

Minutes of the Papakaio Board of Trustees Meeting

Held in Room 6, Papakaio School, 24th May, 2018.

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



Apologies: None

In attendance: P Kranz (Minutes Secretary)

Meeting opened: 7.05pm.

Meeting opened with a Whakatauki from Jason Gonzales.

ADMINISTRATION MATTERS

Declarations of Interests.

Eugen declared that as an employee of Ritchies Bus Company a potential conflict of interest arose. Because of this he recused himself from the considerations of the agenda item related to school buses.

Action Required

Confirmation of Minutes from the Last Meeting

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

J Wright / A Isbister

Passed.

Matters Arising from the Previous Minutes

None

Correspondence

In

Michael Forgie- Work scheme plan for the upgrade.

Berry and Co - \$1000 donation for music equipment from the Ruby Marris Trust.

Power Up- Meridian donation of \$15,000 toward the pool upgrade.

Deloitte's Report- The 2017 Financial Audit Report.

Out

None

Moved: That the correspondence as tabled be accepted.

G Shirley / C Allen

Passed

REPORTS

Principal's Report

The 151 Threshold

Gary reported that it looks like the school will not cross the threshold (and so qualify for increased funding) this

<p>term. He thinks that most likely it will not be until the fourth term that the threshold is crossed.</p> <p>Health and Safety A general discussion was held, out of which came the suggestion that the school follow up recommendations made to Parents re further treatment to see if they have been actioned.</p> <p>Buildings Gary's report detailed the identified work needed within the context of the 10YPP, and ranked each item by priority.</p> <p>The board found this very useful and suggested it be attached to the Principal's report so that progress can be tracked.</p>	<p>Gary to action</p> <p>Gary to action</p>
<p>Curriculum – Maths & Science Damien's report tabled, along with his recommendations.</p> <p>There was a general discussion of the report and the overall picture it gave of how the school was doing in these areas, and the recommendations.</p> <p>The board agreed that maths textbooks be purchased as per Damien's recommendation.</p> <p>The board expressed its thanks to Damien for his very comprehensive and valuable report.</p> <p>Science</p> <p>There was discussion of particular items in the report, including the increased emphasis on learning science vocabulary early on, and on the more formalised and effective archiving and sharing of key planning resources.</p>	<p>Textbooks to be purchased</p>
<p>Pool Upgrade Subcommittee \$15,000 has been received from Meridian and other applications for funding have been made. The funding already received means the upgrade can go ahead. Agreed that the repairs and upgrades be made for next season.</p>	<p>Subcommittee to action</p>
<p>Financial Statements for 2017, the 2017 Audit and the April 2018 Financial Statement. Reports distributed and discussed.</p>	
<p>Year 8 CAMP RAM 2018 The RAM as reviewed by email was ratified.</p>	
<p>SENCO AND CoL Report. This report by Anna Clark outlined how Papakaio School is supporting children with special needs, and how her role as SENCO and the Within-School Teacher for CoL is progressing.</p>	

<p>There was a general discussion on the report and appreciation expressed for her work.</p>	
<p>Moved: That the above reports be accepted as read. G Shirley / J Gonzales Passed</p>	
GENERAL	
<p>Principal's Appraisal</p> <p>Report to the board chair has been received from Wayne Facer. It includes future goals and areas of focus for Gary in his role as Principal.</p> <p>Eugen shared the report with the board, having consulted Gary who was happy for this to happen. Gary left the meeting during the board's discussion on the report.</p> <p>The chair invited BoT members to communicate with him after the meeting if they have any additional items they felt should be addressed at the next appraisal.</p> <p>It was agreed that Wayne Facer be appointed as appraiser for another year.</p> <p>As this was Wayne's second year doing the appraisal the Board also agreed to seek a different appraiser for the following year, feeling that having 'fresh eyes' for it would prove useful.</p>	
<p>Property</p> <p>There was a discussion on the letter received from Michael Forgie, with the need expressed for more detailed information on some matters raised in the letter.</p>	<p>Gary to write to acknowledge his letter and seek clarification and more information on matters around who can tender for the project.</p>
<p>Music Grant</p> <p>The Board expressed its appreciation of the \$1000 donation. Gary said that it will be put to good use as music activities are getting high levels of participation.</p>	<p>The Principal is to write a letter of thanks.</p>
<p>Buses Loading Capacity & Safety</p> <p>Eugen recused himself from this discussion and decision making due to the potential for conflicts of interest.</p> <p>It was noted that the numbers of pupils on the buses has grown and both the yellow and blue buses are now very full. This is far from ideal, and is now at a level which is causing concern in the community. While the board accepted that the numbers of children on the bus did not exceed the legal limits, there were questions about the safety of the children.</p> <p>Agreed to form a subcommittee to investigate these issues. Ian Elliott and Jess Wright to join the subcommittee as per the school's policy.</p>	
<p>Staff Jackets</p>	

<p>Chris showed a sample. The majority of staff members have expressed interest in having these and have placed orders at their own cost. The board noted the quality and professional appearance of the jackets.</p> <p>Moved: That the school fund the purchase staff jackets. A Isbister / E Finlay Passed.</p>	<p>Chris/ Gary to action.</p>
<p>Eugen's Leave Eugen will be away from the 12th of June to the 16th of August. Agreed that Amy will be the acting chair of the board while he is away, with the chair to be kept informed during this period.</p> <p>In the light of Eugen's being away the August meeting has been scheduled for the 23rd of August.</p>	<p>Amy to action</p>
<p>BoT Training Eugen recommended that we upskill as a BoT and a school with a view to update our Risk Management Administration and processes. An outside provider is willing to come in to a meeting and train us. This could be opened to other groups within our community.</p>	<p>Eugen to follow up.</p>
<p>IN COMMITTEE BUSINESS</p>	
<p>None.</p>	
<p>POLICIES REVIEW</p>	
<p><u>400 Resources Policy</u></p> <p>Moved : That this policy be renewed. J Wright / A Isbister Passed</p>	
<p><u>401 Financial Management Policy</u></p> <p>Moved: That this policy be renewed. C Allen t / J Gonzales Passed</p>	
<p><u>402 Financial Planning Policy</u></p> <p>Moved: That this policy be renewed. J Wright / C Allen Passed</p>	
<p><u>403 Finance Committee Terms of Reference</u></p> <p>Amended to read: The Board of Trustees is by default the finance committee, however The Board of Trustees may</p>	

<p>also appoint a finance committee and should it do so the following policy applies.</p> <p>Moved that this policy be renewed as amended. J Wright / A Isbister. Passed</p>	
<p>MEETING DATES</p>	
<p>Next Board of Trustees Meeting Thursday 21st June, 7.00pm</p> <p>Next Home & School Meeting AGM, 26th June 2018, 7pm, Hub.</p>	

Meeting closed 9.18 pm.

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