

## Minutes of the Papakaio Board of Trustees Meeting

Held at the School, 18th December 2023.

**Present:** E Finlay, C Henderson, F Nelson, D Brown, S Butson, J Laming, H Easton, J Wright

**In attendance:** P Kranz (Minutes Secretary)

**Apologies:** H Easton

**Meeting opened at:** 6.07 pm with a Karakia from Stacy.



### ADMINISTRATION MATTERS

	Action Required
<p><b>Declaration of Interests</b> None declared</p> <p><b>Confirmation of Minutes.</b> Moved: That the minutes of the Board meeting held on the 30th of October 2023 be accepted as a true and correct record. F Nelson / E Finlay Agreed</p> <p><b>Matters Arising From the Minutes</b> None</p> <p><b>Correspondence.</b> <u>In</u> Letter requesting Trust funding for STEM projects.</p> <p><u>Out</u> None</p>	

### REPORTS

<p><b>Principal's Report</b></p> <p>In addition to the report he distributed Damian mentioned:</p> <p><u>ERO Meeting with the BoT.</u> This will be held on or around the 23rd of February. All members of the Board are invited and encouraged to attend.</p>	
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Insurance cover

Still in process, but will be done before the holidays.

Maintenance

Painting in the cyclical maintenance plan for 2023 will be deferred to 2024.

Writers' Toolbox

The diagnostic stage is complete so there are now clear goals for its implementation next year.

Acknowledging Departing Families

There was a discussion of how best to do this. Various approaches have been used, each with pluses and minuses. There is no existing school policy for this, and one isn't required. Damian will reconsider this matter and may make changes for next year.

**Financial Report.**

Damian ran through his tabled report. He mentioned that:

Working capital is down, but a lot of this is because of frontloading expenditure for next year. Some figures are up, but none of those are surprising or not justified.

Damian said he was happy with the current financial position.

Moved: The Board authorises the Presiding Member and Principal to sign the Statement of Responsibility for the 2023 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.

Moved: The Board approves the 2023 budgeted Statement of Financial Position and 2023 budgeted Statement of Cash Flows, which are both derived from the Board's approved operating and capital budget.

D Brown / E Finlay  
Agreed

**End-of-Year Target Group Data Report**

Writing

The report shows progress, but not as much as was wanted. However the the structured

literacy programme is in place for next year, which will help.

#### Maths

The results were disappointing within the target group, but good within the school as a whole.

#### Reading

Damian said a lot of effort has gone into this area, and many things have been tried.

The Multi-Sensory Learning work is shifting students, and the longer a student has been in the program the more progress they have made. So the school knows what to do and has a plan for how to do it. The focus for next year is to implement that plan effectively.

In the target group, those students who have made more rapid progress have moved out of the group. So Damian said he would now only expect to see incremental progress. However, he said it was important to remember that even small gains are significant to them.

### **End Of Year Whole School Data Report**

#### Reading

The data show big jumps from the end of last year, and from the middle of this year. And that was with significant numbers of new students arriving over that time. Damian said he was really pleased with the results.

Boys especially had made huge progress. There has been a lot of effort put in to achieve this, and it was satisfying to know that what teachers are doing, including the structured literacy approach and the Multi-sensory Learning Environment, works.

#### Writing

There has been a positive shift from mid-year. Down on last year, but that can be attributed to the significant number of new students. Writers' Toolbox is proving engaging, especially with boys during its trial.

#### Maths

Despite the roll growth the results are consistent with last year, and it has been consistently good over several years. Damian is happy with the processes in place

<p>here.</p> <p>Overall the data rates the school above most other schools While there is more to do Damian said it was well-placed to do even better in the future..</p> <p><b>Analysis of Variance Report</b> Material supplied to the Ministry was distributed to the Board.</p> <p><b>Camp Iona Report</b> Cat said the camp went well. She did complain to the camp management that the site was not well-cleaned when they arrived.</p> <p><b>Health and Safety</b> No questions on the tabled report.</p> <p>Moved: That the above reports as tabled be accepted. E Finlay / F Nelson Agreed.</p>	
<p style="text-align: center;"><b>GENERAL BUSINESS</b></p>	
<p><b>Strategic Plan</b> There was a discussion about the goals for writing next year. and the tracking of progress toward them. Damian said he was trying to keep everything simple and measurable. Using Writers Toolbox should help a lot with this as it is very good at tracking and supplying data on individual and group progress.</p> <p><b>Enviro School Accreditation</b> Damian said the aim is to get accredited as a bronze enviro school by the end of next year. There are several good reasons for doing so. Accreditation links to several curriculum areas, and MoE curriculum requirements. It would also be good PR for the school. It would reduce waste and save money. The process of getting the accreditation would link the school in with the community. The</p>	<p>Damian to work on this and present at the next Board meeting.</p>

process would be student-driven, with them creating and setting goals.

The Board was happy for him to pursue this.

**Camp Fees- Columba**

It was agreed that the school subsidises each student's fees by \$100, making the fee to parents/ guardians \$150 per child, including for it being fully catered and the use of their vans and trailers.

Moved: That the school subsidises each student attending the camp by \$100. That the fully catered and van hire option be chosen.

E Finlay / D Damian  
Agreed

**Grant Funding for Bikes**

Moved that: That the Papakaio School Board of Trustees resolved to apply for funding from the Lion Foundation for 20 new bikes in a range of sizes, to the value of \$6000.

F Nelson / E Finlay  
Agreed

**Use of Digital Devices**

There was a discussion of the need for awareness around what apps students access on their phones and school devices. Damian said it would be possible to provide more education about this for parents.

Damian to look at what resources (eg from Netsafe) are available and distribute. Board members to also look for resources.

**MEETING DATES**

<p><b>Next Home &amp; School meeting</b></p> <p>To be advised.</p> <p><b>Next Board meeting</b></p> <p>Monday 19th February, 7.00 pm, Staffroom.</p> <p><b>Next meeting Karakia:</b> Stacy</p>	
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**Meeting closed:** 9.45 pm

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