

Minutes of the Papakaio Board of Trustees Meeting

Held at the School, 16th April 2022.

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

In attendance: P Kranz (Minutes Secretary)

Apologies: None

Meeting opened: 7.00 pm



Meeting opened with a Karakia from Cat

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 5th of April 2022 be accepted as a true and correct record. F Nelson / J Wright Agreed</p> <p>Correspondence <u>In</u> Quote received from arborists for work at the front of the school. Confirmation of bank staffing rebate. Notice of Intermediate technology fees increase. Letter re Covid-19 Masking / Vaccination Policy.</p> <p><u>Out</u> None</p> <p>Matters Arising From the Minutes None</p>	
REPORTS	
<p>Principal's Report In addition to the tabled report Damian mentioned:</p> <p>Measuring for handrails happened today. The Ministry of Education also asked the school for quotes for furniture.</p> <p>Damian outlined the changes the school had</p>	

<p>made, and the actions taken, against the Strategic Plan.</p> <p>He also said that he was very positive about there being an increase in the roll number over the rest of this year.</p> <p>Finance Report In addition to tabled report Damian mentioned:</p> <p>There was no significant changes to note, and that he was happy with the financial position of the school.</p> <p>The school would soon receive a Principals Personal Development Grant. This will be around \$12,000, and he was considering possible ways it could be used.</p> <p>Moved: That the above reports as tabled be accepted. J Wright / F Nelson Agreed</p>	
<p style="text-align: center;">GENERAL BUSINESS</p>	
<p>Policy Reviews Change 'chair' to 'presiding member' on all policies, and date of review.</p> <p><u>301 Appointments</u> Amend item four to read 'for teaching staff..' Add that a disclosure form to be completed upon application.</p> <p><u>302 Concerns & Complaints</u></p> <p><u>303 Protected Disclosures</u></p> <p><u>305 EEO (Equal Employment Opportunities) Procedure</u> Add 'identity' to Rationale. Change Guidelines to remove references to an EEO coordinator and to read: The appointments committee shall be aware of all EEO requirements.</p> <p>Moved: That the policies as amended be adopted. C Cochrane / L Ferguson Agreed</p>	<p>Damian to action changes.</p> <p>.</p>

Hautu – Strategic Action planning template

Damian outlined actions being taken now and over the remainder of the year to gather quantitative data against the criteria in the template. This data to be considered at the end of the year.

Principals Wellbeing Payment

Damian said he felt he was doing fine with the day- to-day running of the school, but what he needed was to spend time on standing back and looking at long term strategic issues. The grant would help him do this.

One possibility was having a mentor who was not another North Otago principal.

He will research more what was available in terms of mentoring and training.

One consideration was that the grant gave him the chance to do things he would not otherwise be able to because of their high cost. So one or two 'big ticket' items rather than several smaller items seems like a good idea.

Lawnmower update

Logan outlined the current position and the options.

There was a discussion about whether it was viable to use use contractors, but it was noted that this has been investigated in the past and found not to be the best option, and that nothing had changed that would alter that.

The Board agreed to proceed with selling the current lawnmower and purchasing another.

The Board also agreed to approach Home and School (at their meeting on the 31st of May) about their making a contribution.

CoL (Community of Learning) Stewardship Group

Damian gave his feedback from the meeting that had been held on the future of the group. He said several different proposals are now on the table, including whether it should exist at all.

He had a list of questions from the group that the Board discussed and gave its replies to.

<p>In summary the Board concluded that:</p> <p>It found real value with the CoL at a teacher and school level, but did not feel there was a need for a Stewardship group.</p> <p>In regards to being kept informed the Board said what it needed was updates each term on the work of the CoL. Visits from lead principals might also be of benefit.</p> <p>Bus Transportation Out-of- Zone Policy There was a discussion of current situation and potential changes. It was agreed that the best option for the school right now was not to change the current policy.</p>	
<p style="text-align: center;">MEETING DATES</p>	
<p>Next Board of Trustees Meeting Monday 4th July, 7.00 pm. Staffroom.</p> <p>Next meeting Karakia: Ed.</p> <p>Home & School: In the hub 7.00pm, 31st May.</p>	

Meeting closed: 8.45.pm

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