

Minutes of the Papakaio Board of Trustees Meeting

Held in Room 6, Papakaio School, 15th November, 2018.

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

Apologies: None

In attendance: P Kranz (Minutes Secretary)

Meeting opened: 7.00pm.



Meeting opened with a Karakia from Ian Elliott.

ADMINISTRATION MATTERS

Declarations of Interests.

None

Action Required

Confirmation of Minutes from the Last Meeting.

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

C Cochrane / A Isbister

Agreed

Matters Arising from the Previous Minutes

None

Correspondence

In

Letter from Deloitte re the annual audit.

Out

Letter to the school community re the strike.

Moved: That all the above administration matters be accepted.

I Elliot /A Isbister

Agreed

REPORTS

Principal's Report

Report accepted as tabled.

Wellington Camp Report

The BoT felt that it was a very good report and expressed their appreciation to Damien. The

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<p>Board was particularly pleased with the financial management of the camp and the consequent results.</p> <p>Accident Register Report Cat reported that all the recommendations made at the start of the year have been implemented,, and parent's have expressed their appreciation for how the process is working.</p> <p>Social Studies Report Gary said there was a high level of engagement with some excellent pedagogy and a rich amount of material to work with. He felt that they had achieved what they set out do.</p> <p>BoT members noted that they had received very positive feedback about the Involvement of members of the community in the program.</p> <p>Papakaio 8 Hour Challenge Report Gary reported back from the steering committee and said that after extensive discussions a process for regular and careful reporting to the board has been established.</p> <p>They have also contracted a reputable first aid group, will have FMG insure the whole event, and will have risk assessments that will be peer reviewed.</p> <p>The question was raised as to whether the Board will need to sign off those RMAs. Gary to investigate this and report back.</p> <p>While this year it will be run as a Board event, it was felt that if it is to be run again then establishing a legally separate entity responsible for it should be explored.</p> <p>Health and Safety Report taken as read.</p> <p>The Board suggested there be a clearly visible sign stating that the school accepts no responsibility for people using the school grounds out of school hours.</p> <p>Financial Report Gary said that he was pleased with the current situation, especially given how things stood at the start of the year.</p>	<p>Gary to action.</p>
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<p>The was a discussion around the issue of school donations. Moved: That the BoT write to the NZSTA Otago Regional Executive asking them to lobby for the school donation grant that was promised for after the election G Shirley / I Elliott Agreed</p> <p>Moved: That the above reports be accepted. G Shirley / J Wright Agreed</p> <p>School Closure The Board unanimously agreed to ratify their decision, made by email, to close the school on November 15th due to the primary school teachers' strike action.</p> <p>Risk Assessment Management Day Eugen expressed his thanks to BoT members for attending the Risk Assessment Management Day run by Outdoor New Zealand.</p> <p>Communications and Media Management Training Day. Eugen and Gary attended the Communications and Media Management Day held for BoT chairs and school principals in Dunedin. Both said they felt it was a very valuable day.</p> <p>There was a discussion around the best practice for BoT members to follow when approached by the media for comment, and for dealing with social media. Eugen and Gary gave examples of good practice and these were discussed in some detail.</p>	
GENERAL	
<p>Photocopier Contract Update Gary to take the lead on this.</p> <p>Building 5YA Update Gary reported back that he had been in contact with Michael Fogey however there has been no progress.</p>	<p>Gary to action.</p>

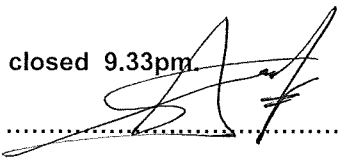
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<p>BoT Succession Planning Following on from the discussion at the last BoT meeting Eugen outlined the different pathways forward for him finishing as Board chair.</p> <p>Eugen left the room during the subsequent discussion. The Board agreed that he finish at the end of this year, with a new chair to be elected at the first BoT meeting next year.</p> <p>Upon his return the Board expressed its deep appreciation to Eugen for his invaluable work during his time as chair.</p> <p>Online Strategic Planning Training with Ann Bixley, Governance Adviser NZSTA The Board agreed to follow up on the school charter issues highlighted in this training at the next meeting.</p>	
IN COMMITTEE BUSINESS	
None	
POLICIES REVIEW	
<p>Student Achievement 100 Amended to read:</p> <p>Papakaio School gathers comprehensive assessment evidence to evaluate the progress and achievement of their students, to implement future teaching and learning priorities.</p> <p>In order to meet these requirements, the management of Papakaio School has developed and is implementing: A curriculum plan. School's specific statement of Pedagogy. A curriculum delivery programme for essential learning areas. A curriculum development programme.</p> <p>Reviewed date updated to November 2018.</p> <p>Employer Resources 302 & 302a Both policies amended to read:</p> <p>Deal with issues in a way that protects the dignity of all involved.</p> <p>Reviewed dates updated to November 2018.</p>	

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<p>302a. Step 3 amended to read:</p> <p>...from NZSTA before proceeding...</p> <p>Moved: That these policies as amended be adopted. E Finlay / J Wright Agreed</p>	
<p>MEETING DATES</p>	
<p>Next Board of Trustees Meeting Thur, 6th December 2018, 7pm, Room 6.</p> <p>Next Home & School Meeting Tue, 20th November 2018, 7pm, Hub.</p> <p>Next Meeting Karakia: Eugen</p>	<p>Eugen to action</p>

Meeting closed 9.33pm

Signed: 

Date: 07/12/2018