

**Minutes of the Special Papakaio Board of Trustees Meeting**  
Held at the School, 8th December, 2020.

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

**Apologies:** I Elliot

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

Meeting opened : 7.02 pm



<b>ADMINISTRATION MATTERS</b>	
	<b>Action Required</b>
<p><b>Declaration of Interests</b> None declared.</p> <p><b>Confirmation of Minutes.</b> Moved: That the minutes of the Board of Trustees meeting held on the 17th of November be accepted as a true and correct record. G Shirely / J Wright Agreed</p> <p><b>Matters Arising From the Minutes</b> None.</p> <p><b>Correspondence</b> None</p>	
<b>REPORTS</b>	
<p><b>Principal's Report</b> Gary said that Sam had written to him advising him of her intentions for next year. He's passed this on to BoT members. Sam has already informed members of the community, and Gary will put a notice in the upcoming newsletter so that everyone knows what the story is.</p> <p>Moved: That the Principal's Report be taken as read. G Shirley / A Isbister Agreed</p> <p><b>Health and Safety Report</b> Cat said there was nothing of note to report.</p> <p><b>Financial Report</b> Gary said that some of the final figures aren't in yet, but he is confident his estimates will be reasonably close.</p>	

<p>He said there will be money from this year that is carried over to next year, including some from banked staffing and some from depreciation that has been unspent.</p> <p>There was a discussion on whether it was better to continue to repair the lawnmower or to sell and replace it. It was decided to revisit this at a later date.</p> <p>The Board wanted to know more about the unused money listed as 'grant with conditions.'</p> <p>Gary was asked whether he felt that the estimate for the decodable text sets was sufficient. Gary said that he felt it was as they would not have to buy texts for the whole school at once. Rather they would be brought on a rolling basis, following the kids as they moved up a level each year.</p> <p>Moved: That the budget for 2021 as distributed be adopted G Shirely / J Wright Agreed</p> <p><b>Analysis of Variance.</b> <u>Context</u> There was a discussion on the context of the period being reported on.</p> <p>It was noted that the effect of Covid-19 on pupils was more than just the loss of in school attendance for seven weeks.</p> <p>The stress and uncertainty families have felt has had an impact on them. Gary said the school has done a lot of work on supporting students' wellbeing, with positive results. There were still some, however, who were taking a long time to settle back in.</p> <p>Gary said he didn't feel that there were more social problems than before, for example conflicts or kids saying they felt isolated. It was more that as individuals the kids, while resilient, were tired.</p> <p>He said one thing to take away from the report was that being at the school really did make a difference. After being away from school for seven weeks students' achievement overall had fallen.</p> <p><u>Home and Community Support for Reading</u> Gary said two key determinants for literacy were being read to at home, and reading at home for pleasure. Because of this the message needs to go</p>	<p>Gary to ask Adair and inform the Board.</p>
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out that the school cannot do it alone, that it needs its work to be supported at home.

There was a wide ranging discussion on how to encourage reading. Mentioned were: parents (especially dads), reading to and with children in schools, reading dogs, little free libraries.

#### Maori Achievement.

Gary said this group was not achieving at the level he wanted. However it was a statistically small group and he cautioned against reading too much into the figures in the report. He said that they did not indicate a systemic problem. There were some children who had global learning difficulties that were not going to be fixed within a short time frame. Many of the Maori children who were achieving below expectation were in the target group or had outside interventions designed to accelerate their learning.

He said the support is there, the kids are generally making good progress relative to themselves, and are engaged with their studies and feeling successful.

#### Structured Literacy Approach

There was a discussion of what would happen to the reading recovery program with the move to the structured literacy approach. Gary said that while they had very different approaches they could happily co-exist, and reading recovery would continue as it had next year at least.

He was asked what would be the most useful the BoT could support the structured literacy approach. Gary said staff training was key. As part of that the staff wanted to see the approach in action, and he was planning a visit for them to St Joseph's in Queenstown They have been using it for a couple of years.

Gary said that training and using teacher aides was going to be very important.

#### CoL

Gary was asked whether the increasing need for support for new entrants was particular to the school.

He said that there were two factors at play.

One was that there was a single cohort of children at the school that needed more support, but that

Ed and Gary to work on.

need was particular to that cohort, not right across the school.

The other was that he felt, based on his discussions with other principals, that overall children entering schools had increasing levels of learning and behavioural deficits. Language and social development was more variable, with the tail end being longer and more severe.

#### Engaging families

Gary acknowledged that more could be done to engage families. He said the systems for doing this were in place, but that covid-19 and staffing changes had interrupted it happening as effectively as before. He said that he felt it was his job to lead on this, and he would be doing so more in the future.

Moved that report be adopted.

J Wright / E Finlay

Agreed

#### **Induction of New Trustees**

Gary suggested the trustees whose terms are ending still come to the next meeting to meet the new trustees and to share their experiences and to answer any questions.

#### **Staffing 2021**

Gary said that the year 5 class will be split next year. He said he was having discussions with parents about this, and that they were going well.

Chris will be the new entrant teacher. Gary said there would need to be another set of hands in there all the time, especially as numbers in the junior room were expected to grow over the year. He said this had been budgeted for.

He said the increase in the number of sick leave days allowed is likely to happen around the middle of 2021. An increase in funding from the Ministry of Education will cover most of the costs of this, but he still expects some impact.

#### **Prizegiving**

Noted that Amy has done her excellent job again in arranging the gifts. Ian will be doing the presenting, with year 8 students helping out.

#### **Key Charter Curriculum Direction**

Local and Global Balance

There was a discussion on how to find the balance between focusing on the local situation and the global context it sat within.

#### Community Engagement

There was a discussion on fostering community knowledge and 'buy in'. Social media was seen as an important tool, and having student-made videos on social media was suggested.

#### **Charter Curriculum Directions**

##### Local Curriculum and Capacities

Continuing from this year will be the focus on local curriculum and competencies

##### Community of Learning (CoL)

Building on the 2020 work within the CoL the plan calls for a wider involvement with Early Childhood Centres and kindergartens.

It also aims to work within the CoL to compare assessment practices and to improve pedagogy around competencies.

##### Involvement in Maori community.

Gary said that due to covid-19 it had been hard to connect with Maori parents, and the aim was to improve this significantly in 2021.

##### Sustainability

Gary said that this too, while present in what the school had been doing in 2020, had been impacted by the situation with the virus, and less was done than was planned.

##### Structured Literacy Program

Gary said implementing the Structured Literacy Program was the most significant new part of the schools plan for 2021.

There was a discussion about setting specific achievement goals for reading and writing, perhaps with sub-goals for boys.

Gary said he would talk with staff about this and come back to BoT at a future meeting. He said he'd also talk to staff about how they could increase the number of students reading at home for pleasure, a key part of a child's learning.

There was a question as to whether the school was looking out for physical issues that might impact learning, such as poor eyesight Gary said there was, both with screening and teachers picking up

Gary to action

on things as they were very aware of what to look for.	
<b>OTHER ITEMS OF GENERAL BUSINESS</b>	
None.	
<b>MEETING DATES</b>	
<b>Next Board of Trustees Meeting</b> 16th February 7.00pm. Room, 6 Next meeting Karakia: Cat. <b>Next Home &amp; School</b> T.B.A.	

Meeting closed: 9.15pm

Signed: 

Date: 16/2/21