

## Minutes of the Papakaio Board of Trustees Meeting

Held in Room 6, Papakaio School, 28th March 2019

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



**Apologies:** J Gonzales

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

**Meeting opened:** 7.10

### 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. G Shirley / E Finlay Agreed	
<b>Matters Arising from the Previous Minutes</b> Gary said he has spoken to Crosscut Construction. They advised him that they'd have the Whare Iti roof done by the end of April.  Michael Forgey report re timeline shared with BoT members by Gary  The Strategic Plan has been updated.	
<b>Correspondence</b> <b>In</b> STA conference programme and 'STA News'  All of Government Office Supplies Contract information from OfficeMax.  Tomorrow's School's Independent Taskforce report.  Letter from Michael Forgey  <b>Out</b> None	

## REPORTS

### **Principal's Report**

The written report had already been distributed to BoT members. Gary mentioned the following items at the meeting:

#### Student Roll Numbers.

On track with predictions.

#### Swimming Pool

Repairs going well and on track to be signed off soon.

#### The Seventh Classroom

Working well.

### **Health and Safety**

Cat distributed the amended report and outlined the circumstances of the most recent accidents.

There was a discussion around whether any changes were required. The conclusion was that none were needed at present but that this should be kept under review, especially with the increasing use of bikes.

### **Financial**

There was a discussion on the unaudited report for last year from Support Services.

Gary said that while the cash reserves position has improved the current building and repair work meant that the school would need to continue to be careful with its spending.

The Interim Monthly School account for December was noted as having been received and considered by BoT members.

The reporting for February 2019 to be distributed for discussion at the next meeting.

Gary to action

### **Middleton Camp Report**

There was a discussion on the report that had been previously distributed.

It was felt that there would need to be consideration of adult/student ratio levels and RAMs for camp activities at some point in the near future.

Moved: That the above reports be accepted.

<p>I Elliot / G Shirley Agreed</p>	
<p><b>GENERAL</b></p>	
<p><b>ERO Visit Preparation</b> Gary gave an overview of the process and what the school can expect to happen.</p> <p>He specifically outlined what is likely to be the Board's involvement and the kinds of questions BoT members may face.</p> <p>There was discussion of the progress achieved by the school since the last ERO visit.</p> <p><b>Papakaio 8 Hour</b> The Board expressed its appreciation to the organising committee. The level of effort and professionalism shown was extraordinary. The high level of community involvement was also commented upon.</p> <p>The Board agreed to have an open letter in the school newsletter thanking all those involved.</p> <p><b>Tomorrow's Schools Review</b> It was felt that given the time constraints the Board would not make a collective submission. However BoT members were urged to participate individually in this important process.</p> <p><b>Strategic Plan</b> Gary said he'd amended this based on the consultations conducted and the feedback received. This included an increased focus on sustainability.</p> <p>Moved: That the Strategic Plan as presented be adopted. E Finlay / I Elliot Agreed</p>	<p>lan to action.</p>
<p><b>IN COMMITTEE BUSINESS</b></p>	
<p>None</p>	

**POLICIES REVIEW**

Health and Safety Policy Statement 500  
Health and Safety Policy Statement 550a  
Hazard Register Procedure 520

Dates in all these policies to be amended.

The Board agreed to renew the above policies as amended.

**MEETING DATES**

**Next Board of Trustee Meeting**

In the first week of the next term on a date to be advised.

**Next Home & School Meeting**

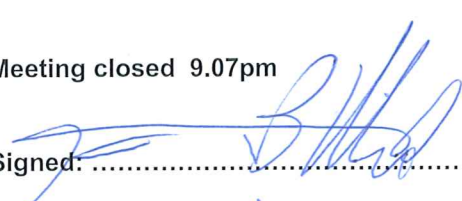
Tuesday 2nd, 7.00pm, The Hub.

**Next Meeting Karakia**

Ed Finlay.

Meeting closed 9.07pm

Signed: .....



Date: .....

20/5/19