

## Minutes of the Papakaio Board of Trustees Meeting

Held at the School, 25th May, 2021.

**Present:** I Elliot, G Shirley, J Wright, E Finlay (from 7.30pm), R Williams, L Ferguson.

**In Attendance:** P Kranz (Minutes Secretary)

**Apologies:** C Cochrane.

**Meeting opened :** 7.08 pm



Meeting opened with a Karakia from Jess

ADMINISTRATION MATTERS	
	Action Required
<p><b>Declaration of Interests</b> None declared.</p> <p><b>Confirmation of Minutes.</b> Moved: That the minutes of the Board of Trustees meeting held on the 13th of April 2021 be accepted as a true and correct record. G Shirley/ J Wright Agreed</p> <p><b>Matters Arising From the Minutes</b> None</p> <p><b>Correspondence</b> <u>In</u> Letter from Lloyd Boxer confirming that in his view the process of appointing the principal was sound.</p> <p><u>Out</u> None</p>	
REPORTS	
<p><b>Principals Report</b> Gary had distributed his written report to BoT members. The following were discussed at the meeting:</p> <p><u>Technology awards.</u> We won the three last competition and won the year 7&amp;8 one again this year.</p> <p><u>Roll Numbers</u> Gary ran through the important review dates, the criteria used at those reviews, and the potential</p>	

effects on staffing of the roll numbers being at different levels at the times of those reviews.

He said that in the long term the thing that is going to have the most effect is changes in the immigration regulations.

CoL

The school's access to learning support coordinators is set to improve.

The One Minute Reading Program.

Gary outlined the background to this program, and how it is being used.

Leave

Moved: That Gary be granted two days paid leave to assist with organising a community event.

I Elliot / L Ferguson

Agreed.

Health and Safety

The report from Morgan was discussed. Noted that these reports now include consideration of the wellness of staff.

Financial

Gary said the school was tracking within budget.

Christina was now successfully and comfortably using Xero. Xero was proving to be very valuable for generating reports.

Health and P.E. Syllabus Report.

Gary will distribute an outline of the program (based on the report) as part of the community consultation.

Noted how valuable the swimming program has been.

Absences.

There was a discussion on the media reports on the issue of absences, especially post lock-down.

Gary said that Papakaio has good processes in place around this, and wasn't seeing the same problems other schools were.

Moved: That the above reports be adopted.

R Williams / E Finlay

Agreed

Gary to pass on to Home and School.

## GENERAL BUSINESS

### **Board Election**

Ian said that since the last meeting he had received further guidance from the School Trustees Association on the procedures that needed to be followed. Given that, the following were moved:

That the motion from the last meeting (re approaching Morgan to sit on the Board) be rescinded.

G Shirley / I Elliot  
Agreed

That in order to fill the casual vacancy created by Robyn's resignation a by- election will be held.

I Elliot / J Wright  
Agreed

That Christina Shields be appointed returning officer for the BoT by-election.

G Shirley / L Ferguson  
Agreed

### **Financial Access**

Moved that Damian Brown (as acting Principal in term 3 and permanent principal in term 4) be granted the necessary financial access to VISA and Westpac Accounts.

E Finlay/ R Williams  
Agreed

### **Property: Replacement Classroom and School Improvement Plans Update**

Gary ran through the classroom plans and the probable start dates for building.

There was a discussion on the refurbishing and the playground equipment costs and options.

### **Finance Sub-Committee.**

Before the meeting Gary had distributed material from the School Trustees Association on re-establishing the committee. It was agreed to consider this at the next meeting.

### **Policies Review**

201 Community Partnership Consultation

202 Health Curriculum Consultation

203 Access to School by High Schools

Gary to email out relevant information to BoT members.

Ian to action.

<p>Moved: That the above Policies as tabled be adopted. J Wright / I Elliot. Agreed.</p> <p><u>Papakaio School Trust</u> Ed gave an update to the Board on the Trust's operation.</p> <p><u>Welcoming Damian</u> There was a discussion on how other schools have welcomed new principals, and what Papakaio might do. It was felt that something should be done, but that it should be low key and reflective of the culture of the school and community.</p>	<p>Gary to discuss with Damian and plan his induction.</p>
<p><b>MEETING DATES</b></p>	
<p><b>Next Board of Trustees Meeting</b> Tuesday June 29, 7.00pm. Staffroom <b>Next meeting Karakia:</b> Gary. <b>Home &amp; School:</b> 30th June.</p>	

Meeting closed: 9.10pm

Signed: .....

Date: 23/6/21.....