

## Minutes of the Papakaio Board of Trustees Meeting

Held in Room 6, Papakaio School, 5th December 2019

**Present:** G Shirley, R Williams, J Wright, E Finlay (Acting Chair) , A Isbister.



**Apologies:** E Fisher, C Cocrane, I Elliot

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

**Meeting opened:** 7.00pm

### ADMINISTRATION MATTERS

<b>Conflicts of Interest.</b> None	<b>Action Required</b>
<b>Confirmation of Minutes from the Last Meeting</b> Minutes amended to specify that it is the Whare Iti where the visible strips are needed.  Moved: That the minutes as amended be accepted as a true and correct record. J Cochrane / R Williams Agreed	
<b>Matters Arising from the Previous Minutes.</b> None.	
<b>Correspondence</b> <b>In</b> None  <b>Out</b> None	
<b>REPORTS</b>	
<b>Principal's Report</b> Along with the tabling of his written report Gary talked about the following:	

The Pool

The pump connection to the pool broke overnight. Gary said he is working through the options for getting it fixed and for having a replacement part to keep on hand.

New Staff

There was a discussion of how the school could better introduce new staff to parents and to the wider community when they start. Also discussed was how the parents of new students could be welcomed and introduced to the school community.

Written Reports

Gary said that all reports were now written to the student. This is so that, while they are obviously important to the parents, students feel it is part of their learning.

There was a discussion of the information the reports give parents, and more generally of all the information parents get. There was a feeling that parents needed to know more about where their child was at.

It was suggested that parents were uncertain if the school had any concerns about their child or children. Gary said that in fact if there were concerns parents would be communicated with, but that this could be improved to reduce that uncertainty.

Moved: That the Principal's report be adopted.  
R Williams / E Finlay  
Agreed

**Health and Safety Report**

Nothing of note to report.

Moved: That the Health and Safety Report be adopted  
J Wright / R Williams.  
Agreed

**Financial Report**

Gary added that this very much a 'business as usual' report, which the BoT agreed with and it was only briefly discussed..

**Camp Iona Report**

Gary mentioned how much the kids enjoyed the camp.

Gary to look at communication with parents in relation to these concerns.

<p>There was a discussion on the inherent problem of parent helpers and teachers coming from different places when approaching discipling children at school camps.</p> <p>Gary said that while teachers see incidents needing discipline within the context of longer term management plans and the whole school environment, parents only see it within the context of that camp.</p> <p>.</p> <p>After some discussion it was felt that in addition to the written information about discipline given to parent helpers at camps there could be a verbal briefing/discussion with them at the start of the camp. Also, that that there could be a briefing for teachers on working in with parent helpers.</p> <p>Moved: That the above reports be adopted G Shirley / A Isbister. Agreed</p>	<p>Gary to action</p>
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**GENERAL**

<p><b>Budget</b> Gary said that overall things remained on track.</p> <p><u>School Roll</u> Gary said that looking forward the major change being anticipated is MoE funding based on the roll. This does however have a long lead in time before any changes take effect. Gary said he estimates next year that the school year roll will start at around 118 and get up to 130 over the year. He said the composition of those students is likely to be 'top heavy', meaning small classes for the juniors and larger ones for the seniors.</p> <p><u>ESOL</u> He said he thought there would be less demand for ESOL which meant some savings there.</p> <p><u>Property</u> Gary said there were no major maintenance costs anticipated.</p> <p>There is upcoming funding from the MoE tagged to property. There was a discussion of what this funding could be used for.</p>	
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Wellington Camp

Those figures are now available and all but \$50 per child was covered by the fundraising.

Moved: That the above reports be adopted.

R Williams / E Finlay.

Agreed

**Analysis of Variance**

Gary said the current report was not as detailed as the previous one, but it still gave a pretty clear picture of what was happening.

He said there had been a change in the testing methods used which has shifted the line in the results a bit.

He said that a lot of time and energy has been put in, and there was certainly no reduction in effort. They knew who needed extra help and that was being given. However the statistics showed that the pace of development could not be pushed.

Gary said this is an area where he works closely with staff and he will be continuing to do so in the new year.

There was extended discussion on the report and on the effects of a child's gender and family situation on the pace of development.

Moved: That the above reports be adopted.

J Wright / R William

Agreed

**End of Year Prizegiving**

There was a discussion of what the BoT will do and who will be doing it.

It was suggested that BoT members come early, wear name tags, and introduce themselves to people.

BoT members to action.

**Strategic Plan**

Gary said the plan needs to be done by March 2020.

He said it would need to reflect the move to dispositional learning. So, for example taking 'resilience' as the dispo,ition the questions to be asked are things like:

What does having excellent resilience look like?

How do we foster that excellence?

This means the goals to foster dispositions may not be 'smart' goals, but will still need to be broken down into identifiable steps and actions and feedback.

He said that another major consideration was creating a cohesive curriculum where pupils school life formed an integrated whole. This would mean that all the different parts of a students time at school worked in a concerted way to enhance learning.

This would mean, for example, that maths might be being learnt through science, problem solving through sports.

### **Policies Review**

#### Student Achievement Policy. Nag 1

Reference to Careers Guidance removed as this is covered by the Careers Day.

Review date amended.

#### 302 Concerns and Complaints Procedure

Review date amended.

#### 302A Concerns and Complaints Procedure With-in Staff

Review date amended.

#### HR / Personnel Policy Nag 3.

Review date amended.

Gary noted that as staff appraisal sits under this policy it was worth mentioning the move from appraisal using spirals of inquiry to ones using practise analysis conversations and coaching. He also asked the BoT to think of appraisal goals for him.

#### 601 Planning and Compliance Procedure

Gary presented his rewrite of this policy. Some small amendments were made by the board.

Moved: That policies as amended be adopted

J Wright / R Williams

Agreed

BoT members to action.

**IN COMMITTEE BUSINESS**

None	
<b>MEETING DATES</b>	
<p><b>Next Board of Trustees Meeting</b> Thursday 20th Feb, 2020, 7.00pm, Room 6.</p> <p><b>Next Home &amp; School</b> TBA</p> <p><b>Next Meeting Karakia:</b> Jess</p>	

**Meeting closed: 9.10pm**

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