

Minutes of the Papakaio Board of Trustees Meeting

Held in Room 6, Papakaio School, September 14th, 2017.

Present: E Dupu, G Shirley, E Finlay, J Wright, C Allen, R Hutchinson,
A Ludemann.



In attendance: P Kranz (Minutes Secretary), A Isbister.

Apologies: Y Monoy

Meeting opened: 7.00pm

Administration Matters	
	Action Required
<p>1. Declarations of Conflicts of Interest.</p> <p>None</p>	<p>Reminder that BoT Members need to fill in the Conflicts of Interests Survey.</p>
<p>2. Confirmation of the Minutes of the Previous Meeting.</p> <p>Minutes amended to read that Network Waitaki (not Trustpower) were the company who cut down the trees.</p> <p>Moved J Wright/ A Ludemann: That the minutes be accepted as read.</p> <p>Passed</p>	
<p>3. Matters Arising from the Previous Minutes.</p> <p>Trees The Board suggested that management keep a registry of the trees at the school.</p> <p>Beanies Gary wrote to Fonterra's national office re sponsorship. They referred him to their local contact. Agreed that the BoT would wait until it had an appropriate larger project before it sought sponsorship from them.</p> <p>Principals appraisal. Summary of Wayne Facer's appraisal distributed.</p>	<p>Management to action.</p>
<p>4. Correspondence</p> <p>Out</p> <p>None</p> <p>In</p> <p>None</p>	

<p>6. P.E. Report The Board agreed that the current format for the report works well, and expressed its thanks to Damien for such a comprehensive report.</p> <p>Discussion about crowded schedule of P.E. activities.</p> <p>Also noted was the decline in soft ball skills. It was suggested there be an increased focus on this.</p> <p>Also discussed was how to encourage physical activity as an alternative to being on electronic devices.</p> <p>Discussion of value of and ways to integrate P.E. into the science curriculum.</p>	<p>Gary to look further into these issue.</p>
<p>7. Te Reo/Taha Maori Noted that there has being significant progress at the school in embracing Te Reo and Taha Maori, and how much the school valued its connection with local Marae and the Maori history and stories of Papakaio.</p> <p>Gary has invited David from the Runuga to the next meeting with him and the parents of Maori children at the school</p> <p>It was agreed that the BoT have karakea at the opening of its meetings.</p>	<p>Gary to do the honours at the next meeting. Andrea at the one after that.</p>
<p>8. CoL Report The Achievement Challenge Report has gone to ministry, and there has been good feedback from them on it.</p> <p>The cross-school teacher appointment will be made this month.</p> <p>By the end of week three next term the first moderation on writing will be have been completed at each school. These will then be collated. This will establish the process for future moderations, allowing ‘apples with apples’ comparisons.</p>	
<p>9 The CoL Stewardship Group. Jess reported back that the group will act as a subcommittee of the BoT of each school represented, so our representatives will be bound by our policies and procedures.</p> <p>She also said there is a public at meeting at 7.00pm on the 21st of September at St Joseph’s to inform people about what the CoL’s is doing.</p>	

<p>10. Financial Report Gary reported that things are on track.</p> <p>Most of the funds for the Year 8 camp are in, that fundraising for it has been very successful and that costs are being held to a minimum.</p> <p>Discussion on the need to look at correct coding of work re R & M and groundsperson.</p> <p>Moved G Shirley / A Ludemann: That all the above reports be accepted. Passed.</p>	
<p>GENERAL</p>	
<p>11. School Vision Logo Gary summarised the input received on this, including from the consultation with Maori.</p> <p>Drafts for the logo were distributed and suggestions for changes made.</p> <p>These included that there be a more prominent role for sustainability. Also that there be two versions of the logo, one simple and stylised, the other more complex and information rich.</p>	
<p>12. 5YP- Moving Forward with Concept Development Gary updated the BoT on the teachers input on this, and the BoT added some suggestions.</p>	
<p>13. Development Plans & Fundraising Joint Working Party Report This group met and came up with three options. These have been in the school newsletter that went out last week and feedback invited.</p> <p>Gary said there he had already received some feedback.</p>	
<p>14. Tree Stumps Removal and Tree Planting Agreed that Ed gets some quotes and Gary emails these out to Board members. Given their approval that this then be done during the holidays.</p>	<p>Ed and Gary to action.</p>
<p>15. Designated Chair The BoT agreed that when Eugen is absent Andrea have delegated authority as acting chair.</p>	

POLICIES REVIEW

16.

Community Partnerships 201

Amended to read:

1 Communication to parents is usually by weekly emails. These are also available on the school website and in written form on request .

3 .Facebook page

(<https://www.facebook.com/pages/Papakaio-School/223551197782400?fref=ts>) is used for sharing school activities and highlights, and for instant and urgent messages such as cancellation of a sports practice or games.

4. Each teacher is required to email regular classroom updates to keep parents informed of the learning, programmes and up and coming events.

Agreed to adopt this policy as amended.

Health Curriculum Consultation Procedure 202

Date of policy changed to 2017

Agreed to adopt the policy as amended.

Asset Management Procedure 405.

Amended to read:

A fixed asset register for all assets over \$500 shall be held.

Agreed to adopt the policy as amended.

Student Achievement 100

Agreed to adopt the policy as amended.

Employer Resources 302,

Concerns and Complaints 302a

(Concerns and Complaints Procedure Within Staff.)

Date of both policies changed to read September 2017.

Policy 302a Step 3 amended to read:

...have the right to approach a BoT member, who will communicate with the chair (or another Board member in cases of conflicts of interest) and formulate a plan.

<p>Agreed to adopt the policies as amended.</p> <p>Human Resources Policy</p> <p>Agreed to adopt the policy</p>	
<p>17. Appointments Committee for the New Entrants Teacher.</p> <p>Given the nature of this appointment it was felt that a fifth person was needed to act as a witness that the process is fair.</p> <p>Moved E Dupu / G Shirley: That J Wright be added to the appointments committee, and that the committee has the authority to make its appointment on behalf of the Board of Trustees.</p> <p>Passed.</p>	
<p>MEETING DATES</p>	
<p>Next Board of Trustees Meeting 7th November 2017, 7pm, Room 6.</p> <p>Next Home & School Meeting Tuesday, 19th August 2017, 7.30pm</p>	

Meeting closed 9.31pm.

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