

Minutes of the Papakaio Board of Trustees Meeting

Held in Room 6, Papakaio School, 8th February, 2018.

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

In attendance: P Kranz (Minutes Secretary)

Meeting opened: 7.05pm



ADMINISTRATION MATTERS

| | Action Required |
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| <p>Meeting opened with a Karakia from Eugen Dupu.</p> <p>Declarations of Conflicts of Interest Eugen declared that while he is a Ritchie employee no conflict of interest arises in the matters being discussed at tonight's meeting.</p> <p>Election of Chairperson Moved: 'That Eugen Dupu be appointed chairperson.' J.Wright/C Allen Eugen appointed by acclaim.</p> <p>Confirmation of Minutes from the Last Meeting Moved: 'That the minutes as tabled be confirmed.' J. Wright/G. Shirley Passed</p> <p>Matters Arising from the Previous Minutes</p> <p><u>Tag and Testing.</u> Gary had sent out the STA recommendations before the holidays but due to the timing people hadn't followed this up. The BoT requested the article be resent to refresh everyone's understanding and bring the new BoT Members up to speed.</p> <p><u>Technology Report</u> Gary said with the new school year starting work on this is has now resumed.</p> <p>Correspondence In/Out</p> <p><u>In.</u> Letter from ERO re their impending visit term 3 or 4 2018. Leave request. Ritchies letter re children dropping off policy. Application for out of zone enrollment.</p> <p><u>Out</u> None</p> | <p>Gary to distribute material out to board members.</p> |

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| <p>Moved: 'That correspondence as tabled be accepted.' C. Allen/G Shirley. Passed</p> | |
| <p>REPORTS</p> | |
| <p>Principal's Report Gary outlined the day to day mechanics of Anna's COL work at the school.</p> <p>He also ran through the practicalities of how the 200 hours (over the next two years) of the professional development funded through COL will be used.</p> <p>Moved: 'That the 2018 ' R' units be tied to maths, literacy and SENCO (Special Education Needs Co-ordinator).'</p> <p>G. Shirley/ E. Dupu. Passed.</p> <p>('R' units are payments allocated by BoT's to teachers with extra responsibilities, or to improve teacher recruitment or retention)</p> <p>Financial Report Gary went through the report outlining both the overall picture and the separate cost and revenue items.</p> <p>There was a substantial discussion on the report, with the need expressed for more detailed information on some particular items.</p> <p>By acclaim the Board added Ian Elliott to the Financial committee.</p> <p>Moved; 'That Gary and Financial Committee meet to finalise the budget and approve it on behalf of the board.' G.Shirley/ C. Allen Passed</p> <p>Discussion on the Government's new policy on School Donations and how and when it will be applied. Concerns were expressed about the uncertainty in how the new policy will be applied in particular instances.</p> <p>Discussion of the precise legal status (and so legal relationship to the BoT) of Home and School. There was some uncertainty about this and more information was requested.</p> <p>Moved: 'That the report as tabled be accepted' G. Shirley/E Finlay</p> | <p>Gary to get more details on these items and report back to the Board.</p> <p>Gary and the Financial Committee meet and action.</p> <p>Eugen to contact Angela from School Support to seek clarification and to report back to the Board</p> <p>Gary to follow up and report back to the Board.</p> |

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| Passed. | |
| GENERAL | |
| <p>Health & Safety Full report to be presented to the Board at the next meeting.</p> <p>ERO ERO advised they will visit in term 3 or 4. Gary outlined the process of their visits, what they focus on, and the preparations that need to be made, including by the BoT.</p> <p>Board Member Induction and Training Gary has met with the three new Board members as part of their induction. Eugen said NZSTA can provide training at no cost for BoT members in subject areas of their choice. He invited suggestions and requests for such training.</p> <p>Purchase of Electronic Whiteboards and Chromebooks Given the current spending priorities these purchases are to be delayed.</p> <p>Progress re Property 5YP Improvements Designs discussed in some detail and suggestions made for improvements. These are to be taken back to the architect. Noted that no commitment to any changes will be made before the next meeting.</p> <p>Progress on Swimming Pool Upgrade Gary reported that the quotes are in and funding applications to Meridian and other places have been made or will be made.</p> <p>Camp Risk Management Report distributed and discussed Moved: 'That the Wainui Camp RAM as tabled be accepted.' E Finlay/I Elliott Passed.</p> <p>Ritchies Drop Off Policy Ritchies have sent a letter to the Board stating that they now have a policy that only children year 6 or older will be dropped of if they are walking home from the drop off point either alone or without older siblings. Exemptions will only be made if Ritchies receive written advice to do so from the child's parents/guardians.</p> | <p>Gary to distribute plans out for more feedback and then follow up with architect.</p> <p>Jess to follow up on Council funding. Swimming Pool Subcommittee to meet next week to help make these applications.</p> |

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| <p>The Board referred this to the school management to inform parents of the changes, to help facilitate their making choices in this matter and ensure that Ritchies are advised of their choices.</p> <p>Conflict of Interest Register Eugen ran through the policy, gave some examples of potential conflicts of interest, and answered questions around what was expected of BoT members in this area.</p> <p>A point was made that if we called it an Interests Register then the conflict part can be decided on a meeting by meeting and it is couched in a more positive way.</p> <p>Employment Matter Moved: 'That the public be excluded from the following parts of the proceedings of this meeting, namely the employment matter, in reliance of section 7 of the Local Government Official Information and Meetings Act 1987. The reason for doing so being to protect the personal privacy of individuals, and the protection of Board of Trustee members and school employees from improper pressure or harassment.' E. Dupu/G.Shirley Passed</p> <p>8.50 Moved in committee 9.05 Meeting resumed</p> | <p>Gary to inform the relevant school management.</p> |
| POLICIES REVIEW | |
| <p>School Donations 407</p> <p>Moved: 'That the policy be renewed.' J. Wright / A.Isbister Passed.</p> <p>The Board agreed that, given the changes to government policy, the level of school donations be set at zero.</p> | |
| MEETING DATES | |
| <p>Next Board of Trustees Meeting 14th March 2018, 7pm, Room 6.</p> <p>Next Home & School Meeting 20th March 2018, 7pm, Hub.</p> | |

Meeting closed 9.15 pm.

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

