

Minutes of the Papakaio Board of Trustees Meeting

Held at the School, 4th July 2022.

Present: J Wright, E Finlay, C Henderson, F Nelson, L Ferguson, D Brown, E Fisher, I Elliott.

In attendance: P Kranz (Minutes Secretary)

Apologies: None

Meeting opened: 7.05 pm



Meeting opened with a Karakia from Ed.

ADMINISTRATION MATTERS	
	Action Required
<p>Declaration of Interests None declared</p> <p>Confirmation of Minutes. Moved: That the minutes of the Board meeting held on the 16th May be accepted as a true and correct record. L Ferguson / J Wright Agreed</p> <p>Correspondence <u>In</u> Letter from Home and School re their donation.</p> <p><u>Out</u> None</p> <p>Matters Arising From the Minutes Damian said the CoL is collating the feedback. It has its next meeting in the third week of next term, so matters should progress then.</p>	
REPORTS	
<p>Principal's Report Damian mentioned:</p> <p><u>New Teacher's Assistant</u> A new, very experienced, Teacher's Assistant will start in term three. She has a science background and Damian said he was very pleased to have her on board and excited about what she would bring to the role.</p>	

<p>Property The handrails have gone in. The sensory playground plans are in and the quotes received, so work will be underway soon.</p> <p>During the term two holidays work on the trees is planned, and is set to be finished before the start of the third term.</p> <p>The mower has been purchased and is at the school ready for use.</p> <p><u>New Entrants</u> Because of the increase in numbers of new entrants, Damian's plan is for the new T.A. to work with groups of new entrants, with the focus on literacy and numeracy.</p> <p>Interim Achievement Data Reports Damian had distributed Danique's report prior to the meeting. He mentioned:</p> <p>School wide progress was very good, and on track to remain so for the rest of the year.</p> <p>For the target kids group Damian said he was very happy with the progress in the writing group.</p> <p>He said he was also pleased with the progress in the mathematics group.</p> <p>The kids in the reading group showed the least progress, though Damian said his feeling was that once the structural literacy approach was bedded in it would help. He also said the group was small, with only four students, so this doesn't represent a school wide issue.</p> <p>Discussion of attendance requirements and supports for families to help improve students attendance, as attendance was key to them making progress.</p> <p>The Board said that it would like Damian to keep giving updates to the Board about this.</p> <p>The Board expressed its thanks to Danique for her excellent report,.</p> <p>The Board noted how well the teaching staff have integrated new students into the school.</p>	<p>Damian to pass on.</p> <p>Damian to pass on.</p>
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<p>Financial Report Damian said the major expenditure items for the year had been front loaded, and so no large expenditures were anticipated up to the end of the year.</p> <p>Moved: That the above reports as tabled be accepted. C Henderson / E Finlay Agreed</p> <p>Health and Safety Report Nothing to note.</p>	
GENERAL BUSINESS	
<p>Policy Reviews</p> <p>Dates of all the policies / procedures reviewed to be updated.</p> <p><u>304 Principal Appraisal.</u> Needs to be completely rewritten, as Principals can now develop their own appraisal processes.</p> <p><u>306 Police Vetting.</u> No changes</p> <p><u>307 Teacher Registration.</u> Item 4 to be changed to read: Expected to adhere to all requirement of the Teacher's Council.</p> <p><u>308 Allocation of Management Units</u> Item 8: Remove the word 'Personnel'.</p> <p>Moved: That the policies (306 /307/308) as amended be adopted. E Finlay / F Nelson. Agreed</p>	<p>Damian to action</p> <p>Damian / Michelle to action.</p>

MEETING DATES	
Next Board of Trustees Meeting Monday 22nd August 7.00 pm. Staffroom.	
Next meeting Karakia: Damian.	
Home & School: Early August.	

Meeting closed: 8.45.pm

Signed: Date:.....