

## Minutes of the Papakaio Board of Trustees Meeting

Held in Room 6, Papakaio School, 20th June 2019

**Present:** A Isbister, G Shirley, E Finlay, C Cochrane, R Williams, E Fisher, I Elliott, J Wright.



**Apologies:** None

**In attendance:** P Kranz (Minutes Secretary.)

**Meeting opened:** 7.05pm

Meeting opened with a karakia from Jess.

ADMINISTRATION MATTERS	
<b>Conflicts of Interest</b> None declared	<b>Action Required</b>
<b>Confirmation of Minutes from the Last Meeting.</b> Moved: That the minutes as tabled be accepted as a true and correct record. J Wright / C Cochrane Agreed	
<b>Matters Arising from the Previous Minutes.</b> None	
<b>Correspondence</b> <b>In</b> <u>Jackie Dean</u> Letter from Jackie Dean re making submissions about the government's school fees policy.  Gary said he has already made a submission.  There was a discussion on the policy and its fiscal impact on the school. It was agreed the Board would also make a submission  <u>ERO</u> ERO report received. Moved: That the ERO report be accepted as accurate. E Finlay / I Elliot Agreed  <b>Out</b> None	Ian to make a submission on behalf of the BoT.

## REPORTS

### **Principal's Report**

#### Damian's Class

Gary has been working with Damian's class to help them transition into having a new teacher in the third term.

Jo will step in until a new teacher is appointed and has taken up the position.

#### Bikes

Noted that the bike facilities are looking good and working well.

#### Reports

The report writing process is working well and things are ahead of schedule.

#### Technology

Kids achievement in technology (EPRO8) are notable. The teamwork has been excellent, as has the level of commitment and focus.

#### Property.

Roof of Whare Iti will be replaced in the first week of the holidays.

#### Interim Target Group Report.

Report to June 19th from Damien received and distributed as part of the principal's report. There was a discussion about the report, particularly of the level of variance of students within identified groups.

There was also a discussion of the recommendations Damien made and Gary outlined his plans for how they will be actioned.

#### Roll Numbers

There was a discussion of the current roll numbers, and how that is expected to track in the future. Gary outlined the variables involved and the changes he anticipated.

### **Health and Safety Report**

Cat reported that the fire drill went smoothly, and that there were no incidents to report.

### **Financial Report**

Gary ran through the report and there was a brief general discussion. As the meeting was the first for two new members Gary also outlined some of the broad financial trends.

**CoL Report.**

Gary's report has been distributed. It was noted that the CoL now demanded that Gary be away from the school for considerably less time than it did previously .

Moved: That the above reports be adopted.  
I Elliot / J Wright  
Agreed

**GENERAL**

**Induction Of New BoT Members**

Ian and Gary have been working with the new trustees help them get 'up to speed' on issues such as governance and management roles, the school vision and plan and NZSTA matters.

**NZSTA Conference and Visit**

Jess and Ed and Ian said they are planning to attend.

Moved: That the BoT pay for up to three of its members to attend the upcoming NZSTA conference in Dunedin.

A Isbister / G Shirley  
Agreed

Gary said Lorraine Kerr from NZSTA will be at the school on Thursday 27th of June at a 11.00am and has said she would love to meet BoT members. There will also be a meeting in Oamaru that evening.

**Appointments Sub-Committee Report**

Applications have been received and interviews will be conducted on the 29th of this month. The sub-committee will report back to BoT if and when an appointment has been made.

**Ritchies Meeting re Bus concerns And Future Options**

Ian and Gary met with Ritchies. Ritchies said they have had a specialist review the practice of the driver about whom concerns had been expressed.. Ian and Gary said it is hoped this will result in improvements but that the matter will be kept under review.

There was a discussion about the charging of out of the free transport zone for pupils.

<p>Gary said it is possible for the school or associated community groups to bid for bus contracts. There was a discussion of the pluses and minuses of this, and it was agreed that it needed to be further investigated.</p> <p><b>Fundraising</b> Discussion of the need for a clearer focus for fundraising efforts.</p> <p><b>Buildings - Plan for Replacement</b> Concern expressed at the time it is taking. Gary said there were numerous constraints that limited the schools room to maneuver on this.</p> <p>Gary reported that there is now neither the money available nor support from the MoE to build the verandahs.</p> <p>Moved: That the roof replacement for Whare Iti be paid for from the 5YP, and that Michael Forgey be instructed to carry out an assessment and options report. G Shirley / I Elliott Agreed</p> <p>Gary said the school staff and BoT now needed to develop a brief for the architect to work from.</p> <p><b>Term 3</b> The BoT expressed its willingness to support Gary and the school staff for what looked to be a demanding term, and that it would be mindful of the demands it places on them.</p> <p><b>Basketball Hoop and Uniforms</b> Gary said there is a lot of enthusiasm now for basketball but that there was no proper hoop or competition uniforms. He said that together these would cost around \$1500.</p> <p>Moved: That home and school be approached to support the purchase of a basketball hoop, and that the BoT approves funding of \$350 for basketball team uniforms. E Finlay / E Fisher Agreed</p> <p><b>Deloitte Financial Audit Report</b> Moved that the annual financial audit from 2018 be approved. G Shirley / C Cochrane Agreed.</p>	<p>Ian and Gary to investigate the feasibility of this and report back to the Board.</p> <p>Gary consult with staff and to develop a shared document</p> <p>Gary to action in liaison with students.</p>
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**IN COMMITTEE BUSINESS**

None

**POLICIES REVIEW**

400 Resources Policy.

Altered to read:

403: Finance Terms of Reference

Review date changed.

401 Financial Management Policy

Altered to read in all instances : BoT.

Changed to read: Investments. The Board will determine...

Review date changed.

402 Financial Planning Policy

Altered to read:

The BoT has overall responsibility for the financial management of the school but delegates the day-to-day management of the school's finance and budget to the principal. The principal and Chair are responsible for recommending an annual operating and capital budget to the BoT within the timelines specified in the Finance terms of reference. This budget will include a professional development budget allocation for the principal and the staff.

Budgeting shall reflect the annual plan, any risk financial jeopardy and show a generally acceptable level of foresight.

Thus the budget should..

Review date changed.

403 Finance Committee Terms of Reference

Policy title changed to:

403 Finance Terms of Reference

Text changed to read:

From time to time the BoT may set up a Finance Committee for a certain task or period of time.

The finance committee may be responsible to the BoT for:

Review date changed.

404 Financial Condition Policy

Review date changed.

405 Asset Management Procedure

Changed to read:

7. A fixed asset register for all assets worth more than \$1000 shall be held.

Review date changed.

406 Property Procedure

Review date changed.

Moved: That the above policies as amended be adopted.

I Elliot / J Wright.

Agreed

**MEETING DATES**

**Next Board of Trustees Meeting**

Thursday 15th August, 7.00pm, Room 6.

**Next Home & School Meeting**

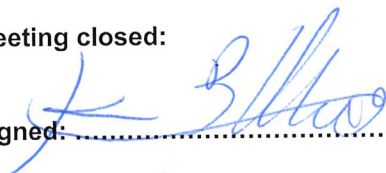
Tuesday 25th June, 7.00pm, The Hub.

**Next Meeting Karakia**

Gary

Meeting closed:

Signed: .....



Date: .....

20/8/19