

## Minutes of the Papakaio Board of Trustees Meeting

Held in Room 6, Papakaio School, 11th November 2019

**Present:** G Shirley, R Williams, E Fisher, C Cochrane,  
I Elliott, J Wright, E Finlay.



**Apologies:** A Isbister.

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

**Meeting opened:** 7.00pm

Meeting opened with a karakia from Ian.

### ADMINISTRATION MATTERS

<b>Conflicts of Interest.</b>	<b>Action Required</b>
None declared.	
<b>Confirmation of Minutes from the Last Meeting</b> Moved: That the minutes as tabled be accepted as a true and correct record. J Wright/E Fisher	
<b>Matters Arising from the Previous Minutes.</b> None	
<b>Correspondence</b> <b>In</b> None  <b>Out</b> Letter to Michael Forgie re property. Letter to the MoE re school donations.	Discussion around the timeframe for the MOE to get the Prefabs replaced. Suspected three years at least.

### REPORTS

<b>Principal's Report</b> Along with the tabling of his written report Gary talked about the following:  <u>Roll</u> Gary said he said that over the next year he anticipated the roll staying roughly where it is now. He said that the school zone is unlikely to change	
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under the new government school zones policy, so that would not have an impact.

A Demanding Term.

Gary said that with the staff changes and absences it had been a demanding term. However the school had shown resilience and its ability to adapt.

He said there was still a vulnerability, as there is a lack of relief teachers available. This meant there was no capacity in the system and it was difficult getting cover for teachers.

The New Biking Program

There was a discussion on the program. Gary said with it presently covering only year seven and eight pupils there was only a relatively small group of parents of participants to call on to help supervise. This was exacerbated by the fact that they had to cover both sailing and biking. He said this meant that while the existing program was sustainable it was difficult to increase the number of sessions.

It was suggested seeking parents of children from other years to help supervise.

The question was raised if the biking and sailing programs could be run sequentially rather than concurrently. Gary said the staffing and timetable structure meant it was most practical to run them concurrently.

Property

It was suggested that the use of the Whare Iti steps could be improved by the top step having a visible strip attached.

**Health and Safety Report**

Cat said there had been no incidents that indicated a need for changes to the school property or to Health and Systems. She said there had been more biking incidents reported, but this was only because of the increased biking activity.

There was a general discussion around BoT members legal liabilities, particularly during holiday periods.

In regards to the biking program Gary said there were externally reviewed Standard Operating Procedures in place.

Gary to action.

Gary to investigate.

<p>The Board felt there was a good level of awareness of health and safety issues, with people continuously looking out for potential problems.</p> <p><b>Financial Report</b>  Gary said there were some 'unders and overs' but overall the situation was roughly in line with the budget. So the school doing "pretty well".</p> <p>There was a discussion on the higher than anticipated spending on technology. Gary said this was for capital spending on new projects and not for existing projects or consumables.</p> <p>Gary said between this and the next BoT meeting he and Ian will work on budgeting, with the focus on discretionary items. Other BoT can join them can also join in with them if they wish to.</p> <p><b>Wellington Camp Report</b>  Taken as read.</p> <p>Gary said he is still waiting for final invoices to come in to get the final balance, but that he expects to be close to expectations.</p> <p>Moved: That the above reports be adopted:  E Finlay / C Cochrane  Agreed</p>	<p>Gary, Ian and other BoT members to action.</p>
<p><b>GENERAL</b></p>	
<p><b>Ratification of Appointment of Danique</b>  Moved: That the BoT ratify Daniques appointment.  G Shirley / I Elliott  Agreed</p> <p><b>Camps 2020 - Costs and Timing.</b>  There was a general discussion of the costs and timings of the camps and of the fundraising required.</p> <p><b>Principal's Conference Sept 2020</b>  Gary said that next year's combined conference is in Australia. Even so this entailed no additional costs because of the subsidies available.</p> <p>Moved: That the Board ratifies Gary's attendance at the conference.  I Elliot / E Fisher  Agreed</p>	

**End of year Prize Giving, BoT Involvement.**

Traditionally the BoT chair has said a few words and given out cards and a small token of the Board appreciation to teachers. It was agreed the Ian do the same this year.

For families who are leaving the process followed last year of gifting trees was seen to have worked well, and it was agreed to repeat that this year.

**Policies - Review**

601 Planning and Compliance Procedure

It was felt that this needs to be completely rewritten. Gary to do a draft of this rewrite and to bring it to the next BoT meeting.

Gary to action.

604 Privacy of Information

Policy reviewed.  
Review date to be changed.

Christina to action.

606 Crisis Communication Plan

Policy reviewed.  
Review date to be changed

Christina to action

Moved: That policies 604 and 606 as amended.. be adopted  
I Elliot / E Finlay  
Agreed

**Playground**

Gary said that the BoT had previously talked about establishing a concept that could be used to focus fundraising efforts on. He said that he'd been working with the people who designed the playground to get a proposal together, including visuals and a plan. This would have options for both with and without softball, and staging,

He will get those out to BoT members before next meeting out for their input.

Gary to action.

He said the aim to have the concept there at the start of next year so that it can be used to push for funding.

The existing sub-committee working on this, along with any other interested BoT members, to meet before the next BoT meeting to consider this.

Gary and sub-committee to action.

**Science Report**

Gary said the alignment of the within school program and external programs was pleasing. The teaching of the 'nature of science' was proving

<p>engaging for students. He said the focus for next year remained on the same outcomes.</p> <p>Moved: That the Science Report be adopted. C Cochrane / R Williams Adopted</p> <p><b>Key Charter Curriculum Targets/Strategic Plan</b> Gary said there was a move towards looking at the content of the curriculum as teaching and developing dispositions. Moreover, that the teaching practice used reflected those dispositions mentioned in the charter, such as persistence and self-reflection.</p> <p>He said this agentic learning approach is working well with Juniors, with their self-management skills increasing markedly.</p> <p>He added that because this dispositional thinking approach has been adopted by the CoL it allows for alignment across school.</p> <p>Cat talked about the approach in action in her maths teaching, and she and Gary were questioned by the Board on the pluses and minuses of the approach for both students and teachers.</p>	
<b>IN COMMITTEE BUSINESS</b>	
None	
<b>MEETING DATES</b>	
<p><b>Next Board of Trustees Meeting</b> Thursday, 5th December, 7.00pm, Room 6.</p> <p><b>Home &amp; School And Staff Dinner</b> Friday 6th December 7.00pm.</p> <p><b>Next Home &amp; School</b> Thursday 26th December. 7.00pm The Hub</p> <p><b>Next Meeting Karakia:</b> Jess</p>	

**Meeting closed: 9.10pm**

**Signed: .....**      **Date:.....**