

# Minutes of the Papakaio Board of Trustees Meeting

Held online, 23rd of June 2020

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



**Apologies:** P Kranz (Minutes Secretary) Minutes Recorded by Gary

**In Attendance:**

**Meeting opened with a Karakia from Cat:** 7.00pm.

## ADMINISTRATION MATTERS

	Action Required
<p><b>Confirmation of Minutes</b></p> <p>Moved: That the minutes as tabled for the BoT meeting on 24th of March 2020 be accepted as a true and correct record.</p> <p>Ian/Robin Agreed</p> <p>Moved: That the minutes as tabled for the BoT meeting on 21st of April 2020 be accepted as a true and correct record.</p> <p>Cat/Jess Agreed</p>	
<p><b>Matters Arising from the Previous Minutes.</b> We made \$13K from the Papakaio8Hour even though it was cancelled.</p>	
<p><b>Correspondence</b></p> <p><b>In</b> MOE Deferral of Enrollment Zone Review Chaplaincy Agreements from Lifewalk</p> <p><b>Out</b> None</p>	
<b>REPORTS</b>	
<p><b>Principals Report</b> Gary's written report has been distributed. In addition Gary talked about the following:</p> <ul style="list-style-type: none"><li>● Roll looks more promising.</li><li>● Children settled back better than expected but showing signs of tiring.</li></ul>	Replace the broken window.

<ul style="list-style-type: none"> <li>• Quite a lot of colds in the school with 20 children currently away .</li> <li>• Teacher aides have been increased to support two areas of concern in the school</li> <li>• The playground committee is working on sorting proposals</li> </ul> <p><b>Health and Safety Report</b> So that it can include the opening of the school under Level 3 this to be considered at the next meeting.</p> <p>A discussion was held around how we can make the pick up area of the hall car park safer.</p> <p>Concern over Cyber Safety and whether the time on devices at home would have brought up issues. Many parents may feel they need more support keeping their children safe. A suggestion was we run a workshop at Home and School.</p> <p><b>Financial Report</b> Accounts were accepted as circulated. The report of key variations from budget were presented and discussed.</p> <p>Overall we are ahead of budget in all areas with a few exceptions The pool, relievers and First Aid Supplies. The budget for the pool was too low with the longer season due to the new heat pump, relievers because of the pay settlement and the support put in place around students at risk.</p> <p>Moved: That the above reports be adopted. G Shirley / J Wright. Agreed</p> <p>Principal's Appraisal - The BoT agreed that Ian would appraise the Principal around his leadership and that Morgan would appraise his teaching component.</p>	<p>Gary to contact the Traffic Safety Officer at Waitaki District Council to look closer at the area.</p> <p>Gary to look at running Cyber Safety education with families and KOS program.</p> <p>.</p> <p><b>Ian and Gary to meet to set up Appraisal for 2020 and first term 2021.</b></p>
<p><b>Chaplaincy</b> The BoT discussed the agreements supplied from other schools and considered whether to have a chaplain position at papakaio. We looked at what other schools were doing.</p> <p>It was felt if we do something formal we would need to consult with the community. We also agreed that</p>	

in asking the community for their opinion, it would not be 100% either way and potentially put the unity of the school at risk.

It's noted that other schools in North Otago and beyond generally don't have chaplains any more and trying to get unity around this could well have a negative impact on our school.

We discussed the benefits and risks in appointing a Chaplain at length.

The feeling of the meeting was that we are a secular school and we are not keen to make a religious appointment. It was recognised that there are times when a person would benefit from support of an outside caring person and that this could still be offered along with a range of other outside agencies.

**“The BoT does not wish to formally appoint a School Based Chaplain, but supports the school in making referrals to groups, agencies and outside individuals for children and families in need.”**

**Ian/Ed  
Passed**

### **Property**

The BoT were given an update from the Playground Sub Committee.

Basically with the BoT satisfied the reroofing, the fencing and the possibility of centralising the operation of our heat pumps will all be covered by our 5YP, it leaves around \$100k of cash and what we can fundraise to put into a new playground development.

The committee will go on a tour of several playgrounds with a view to bringing key ideas to the people who will design the playground. We hope to take a couple of senior students to hear their points of view.

Next meeting we should have a concept plan for discussion.

### **Feedback on Reports**

The BoT shared their response to the reports in their new format. Mixed review. The self review was liked at the senior level but it was not as good an indication of reality at the junior level. Some BoT missed the dots and levels, but understood why we didn't do that this time.

<p>Everyone liked the personal comments and felt they were a step up from our usual reports.</p> <p><b>School Discipline Procedure</b> The discipline procedure is due for a review. We appointed a sub committee to deal with extreme behaviour..</p> <p><b>“That the following 4 People be the discipline committee; Ian, Jess, Ed and Amy. 3 out of 4 are enough to act on behalf of the BoT.” Moved Robyn/Cat agreed.</b></p> <p><b>Interim Data and Targets</b> A discussion around the impact of Covid on the school’s pattern of working and reporting. Data will be collected early next term and the interim report will be delayed.</p> <p>The BoT was keen to know how Covid has impacted our school compared to others?</p> <p>The MOE has delayed our formal Enrollment Zone review until next year because of the business of the year.</p> <p><b>Policies Review</b> Discipline Procedure - Update the following wording changes. 3 - justice -replaced with practice. 6 - are recorded and available. Behaviour Management - 3 - remove games.</p>	
<b>IN COMMITTEE BUSINESS</b>	
None	
<b>MEETING DATES</b>	
<p><b>Next Board of Trustees Meeting</b> Date and time TBA..11th of August Next meeting Karakia: Ian <b>Next Home &amp; School</b> 30th of June</p>	

**Meeting closed: 8.40pm**

**Signed: .....**      **Date:.....**