

## Minutes of the Papakaio Board of Trustees Meeting

Held in Room 6, Papakaio School, December 7th, 2017.

**Present:** E Dupu, G Shirley, J Wright, C Allen, Y Monoy, A Isbister, A Ludemann, Iain Elliot.



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

**Apologies:** E Finlay, R Hutchinson, J Gonzales.

**Meeting opened:** 7.00pm

<b>Administration Matters</b>	
<b>1. Declarations of Conflicts of Interest.</b> None	<b>Action Required</b>
<b>2. Confirmation of the Minutes of the Previous Meeting.</b> Moved: That the minutes be accepted as a true and correct record. J Wright / C Allen	
<b>3. Matters Arising from the Previous Minutes.</b> <b>Pool</b> It needs more work, for which Gary has two quotes. It was agreed that this matter be left to be considered at the next Board of Trustees meeting.	
<b>4. Correspondence</b> <b>Out</b>  <b>In</b> Letter from ANZCO with a donation of \$643. Agreed this to be allocated to playground development.  Letter from Waitaki Girls High School thanking the Papakaio School students for participation in the Science Day.	Gary to send letter of condolence following the death of Stefan Witehira.  Gary to publicly acknowledge this donation
<b>GENERAL</b>	
<b>Health and Safety</b>	

<p>Discussion of the recent electrical Tag and Testing review, as outlined in the Principal's report. Agreed this process be repeated in future years.</p> <p>Gary reported that there has continued to be positive developments in the health and safety culture within the school this year; and that considerations of RAMS (risk assessments and method statements) and Health and Safety Guidelines are now a natural part of the way people are doing things.</p>	<p>Gary to find out precise regulations around this and let the BoT know.</p>
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<b>REPORTS</b>	
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<p><b>Principal's Report</b> The Principal's report was tabled and discussed.</p> <p>Moved that Anna Clark's appointment be ratified subject to the Achievement Challenge being accepted by the MOE, subject to a satisfactory appraisal at the end of 2018. E Dupu / G Shirley Agreed</p> <p><b>Camp Ioana</b> Gary reported so far it is cost neutral, though there is still one bill to come in. However even with that it should be only around \$300 to \$500 over.</p> <p>Feedback was that it went very well, lots of parental participation, many activities and a high level of enjoyment reported by the children.</p> <p>Gary said that the outsourcing some of the activities did cost, but it was affordable and meant that teachers were fresher when they led their activities.</p> <p><b>Technology</b> There was a discussion of the way the technology program is provided and its outcomes.</p> <p>Gary said both the external provision and internal program are currently being reviewed. This is including talking to the external providers and surveying the participating students.</p> <p>It was agreed that this is an issue with quite far reaching ramifications as it affects OIS and their current staffing. A full report will be made to the BoT once all parties have been consulted.</p> <p><b>Analysis of Variance Report</b> Report tabled and discussed in detail.</p>	
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<p>The issue of how the school might help address global issues faced by individual children that are struggling was discussed.</p> <p>Also discussed was the correlation between truancy and poor achievement, and the efforts being put in around this issue.</p> <p>Two suggestions that came out of the discussion were:</p> <p>That that the school inform parents of students who are struggling about additional specialist services that they might try to access personally.</p> <p>That the achievement standards, criteria and related materials for different years be posted on the school website.</p> <p>Moved: The Board acknowledges the commitment of time and effort that the teachers have put in with the target group, and expresses its thanks to them.</p> <p>G Shirley / Y Monoy Passed with acclamation</p> <p>The Board expressed its thanks to Gary for his hard work and leadership on this.</p> <p><b>Financial Report</b> Moved: That the report be accepted as tabled. G Shirley /J Wright. Agreed</p>	
<b>OTHER MATTERS</b>	
<p>The Board expressed its thanks to the retiring board members, and a welcome to the new members.</p>	
<b>MEETING DATES</b>	
<p><b>Next Board of Trustees Meeting</b> To be confirmed in 2018.</p> <p><b>Next Home &amp; School Meeting</b> To be confirmed in 2018.</p>	

**Meeting closed 8.55 pm.**

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