary to action.</p>
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<p>that had come a notable increase in teachers knowledge and skills in this area.</p> <p>The was a discussion on the calibration of assigning achievement levels within the school, and the CoL's work on moderation between schools.</p> <p>Reading Discussion of the efforts being made to partnership with families to encourage more reading.</p> <p>Financial Report Report covering June and July presented. Gary outlined the 'big picture' situation and some particular areas in more detail. There was a brief discussion.</p> <p>Moved: That the reports as presented be accepted. G Shirley / J Wright Accepted</p>	
<p>GENERAL</p>	
<p>Audit Fees Discussion on the fees quoted by Deloitte's. Moved: That the BoT accepts the audit fees as proposed by Deloitte's. G Shirley / J Gonzales Agreed</p> <p>Contacting Board Members Jess said that some parents had said to her that they could not find out from how to contact the Board chair. It was agreed that this contact information be placed in the newsletter and on the school website.</p> <p>Health and Safety Cat Cochrane reported to the Board that:</p> <p>The platform on the tractor has been given a larger surface area.</p> <p>The ground water tap cover has been replaced.</p> <p>More sand has been added to the sandpit, and new netting has been placed around it.</p>	

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<p>The trim around the adventure playground is being monitored and repaired by the groundperson as needed.</p> <p>Gary said staff have embraced the updated reporting procedures and that these had been working well.</p> <p>Teacher Industrial Action The decision made by Board via email to close the school on August 15th 2018 due to industrial action was ratified..</p> <p>The decision made by Board via email that support staff be advised to do professional reading and reflection on the upcoming appraisal cycle during the strike on August 15th was ratified.</p> <p>Photocopier contract Discussion of the contract offered by Ricoh. Agreed to research alternatives.</p> <p>Building (5YP) Update Despite the efforts by the Board over a long period of time there are significant delays.</p> <p>Gary reported back from his discussion with the MOE that it was possible for the school to get a dispensation from them to get a quote from a non- GETS registered builder.</p> <p>End of year function The Board expressed that it is happy for Home and School to continue to organise this.</p> <p>Papakaio 8 Hour Challenge The working group reported back about this event.</p> <p>Gary said it is hoped this will prove to be a significant fundraiser through sponsorship and entry fees.</p> <p>There was a discussion around insurance and liability issues, and of organisations the school might partner with to run the event.</p> <p>The Board suggested the organisers of similar events such as the Kakanui School Big Beach Day and the Weston School Fireworks be contacted for any advice they may have to offer.</p>	<p>Ian to action, with input from Gary.</p> <p>Gary to report this back to Home and School.</p> <p>The working group to do so and return to the Board with its proposals for how it might be run.</p>
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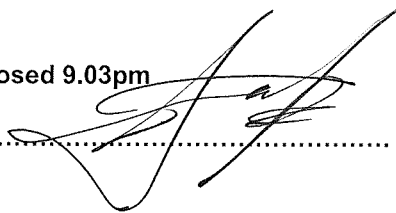

<p>Outdoor NZ Training Eugen informed the Board that there is training available for RAM and that we have the possibility of getting this at no or little cost to the school.</p> <p>Wellington RAM Gary reported that commitment and fundraising by parents for this trip has been significant and much appreciated</p> <p>Dunedin Camp RAM and Dunedin Camp RAM Agreed that these be presented for approval at the next Board meeting.</p>	<p>Eugen to organise a training day for mid-October. Staff and BoT members being the main focus, but if possible, for it to be also made available to the wider community.</p>
IN COMMITTEE BUSINESS	
None	
POLICIES REVIEW	
<p>Community Partnership</p> <p>201- Community Partnership, Communication and Consultation Policy.</p> <p>Amended to read:</p> <p>Communication</p> <p>1 Communication to parents is usually by weekly newsletters sent home on the Wednesday with each family's oldest child at the school. These are also available on the school website.</p> <p>3:Facebook page – https://www.facebook.com/pages/Papakaio-School/223551197782400?fref=ts is used primarily for instant and urgent messages such as cancellation of a sports practice or game.</p> <p>4. Each teacher is required to email regular newsletters to keep parents informed of the learning, programmes and up and coming events.</p> <p>Reporting</p> <p>1. The Board reports at least annually to the community on;</p> <ul style="list-style-type: none"> • financial, property, personnel management and audits. • achievement against the School's Charter Goals. 	

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<ul style="list-style-type: none"> • Board policies and policy reviews. <p>202 - Health Curriculum Consultation Procedure</p> <p>203 - Access to School by High School</p> <p>Moved: That the above policies be adopted as amended. J Wright / E Finlay Agreed.</p>	
MEETING DATES	
<p>Next Board of Trustees Meeting Thur, 20th September 2018, 7pm, Room 6.</p> <p>Next Home & School Meeting Tue, 28th August 2018, 7pm, Hub.</p>	

Meeting closed 9.03pm

Signed:



Date:

25.09.2018