

Minutes of the Papakaio Board of Trustees Meeting

Held at the School, 16th March, 2021.

Present: I Elliot, G Shirley, J Wright, E Finlay, C Cochrane, E Fisher, R Williams, L Ferguson.

Apologies: None

In Attendance: P Kranz (Minutes Secretary)

Meeting opened : 7.00 pm



Meeting opened with a Karakia from Cat.

ADMINISTRATION MATTERS	
	Action Required
<p>Declaration of Interests None declared.</p> <p>Confirmation of Minutes. Moved: That the minutes of the Board of Trustees meeting held on the 16th of February 2021 be accepted as a true and correct record. C Cochrane / J Wright Agreed</p> <p>Matters Arising From the Minutes None</p> <p>Correspondence <u>In</u> None</p> <p><u>Out</u> None</p>	
REPORTS	
<p>Principal's Report Gary's report had been distributed before the meeting. The following items were discussed:</p> <p><u>Restraining</u> Gary said there was teacher training on restraining happening this week, and there was a general discussion on the legislation and the Board policies in this area.</p> <p><u>Achievement targets.</u> There was a discussion around how the school approached proactively contacting parents when children are not meeting literacy achievement</p>	<p>Gary to look at.</p>

<p>targets, and how what is being done now could be improved or extended.</p> <p><u>Sustainability</u> Cat said that the starting point for this has been through the overarching theme of caring for each other and for the environment.</p> <p>There was a discussion of expanding the current projects to include areas around the school.</p> <p>Health and Safety Report Lockdown drill held successfully.</p> <p>Gary said that while it went smoothly there were still some things that had been learnt. There was a discussion of the rules surrounding cellphones during lockdowns..</p> <p>Camp Report The Board expressed its appreciation to Morgan for such a thorough and prompt report.</p> <p>Financial Report There was a general discussion on the tabled report.</p> <p>Attendance Report The was a discussion of how the Covid situation may have skewed the data.</p> <p>Gary said what the data didn't show was that while children may be late to class, it's mostly only by five minutes or so. He said the level of truancy had not changed and remained low.</p> <p>Moved: That the above reports be adopted G Shirley / R Williams Agreed</p>	<p>Gary to talk with Morgan about possible projects for year 7 and 8 students.</p> <p>Gary to pass on to Morgan.</p>
<p>OTHER ITEMS OF GENERAL BUSINESS</p>	
<p>Appointment Update The ad for the position has been in the Education Gazette.</p> <p>Gary said the next step, after the job description is approved, is for that to go up on the website. There will also be a timeline of the process and a</p>	

summary sheet. Ian said he is developing these independently from Gary so as to avoid any appearance of a conflict of interests.

Ian said applications will close on April the 5th, the shortlist made on the 6th, and appointment interviews held on the 10th. This means it will be possible, if the appointee is able to do so, for them to start in term three.

There was a discussion of who should be involved in the interviews, and how those interviews might be structured.

Moved: That the interviews be conducted by the full Board with the employment subcommittee leading a structured interview process.

I Elliot / R Williams.
Passed.

The Mower
Gary said the mower had required a new starter motor and some other work, but that now it had been checked out and was fine. Gary said it is due to be replaced in four years.

Logan said he'd done some checking of costs to replace it, and would now also check out estimates of what the school would get as a trade in.

Papakaio School Trust
The Board expressed its appreciation to all those involved.

Gary, Ian and Ed reported to the Board on the structure of the Trust and how it would operate.

Gary said that one big plus was that income from the Trust would increase the amount available for discretionary spending.

However the school and community would need to guard against feeling it could now put less effort into fundraising efforts, as these would remain important.

Home and School Purchases
There was a discussion on what items Home and School might spend its money on. Gary to take these suggestions to the next Home and School meeting.

Logan to action.

Gary to action

<p>Teacher Only Day. Gary said that on the day teachers will be going to Christchurch to visit two schools, learning about their structured literacy programs and capability based teaching approaches. CoL will be covering the costs.</p> <p>Property Plan Gary said prioritised items were: tidying up the front of the school (including putting in pathways), the tunnel house, finishing the safety fencing and purchasing two new items of play equipment.</p> <p>He said that most, but not all of this, will be able to be funded within the existing five year property plan and the one-off government grant. He would distribute costings to BoT members for their feedback.</p> <p>For items not covered he will apply to Home and School.</p> <p>Family Fun Day for Easter. This will be on the 16th of April, and will include an Easter egg hunt and a picnic. It was agreed that the BoT go halves with Home and School to supply fish and chips.</p> <p>Policy Reviews It was agreed that there needs to be a more consistent approach to the timing of policies reviews. Gary said there was an existing schedule, and that he would distribute it to trustees.</p> <p>500 and 500a Health and Safety Policies and Procedures. Ian to sit down with Cat and Gary to work on revisions to these, and to return to the BoT with them.</p>	<p>Gary to action.</p> <p>Gary to action.</p> <p>Ian, Cat and Gary to action.</p>
<p>MEETING DATES</p>	
<p>Next Board of Trustees Meeting Tuesday 13 April, 7.00pm. Room, 6 Next meeting Karakia: Enya. Home & School: 24th March.</p>	

Meeting closed: 8.58.pm

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