

Minutes of the Papakaio Board of Trustees Meeting

Held at the School, 12th December 2022.

Present: E Finlay, C Henderson, F Nelson, D Brown, L Ferguson, S Butson.

In attendance: P Kranz (Minutes Secretary)

Apologies: J Wright.

Meeting opened at: 7.10 pm



Meeting opened with Karakia from Ed

ADMINISTRATION MATTERS	
	Action Required
<p>Appointment of Chair and Deputy Chair. Moved: That E Finlay be appointed Chair. F Nelson / C Henderson. Agreed</p> <p>Moved: That L Ferguson be appointed Deputy Chair. F Nelson / S Butson Agreed</p> <p>Declaration of Interests None declared</p> <p>Confirmation of Minutes. Moved: That the minutes of the Board meeting held on the 12th of December 2022 be accepted as a true and correct record. L Ferguson / S Butson Agreed</p> <p>Matters Arising From the Minutes Septic tank audit going ahead.</p> <p>Online Meeting with Sandy from Solutions and Services (the school's accountants). Sandy ran through the draft budget.</p> <p>She said was very pleased with the level of information provided by the school.</p> <p>She noted the high level of local support from Home and School and the Hurst Trust was uncommon in her experience, and that she had done the accounts for hundreds of schools.</p> <p>Their contribution meant that not only was the school's financial position good, but that it was resilient to potential shocks.</p>	

<p>Financial Report / Budget Report taken as read.</p> <p>Discussion of the camp costs, and how the Board contribution should be calculated. As there were some questions about the figures for the school camps it was decided to return to this again in the future.</p> <p>Moved: That the draft budget for 2023 be accepted. E Finlay/ C Henderson Agreed</p> <p>Grounds Maintenance Noted that the grounds were looking good.</p> <p>Correspondence <u>In</u> Brodie from the Otago Regional Council coming on Wednesday to do an audit on the septic tank.</p> <p><u>Out</u> None</p>	
REPORTS	
<p>Principal's Report In addition to his tabled report Damian mentioned:</p> <p>The school is working with the introduction of the New Education Learning Priorities (NELP), which are now the standards the school needs to evaluate itself against and report to the Ministry of Education and the Education Review office on.</p> <p>Damian showed how he has integrated these with the school's strategic goals so that it is easy for the Board to be aware of how well it is meeting those NELPS when it is reviewing achievements against the strategic plan.</p> <p>Girls Celebration Day Less take up this year, five students as compared to eleven last year. There was a discussion about whether it should be every two years, but as there is a limit of twenty, doing so might mean that some years some students might not be able to take part.</p>	

<p>Scrubcutter It was agreed to fund the purchase a scrubcutter from the Stihl shop in Oamaru.</p> <p>Agreed that Damian can sell the old ride-on lawnmower.</p> <p>Health and Safety Report Nothing to note.</p> <p>Moved: That the above reports as tabled be accepted. F Nelson / L Ferguson Agreed</p>	<p>Damian to action.</p> <p>Damian to action</p>
<p style="text-align: center;">GENERAL BUSINESS</p>	
<p>Annual (Strategic) Plan 2023</p> <p>Damian has tidied up the plan that was discussed at the last Board meeting and integrated the NELPS.</p> <p>Moved: That the Annual Plan be adopted. E Finlay / F Nelson Agreed.</p> <p>Middleton Camp RAMs Discussion about the use of tents, which is not the best choice economically, but does provide a worthwhile experience.</p> <p>Moved: That the Middleton Camp RAMs as tabled be adopted. E Finlay / L Ferguson Agreed</p> <p>Papakaio 8 Hour Rams While these were not needed to be adopted by the board, they were still presented to the Board to keep it informed.</p> <p>It was suggested that even very small incidents be recorded, in order to look for patterns in places and times that might be worth responding to.</p>	<p>Damian to take back to the Papakaio 8 Hour committee.</p>

MEETING DATES	
Next Board of Trustees Meeting: Monday, April 3, 7.00 pm. Staffroom. Next meeting Karakia: Stacy. Home & School: Tentatively 8th March but TBC.	

Meeting closed: 8.58pm

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