

Minutes of the Papakaio Board of Trustees Meeting
Held at the School, 16th February, 2021.

Present: I Elliot, G Shirley, J Wright, E Finlay, C Cochrane, E Fisher, L Ferguson.
Apologies: R Williams
In Attendance: P Kranz (Minutes Secretary)
Meeting opened : 7.03 pm



Meeting opened with a Karakia from Gary.

ADMINISTRATION MATTERS	
	Action Required
<p>Declaration of Interests None declared.</p> <p>Confirmation of Minutes. Moved: That the minutes of the Board of Trustees meeting held on the 8th of December 2020 be accepted as a true and correct record. J Wright / C Cochrane Agreed</p> <p>Matters Arising From the Minutes None</p> <p>Correspondence <u>In</u> A letter from Wendy requesting two weeks leave to provide essential support to a family member during their post-operative recovery. As the date of the operation is not known, she doesn't know when the leave will need to be taken. Moved: That Wendy be granted the two weeks leave, with three days of that being paid leave. I Elliot / J Wright Agreed</p> <p>A letter from Gary resigning as principal, his resignation to take effect at the end of the third term.</p> <p>There was a discussion on the next steps the BoT needs to take to appoint a new principal, and to ensure a smooth transition from Gary to the new principal.</p> <p>It was agreed that the appointments sub-committee meet and begin this process.</p> <p><u>Out</u></p>	<p>lan to action.</p>

<p>None</p> <p>Moved: That the correspondence as tabled be accepted. I Elliot / E Fisher Agreed</p>	
<p>REPORTS</p>	
<p>Principal's Report In addition to the table report there was discussion on the following:</p> <p><u>Role Numbers</u> There was discussion on how the numbers are likely to play out over the coming year, and the underlying drivers affecting enrolments.</p> <p><u>Reading Recovery</u> Gary said that so far he has not been able to find a qualified teacher. His next step is to advertise the position in the Education Gazette.</p> <p>Health and Safety Report Nothing of note to report.</p> <p>Financial Report The draft annual accounts were tabled, along with Gary's notes.</p> <p>There were discussions on:</p> <p><u>Depreciation</u> There was a discussion on our depreciation figure. We agreed that the budget was acceptable.</p> <p><u>Wage Rise Parity.</u> Gary said the teachers aide wage raise had raised parity issues, and that this would flow through into upcoming pay agreements for other staff. This has been budgeted for.</p> <p><u>Auditing of Accounts</u> Gary said there were some final technical adjustments needing to be made to the accounts to better account for the School Improvement Plan fund of 94K, once they were made they would be submitted to the auditors.</p> <p><u>Finance Subcommittee Policies</u> It was agreed to, at the next meeting, look at the policies that relate to the finance subcommittee.</p>	<p>lan to action</p>

<p>Moved: That the above reports be adopted E Finlay / J Wright Agreed</p>	
<p>OTHER ITEMS OF GENERAL BUSINESS</p>	
<p>NZ School Trustees Association (NZSTA)- Courses and Conference. Ian advised the Board that the NZSTA Conference this year is in Rotorua in april. He said BoT members interested in should talk to him or Gary.</p> <p>Gary said that the NZSTA website had many online modules available to assist Board members</p> <p>Huxley Camp The risk assessment and management plan (RAM) for the camp was tabled.</p> <p>Gary said the two key issues were kids needing to bring what they need to be prepared for all weathers, and the steps being taken to ensure that swimming could happen safely.</p> <p>He said transport will be in parents vehicles.</p> <p>There was a brief discussion on the numbers of parents helpers attending.</p> <p>Moved: That the RAM as tabled be accepted. C Cochrane / L Ferguson. Agreed.</p> <p>Budget 2021 Gary said that he was still working on this, particularly on the figures for improvements to the property. He said the costings for the work on the front of the school should be in soon.</p> <p>Targets 2021 Gary shared the reworded the targets for 2021 to give more specific expression to the focus on improvements for boys and for Maori.</p> <p>Gary also talked about how resources are being allocated to reach this (and other) targets.</p> <p>The Board noted that this needs to keep being</p>	<p>Gary to orient Logan to the NZSTA and the training available from them.</p>

<p>returned to at BoT meetings, to keep track of progress.</p> <p>Papakaio8Hour Debrief is happening this coming Monday, with the meeting open to all members of the community.</p> <p>The Board noted how well the Papakaio8hour went, in every way.</p> <p>The question was raised was whether it was going to be possible to sustain it at this level in future years. Gary said he thought it was, given the depth of talent in the community; but that this was far from a given. He said the systems were now well established, so the demands on those running it in the future would be less than they have been.</p> <p>The Board expressed its thanks to the track builders, to the organising committee, and to the landowners.</p> <p>Building Update <u>Roll growth classroom.</u> Gary said that the Christchurch based Ministry of Education (MoE) architect had visited the school, and that their decision was that a modern prefab will go on the stones by the playground.</p> <p>Gary said tenders will go out to builders next term, and it is anticipated that it will be completed somewhere between the end of term three and the middle of term four.</p> <p><u>Cultural/Historical Documentation</u> Gary said that as part of the process of getting approval from the MoE the school had submitted a Cultural Narrative document giving an outline of the history and cultural background of Papakaio from the Kai Tahu Iwi.</p> <p>He said he thought it would be a worthwhile read for Board members, and that he will distribute it to them.</p> <p>Playground Update Gary said that the proposed scooter track has been put out for quotes.</p> <p>Swimming/Music Programmes. Home and School has given \$1000 for remedial swimming lessons. This has enabled the school to offer students who are not confident swimmers lessons on every day that the weather is fine.</p>	<p>Ian to action</p> <p>Ian/Gary to pass on.</p> <p>Gary to action.</p>
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<p>The music extension group is being taken by Rebbecca this term.</p> <p>School Fees Moved: That school fees be set for this year at the same rate as they were in 2020.</p> <p>I Elliot / J Wright Agreed</p>	
MEETING DATES	
<p>Next Board of Trustees Meeting 16th March 7.00pm. Room, 6 Next meeting Karakia: Cat. Next Home & School: To be advised.</p>	

Meeting closed: 9.03pm

Signed: 

Date: 31/3/21