

Minutes of the Papakaio Board of Trustees Meeting

Held in Room 6, Papakaio School, 21st June, 2018.

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

Apologies: E.Dupu, I Elliott.

In attendance: P Kranz (Minutes Secretary)

Meeting opened: 7.03 pm.



Amy opened the meeting with a quote:

“You cannot get through a single day without having an impact on the world around you. What you do makes a difference and you have to decide what kind of difference you want to make.”

-Jane Goodall.

ADMINISTRATION MATTERS

Declarations of Interests.

None

Action Required

Confirmation of Minutes from the Last Meeting

Moved: That the minutes as tabled be accepted as a true and correct record.

J Wright / E Finlay

Agreed

Matters Arising from the Previous Minutes

Health and Safety.

Gary reported that there had been discussions about the new procedures held with the relevant stakeholders.

Buildings

Reply from Michael Forgie re property received.

Textbooks

Purchase is in process.

Pool

Subcommittee has met.

Staff Coats

Being ordered.

Music Grant

Letter of thanks has been sent.

Bus Safety

Discussion on hold until Eugen returns.

<p>Correspondence In</p> <p>Michael Forgie. Letter re property matters. Discussed later in the meeting.</p> <p>Chris Allen Letter of resignation as staff representative on the BoT. This was accepted by the BoT, which also expressed its appreciation for her valuable contribution.</p> <p>Eugen. Emailed Amy re the BoT giving Steve Cone, the acting regional chair of STA, our proxy vote on the motion seeking an increase in remuneration for BoT members from the MoE.</p> <p>It was agreed that the board not give Steve its proxy vote, but rather to instruct him to cast our vote as 'No' on the motion.</p> <p>Out None</p> <p>Moved: That the correspondence as tabled be accepted. G Shirley / E Finlay Agreed.</p>	<p>Gary to inform Steve of the Boards decision.</p>
<p>REPORTS</p>	
<p><u>Principal's Report</u></p> <p><u>Increased Roll Funding.</u> Due to increased roll numbers there is now some extra funding available for staffing.</p> <p>After consultation with staff around most effective use; it was decided to have Jo work intensively with small groups of children from rooms 4 and 5. Also to have Bridget work with Damien's class on a Thursday, releasing Damien for that time to support teacher development in Literacy.</p> <p><u>Out of Zone Provisions</u> Moved: That the current available out of zone positions be increased to four students.</p> <p>J Wright / E Finlay Agreed</p> <p><u>Reports.</u> Gary said that on reflection what has emerged is that while the reports are clear and informative, which will be</p>	

<p>appreciated by parents, they are taking an inordinate demand on teachers time to write. So a better balance needs to be found.</p> <p><u>Pool Upgrade</u> Fundraising proceeding well.</p> <p><u>Calf Scheme</u> Ed to talk to Paul Butson about how and in what form it might continue moving forward.</p> <p><u>Teacher Only Day</u> Feedback was that this was very successful.</p> <p><u>CoL</u> Working well with teachers finding and taking things they need, that they can personally benefit from.</p> <p><u>Property</u> Storage boxes and water tank have been painted. Drain cover is under way.</p> <p><u>Individual Targeting</u> The focus on accelerating progress of particular students is working well, Gary said he was pleased with what is being achieved.</p> <p>Financial Report There was a discussion around the teacher funding costs as detailed in the report. Gary outlined the different sources of funding, how that changes over the school year and how that is managed.</p> <p>Moved: That the above reports be accepted as read. G Shirley / J Gonzales Agreed</p>	<p>Ed to talk to Paul Butson about how and in what form it might continue moving forward</p>
<p>GENERAL</p>	
<p>Property There was a wide ranging discussion, prompted and informed by the letter from Michael Forgie, around the pluses and minus of the use of non-GETS registered providers compared to registered providers.</p> <p>Pool Upgrade Gary to ask Brett to resubmit his quote. At the pool subcommittee meeting it was decided that, where possible, we do the work ourselves. This needs good weather to happen. The condition of the pool continues to be monitored.</p>	<p>Gary to remind Michael of his agreed timeline.</p> <p>Gary to contact.</p>

Papakaio 8 Hour Mountain Bike Challenge.

It was suggested that Duntroon school to be approached with a view to us adapting and using the planning documentation they used for their motorcycle fundraising ride.

School Evaluation Indicators

How do we know.....how effectively we are meeting our Statutory Responsibilities - Page 21 School Evaluation Indicators.

Gary handed out the list of statutory requirements, and there was a discussion of how these have been met and can be shown to have been met. Noted in this regard were:

The compilation of thorough reports and their distribution for consideration well before meetings.

The variety of skills and backgrounds of BoT members which provide balance and multiple perspectives.

The Boards involvement in employment processes, with input and feedback from the staff representative.

The Boards access to Gary's external appraisal and also information around other staff appraisals.

Full financial reports presented to the Board, with the opportunity given to raise questions about them.

The general culture of trust and respect, which enables what might be hard questions to be asked and difficult issues to be raised.

The regular revisiting, discussion and, if necessary, updating of Policies and Procedures.

Regular Property Plan reports to the Board including feedback on progress against clear tables of work to be done.

Principals reports that detail progress against clearly stated goals.

External audits of human resources procedures that have help sharpen up those process, including police vetting.

Regular Health and Safety reports to the BoT and clear and explicit procedures for recording and reporting incidents in the school.

The use of a bullying survey with follow up from the principal.

Gary to action.

POLICIES REVIEW	
Resources 404, 405, 406.	Reviews postponed to the next meeting in order to allow input from Ian and Eugen.
MEETING DATES	
Next Board of Trustees Meeting Thursday, 23 August 2018, Room 6, 7.00pm Next Home & School Meeting AGM- 3rd July 2018, 7pm, Hub.	

Meeting closed 8.35pm.

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