

Minutes of the Special Papakaio Board of Trustees Meeting

Held at the School, 17th November, 2020.

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

Apologies: None

In Attendance: P Kranz (Minutes Secretary)

Meeting opened : 7.01pm



ADMINISTRATION MATTERS	
	Action Required
<p>Meeting opened with a karakia from Robin.</p> <p>Declaration of Interests None declared.</p> <p>Confirmation of Minutes. Moved: That the minutes of the Board of Trustees meeting held on the 20th of October be accepted as a true and correct record. J Wright / I Elliott Agreed</p> <p>Moved that in committee minutes of the Board of Trustees meeting held on the 20th of October be accepted as a true and correct record. G Shirley / J Wright Agreed</p> <p>Moved: That the minutes of the Board of Trustees meeting held on the 22nd of October be accepted as a true and correct record. G Shirley / C Cochrane Agreed</p> <p>Moved that the in committee minutes of the Board of Trustees meeting held on the 22th of October be accepted as a true and correct record. I Elliott / E Finlay Agreed</p> <p>Matters Arising From the Minutes None.</p> <p>Correspondence None</p>	
REPORTS	

Principal's Report

Gary took questions on his report.

Papakaio Got Talent.

He was asked why he thought there was lower than usual participation in the Papakaio Got Talent.

He said the main reason was that this year it was held in the fourth rather than third term. The athletics, science and orientation days have taken up time for the year eight students, and their focus was more on what beyond their time at the school. Also, with it being towards the end of a demanding year, the kids are just fatigued.

Literacy

He was asked if there were areas where the school could improve their practice in teaching literacy.

He said he felt teachers were currently very skilled and doing excellent work. Our spelling program is not showing an impact for 1/3 of our learners.

He is currently investigating using the Structured Literacy approach.

He said that whatever they did, many influences were beyond their control. For example he knew from his conversations with other principals that all of them are facing increasing issues with students entering school with poor self-management skills.

Health and Safety

Cat said the feedback from people who have needed to use the documentation process is that it is working well.

She said that the new parking and pick up arrangements are working well.

The Board expressed its thanks to the teachers for their work in implementing this.

Financial

The Board expressed its thanks to Home and School for their donation.

There was a general discussion on items that were tracking higher or low than anticipated, with Gary explaining the reasons why.

Roll Projection Report

Gary distributed his report.

Gary to pass on the Board's thanks.

Gary/Ian to pass on.

There was a conversation on the national and regional trends. Gary said of particular importance locally was the impact of the Covid-19 international travel restrictions on Filipino workers and their children.

He said the goal is to have a roll of 126 by the middle of next year, and the school is now 10 or 12 short from that number.

There was a broad discussion on how the goal might be achieved.

Points raised included:

- How important it was, when working towards that goal, not to overlook what is happening at the school right now, especially how happy students feel.
- Enabling immediate acceptance of out of zone applications.
- Including and encouraging the community to help reach that goal.
- Having effective promotion and publicity: Especially the telling and sharing of good stories on social media. This should include stories of alumni. It was noted that messaging should be consistent and frequent.

There was a discussion of the impression the 'headline number' of the size of the year 8 class gave. It was suggested that there be more of an effort made to let people know the extra input that is going into that class to make it work, and how successfully it is working, including how well the students transition to high school.

Moved: That there be 15 new out of zone admission places available in 2021.

G Shirley / I Elliot
Agreed

Room 4 Dunedin Museum Camp Report

There was a discussion around the high number of parents there, relative to the number of students. Gary was asked whether there should be a formal system for limiting the parent numbers. He said doing so would raise difficulties. He said there was an existing policy and process for this, though no formal ratio. He would distribute the policy for discussion at a future BoT meeting.

<p>There was also a discussion around when people were notified about the cost of camps and payment was requested. It was asked whether these could be done sooner.</p> <p>Gary said he will discuss this with Christina.</p> <p>It was agreed to raise the fee to \$80</p> <p>Moved above reports be adopted. R Williams / A Isbister Agreed</p> <p>Moved: That the public be excluded from the following parts of the proceedings of this meeting, namely:., staffing. The reason being to protect the privacy of the individuals involved, and to protect fair contract negotiations.* I Elliot / J Wright Agreed</p> <p>*This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public.</p> <p>The meeting moved into committee at 8.10pm The meeting moved out of committee at 8.35pm</p>	<p>Gary to distribute policy to BoT members.</p> <p>Gary to action</p>
<p>OTHER ITEMS OF GENERAL BUSINESS</p>	
<p>Property - Discussion of the Concepts. Gary said the school has \$150,000 to spend, which must be spent by the end of next year. He has been working with Michael Forgie on what it might be used for. Gary ran through these and there was a discussion on which to prioritise.</p> <p>Upgrading the pathways, steps doors and railings were seen as most important.</p> <p>Other possible projects are: creating a scooter/bike path, landscaping, fencing, and improving the play area.</p>	

Gary said Michael Forgie would be costing each project, and come back with those to the BoT for consideration and ratification at its next meeting.

BoT Changes and Development

Ian said there had very recently been some significant changes to how Boards of Trustees are to operate. This included changes to trustees legal status and powers. The N.Z. School Trustee Association website had useful information about these changes, which he suggested trustees read.

He said that in line with these changes the BoT manual will need to be re-developed, and that this was a good opportunity for the Board to review the way it works and see how it might be improved.

BoT Induction For New Members

Who the new members are will be known on the 6th of December. Ian and Gary will sit down with them to induct them.

Prize Giving - Staff Thank you.

The prize giving will be on Monday the 14th of December.

It was agreed that Amy repeat what she did last year for the thank-you presents, with a per person budget of \$20.

The issue was raised whether trophies should be kept at the school, rather than kids taking home. There were arguments for and against this, and some ideas suggested for Gary to consider.

Strategic Planning 2021

Gary ran through what needs to be considered at the next meeting to put together the strategic plan for 2021.

Budget 2021

Gary will put a draft together based on this year's budget (with changes annotated), and distribute it to Board members.

Scott's Beer Promotion

Scott's Brewery has offered to supply the school with cans of beer branded for the Papakaio 8hour which could be on-sold as a fundraiser.

It was decided not to accept their offer, as to do so

Gary to send to BoT members.

under the existing legal structure would place Board members in a difficult and risky position.	
MEETING DATES	
Next Board of Trustees Meeting 8th December 7.00pm. Room, 6 Next meeting Karakia: Cat. Next Home & School	

Meeting closed: 9:11pm

Signed:  Date: 8/11/20