

Minutes of the Papakaio Board of Trustees Meeting

Held in the Library, Papakaio School, 20th February 2020

Present: G Shirley, J Wright, E Finlay, E Fisher, A Isbister, C Cocrane, I Elliot.

Apologies: R Williams.

In attendance: P Kranz (Minutes Secretary), Paul Olson from the Whitestone Kahui Ako (CoL).

Meeting opened: 7.03pm.



ADMINISTRATION MATTERS	
	Action Required
Confirmation of Minutes from the Last Meeting Moved: That the minutes as tabled be accepted as a true and correct record. I Elliot / G Shirley Agreed	
Matters Arising from the Previous Minutes. None	
Correspondence In None Out None	
REPORTS	
Principal's Report <u>Roll</u> Gary said the trend was not as he had anticipated. During a brief discussion the Board noted that this has both pluses and minuses for the school. Gary said that he thinks there are structural reasons for the change, which will need to be taken into account in the schools future planning.	

Gary also said the MoE had told him that the school would still get the roll- growth classroom. What form that will take is, however, yet to be decided.

Meet the Teacher

Members of the BoT that attended said there were lots of new faces with an estimated fifty people attending. They said there was a friendly atmosphere and some good discussions.

School Support (Accountancy Services)

Because School Support will very soon no longer be providing the school's accountancy services Christina has stepped up and worked with Adair Craik to set up a new system and learn what she needs to run it.

Moved: That we ratify the decision made by Email Consensus to close our BNZ Accounts held by School Support and shift all our banking to the Oamaru Westpac Branch.

That we appoint Adair Craik as our School's accountant.

That Morgan Lee, Gary Shirley and Christina Shields are signatories for our Westpac Account.
E Finlay / J Wright
Agreed

Moved: That in recognition of her additional responsibilities Christina receives an additional 3% on top of her current wage.
E Fisher / I Elliot
Agreed

Swimming

Colin is now teaching swimming.

Wainui Camp

Gary said that Morgan has been working very hard on preparations for the camp, including meeting with parent helpers. Gary said that he will be attending the camp

Property

The school has been allocated \$90,000 from the MoE for property development of otherwise unfunded projects, the money to be used at the school's discretion. There is no set time limit to its use. Gary said that adding on fundraising efforts he estimated funds of around \$300,000 would be

Ian and/or other board members to familiarise themselves with the new system and to report back to the BoT.

<p>available. There was a brief discussion around possible projects.</p> <p>Moved: That a playground / building development sub-committee be formed. That Gary sits on this sub-committee and that he has the Board's authority to approach BoT and Home and School members to also sit on the sub-committee. I Elliot / J Wright Agreed</p> <p><u>Play-Based Learning.</u> Gary said the data on this is being carefully monitored, and he was very aware of the need to work with parents in this area.</p> <p>Health and Safety Report <u>General</u> Cat said nothing so far this term beyond pure accidents. <u>Drills</u> Discussion of scheduling of the fire /animal/ lockdown drills. <u>RAMS</u> Wainui Camp Rams: Checking of water depth level procedure to be updated.</p> <p>Financial Report <u>Teacher Aide Pay Rates</u> There are upcoming changes to payments from the ministry though what the changes will be has not been finalised. These implications of these changes will need to be considered.</p> <p>Moved: That the above reports be adopted A Isbister / I Elliot Agreed</p>	<p>Gary to report back to the Board on the sub-committee's deliberations.</p> <p>Gary to contact and work with Colin from the Council to review the drill.</p>
<p>GENERAL</p>	
<p>Finances and Accounting <u>End of Year Figures for 2019</u> The Board expressed its appreciation to Adair Craig and Christina for structuring new reports in a way that is consistent with the Support Services reports.</p> <p>Gary gave a first look at the draft figures from the end of last year. There was a brief discussion on some items and it was decided this matter be further considered at the next BoT meeting.</p>	<p>Ian to place on agenda for the next meeting. Before the meeting BoT members to email questions to Gary.</p>

<p>Camp Budgets There was a brief discussion about camp fees, costs, and budgeting. It was felt this deserves a deeper review at a future BoT meeting.</p> <p>Papakaio8Hour Gary said that the team was putting a lot of work in, were doing an amazing job, and it was all looking really good. He suggested that after the event the core team be acknowledged by the Board.</p> <p>Enya said she has approached people to be marshalls, but more were needed. It was suggested that St Johns and the Duke of Edinburgh Scheme be approached.</p> <p>Buildings - Painting and Maintenance Gary said the reception area could do with freshening up, but with the uncertainty around the timeframe for the new buildings it would be best to wait.</p> <p>He said the barge boards and the windows of W the Whare Iti need to be painted and the steps need to be looked at.</p> <p>ICT Infrastructure and N4L Gary outlined the new government scheme that the school could choose to participate in. It was focused on enabling the replacement of ICT infrastructure. He said that given that the school would need to do so at around the end of the year anyway it would be cost effective to join.</p> <p>After a brief discussion the Board felt it would be of benefit to do so.</p> <p>Moved: That the school sign up for the N4L scheme. G Shirley / J Wright Agreed</p> <p>Principal's Appraisal Gary said that Wayne Facer will do the appraisal up to the current term. He said that after that the board would need to look at how future ones were run. He ran through some of the options. This to be returned to at a future BoT meeting.</p>	<p>Ian to put on the agenda at a future BoT meeting</p> <p>Ian to place on agenda.</p> <p>Gary to follow up.</p> <p>Gary to action.</p> <p>Gary to follow up.</p> <p>Ian to place on agenda for the next meeting.</p>
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Developing Local Curriculum / CoL

The new head of the Whitestone Kahui Ako, Paul Olson, gave a powerpoint presentation introducing the people taking major roles in its work, and its vision for 2020.

He said establishing a needs register from all the participating schools was a priority, as was fortifying information sharing and co-ordination between participants.

He said its main areas of focus from the end of 2019 going in to 2020 were coherent learning pathways (coherent curriculum), learner agency, systemic design, and leadership.

Some of the themes in its practice are:

Not creating busy work, not increasing teacher loads unnecessarily.

Looking for what makes a difference in the classroom.

Doing collectively what cannot be done individually.

Using the lens of dispositions to help foster continuity in teaching and reporting.

Visible Learning (drawing on John Hattie's work) which allows its work to be applied in detail for each individual learner within the unique context of their school and local area..

To unpack participants capabilities, establishing communities of support based on interests, needs and geography that are focused on building the best lessons.

Policies Review

Policy 501a- Abuse to Students

Review date changed

'CYPF' changed to 'Oranga Tamariki'

Policy 501b- Child Abuse Allegations Against Papakaio School Employees

Review date changed

'CYPF' changed to 'Oranga Tamariki'

'SES' changed to 'appropriate agencies.'

Policy 502- Sexual Harassment Procedure

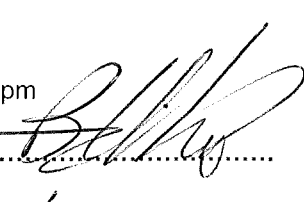
'Self-help' to be changed to 'action'

Review date to be updated

<p><u>Policy 503- Emergency Procedures Plan.</u> There was a discussion on who police checks are required for, and what supervision by teachers is required for those who are not subject to checks.</p> <p>Contact names to be updated and changed. Location of equipment to be confirmed. Landline numbers to have (03) prefix.</p> <p>Moved: That the above policies, subject to amendment, be reviewed J Wright / A Isbister</p> <p>Board Meeting Dates Discussion of moving the day of the week of the BoT meeting as Thursday was difficult for some members. Agreed to move it to Tuesday from the next meeting onwards.</p>	
IN COMMITTEE BUSINESS	
None	
MEETING DATES	
<p>Next Board of Trustees Meeting Tuesday 24th March, 2020, 7.00pm, Room 6.</p> <p>Next Home & School TBA</p> <p>Next Meeting Karakia: Jess</p>	

Meeting closed: 9.11pm

Signed:



Date:

30/6/20