

Minutes of the Papakaio Board of Trustees Meeting

Held in Room 6, Papakaio School, 15th March, 2018.

Present: J Gonzales, J Wright, E Dupu, A Isbister, G Shirley,
I Elliott.

Apologies: C Allen, E Finlay.

In attendance: P Kranz (Minutes Secretary)

Meeting opened: 7.04pm.



ADMINISTRATION MATTERS

Meeting opened with a Karakia from Gary
(Jess to do next month)

Declarations of Conflicts of Interest

Re the letter from St Kevins, Eugen declared he is on the Board of St Kevins. However as it is a management level issue he does not believe there is a conflict of interest.

On the same matter Jess declared that she works at another local High School so and that may be seen as a conflict of interest.

Confirmation of Minutes from the Last Meeting

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

G. Shirley / J Wright

Passed

Matters Arising from the Previous Minutes

Tag and Testing

Information was sent out as requested.

Budget 2018

Gary met with Ian and worked on developing the budget with more accuracy and austerity. The budget was tabled at tonight's meeting.

Unsolicited Donations Policies

Eugen contacted Angela from School Support re unsolicited donations. She advised that these did not present a conflict with the new government policies.

Gary said that while aspects of the government policy on this issue are still undefined we have taken all the right steps to comply.

Legal status of Home and School.

Action Required

<p>Gary confirmed it has no legal status or affiliation beyond the school.</p> <p><u>5YP Plans.</u> Gary reported that the plans were on Ian Perry's desk waiting to be drawn up for consenting and quoting..</p> <p><u>Ritchies Bus New Drop Off Policy</u> Gary said that the new procedures seems to working well. All but five replies from parents had been received and are being collated. When this process is completed they will be passed on to Ritchies.</p> <p>Correspondence In/Out <u>In</u> From NZSTA re the annual conference coming up in Rotorua in July, to which we can send a representative. Moved: That Ian Elliott be nominated as the BoT representative to the NZSTA conference in July. E Dupun / J Wright. Passed</p> <p>Letter from the NZEI re upcoming meeting. Gary said arrangements to release teachers so they can attend have already been made.</p> <p>From a Massey masters student re a research project asking BoT members to complete an online questionnaire Trustees agreed to participate.</p> <p>Letter from St Kevins College re holding a lunchtime meeting at Papakaio School with Filipino families to build relationships with them and to discuss issues around student transitions from Papakaio School to St Kevins.</p> <p>The Board considered the letter and agreed to draft a policy about visits from all high schools, ensuring access is fair and equitable.</p> <p>Moved: 'That correspondence as tabled be accepted.' A Isbister / J Gonzales Passed</p> <p><u>Out</u> None</p>	<p>Eugen will forward to all Board members to complete.</p> <p>Gary to action.</p>
REPORTS	
<p>Principal's Report</p> <p><u>Out of Zone Student Places</u></p>	

Eight students leaving on dairy changeover day. Out of zone applications to be kept open.
Moved: The BoT recommended that out of zone student places be limited to five.
I Elliott / J Wright
Passed

Online Survey Consulting on Report Formats

Only 4 people have completed the online survey, which was disappointing. However the positive of that is that while the channel was there to do so, no matters of a seriously negative and concerning nature were raised. This may indicate a high level of trust.

R Units.

Applications have been processed and allocations made. Gary said the process seems to have worked well.

Server Repair

Moved: That the Board sends a letter of appreciation to Smartnet, as well as a gift of a \$100 gift voucher as a token of our appreciation for their expertise, hard work, and support.

J Wright / J Gonzales

Passed

Wellbeing Report

As well as discussing the full Well Being Report that covers students and staff Well being Gary presented a report from Health Otago using their Health and Wellbeing Self-review Tool tabled, and Gary ran through the results, which were very positive. The report was comprehensive and assures the BoT that student and Staff Well Being is generally very high and sound processes are in place to identify and support students who give concern.

Technology Report

The final data is now in. OIS has been given the chance to give their input and Gary will meet with them in the last week of this term.

Gary said that in that meeting he he would communicate that what we are looking for in the program is differentiation, challenge, and more time working hands on.

The BoT also requested that Gary ask OIS what justifies the fee paid to them for these classes.

Financial Report

Gary said the figures raised no red flags. He said that this year is tight financially, that the staff know this and have worked hard to keep costs down.

Gary/Christina to action

Gary to action.

Gary to action

<p>The BoT asked Gary to pass on their appreciation to all the staff members for their efforts.</p> <p>Budget 2018 Moved: That the Budget be adopted. I Elliott / G Shirley. Passed</p> <p>Moved That the above reports be accepted as tabled. G Shirley / J Gonzales Passed</p>	
GENERAL	
<p>Health & Safety Report Accepted as tabled.</p> <p>School Roll and Employment of 7th Teacher Gary said it won't be until dairy changeover day that he will be able to say whether the roll numbers justify the employment of a 7th teacher.</p> <p>The Mihi Whakatau and the Hangi David Higgins from the Marae at Moeraki has been enormously helpful in planning for this. Gary said he wanted to invite the wider community in as participants, not as spectators.</p> <p>The New Reporting to Parents Format Gary said he is reviewing various existing formats and will take the best from them to develop our new format.</p> <p>NZSTA Training. BoT noted (with appreciation) the attendance of Amy and Jason at the NZSTA 'Governance Essentials' training. They reported back that they felt Papakaio School is well ahead in terms of BoT practises compared to many other schools .</p> <p>Conflict of Interest Register. Eugen ran through the existing register declarations and informed BoT members on the need for, and process for, updating the register if there are any relevant changes.</p> <p>ERO Indicators - Our Responsibilities Under Stewardship Gary distributed the Education Review Office 'Effective School Evaluation' trial document and the 'Help Us Plan Papakaio School's 2018 Direction' document. These to be reviewed before the next meeting.</p> <p>Property – 5YP Agreed that this be discussed at the next meeting.</p>	<p>Gary to organise assistance and information for those from the wider community who come to help them participate. Also to co-ordinate filming of the event.</p>

<p>In Committee Business Moved by Eugen: 'That the public be excluded from the following parts of the proceedings of this meeting, namely the employment matter, in reliance of section 7 of the Local Government Official Information and Meetings Act 1987. The reason for doing so being to protect the personal privacy of individuals, and the protection of Board of Trustee members and school employees from improper pressure or harassment.'</p> <p>Minutes were confirmed.</p> <p>Moved into Committee at 9.19pm Meeting resumed at 9.23pm</p>	
POLICIES REVIEW	
<p>Policies 500, 520 and 520a Agreed to review these at the next meeting.</p>	
MEETING DATES	
<p>Next Board of Trustees Meeting 5th April 2018, 7.00pm, Room 6.</p> <p>Next Home & School Meeting Tuesday 20th March 2018, 7pm, Hub.</p>	

Meeting closed 9.25pm.

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