

Minutes of the Papakaio Board of Trustees Meeting

Held at the School, 22 February 2022.

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

In attendance: P Kranz (Minutes Secretary)

Apologies: I Elliott.

Meeting opened: 7.03 pm



Meeting opened with a Karakia from Damian.

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 14th of December 2021 be accepted as a true and correct record. L Ferguson / F Nelson Agreed</p> <p>Chair and Deputy Chair Appointment Moved: That Ed Finlay be appointed Chair. F Nelson / J Wright Agreed</p> <p>Moved: That Logan Ferguson be appointed Deputy Chair. E Finlay / D Brown Agreed</p> <p>Correspondence <u>In</u> None</p> <p><u>Out</u> None</p> <p>Matters Arising From the Minutes Account fees have been changed.</p> <p>.</p>	

REPORTS

Principal's Report

In addition to his written report Damian raised the following:

Incident Report

He shared an incident report. He said he was satisfied that the incident was handled 'by the book'.

He outlined the actions being taken to support both the child at the centre of the incident, the teaching staff, and the other children in the class.

Tree Trimming and Felling

The school was visited by Network Waitaki who advised what needs to be done so the trees are not too close to the power lines.

Network Waitaki did give the trees a free trim in 2017, but they only do it for free once, so that is no longer an option. They will, however, remove trees for free.

Branches have to be 2.6 meters away from the high voltage power lines. So that the school was not facing the same situation in a year or they would need to be cut back more than that.

There are many difficulties involved: To cut back the tree by the highway will need to be closed for the day, a traffic management plan will need to be in place, and recognised arborists must do the job.

Damian got a couple of estimates and these indicated that it would cost upwards of \$10,000. Possibly well up of that.

There was a full discussion of the different options available and the pros and cons of each including costs, aesthetics, environmental ethics, safety aspects, and historical connections.

Moved: That for health and safety reasons, the trees on the northern boundary be trimmed to a safe level and the pines on the south-west side be removed completely (the removal to be at Network Waitaki's cost)
E Finlay / L Ferguson

<p>Passed</p> <p>Community consultation: It was agreed that information about the issue be put in the school newsletter, and that the community has the opportunity to give their input.</p> <p><u>Maternity Leave Cover Position.</u> Damian said he hopes to get the interviews done in the second week of the school holidays, so he will have the job advertisements out by February 25th.</p> <p>He said it makes sense for the temporary Deputy Principal position to be filled internally.</p> <p>After a short discussion, it was agreed that the appointments committee be comprised of Damian, Ed, Jess and Cat.</p> <p>Finance Report There is still Ministry of Education funding that can be spent on the grounds/ playground, but that needs to be done before the end of June.</p> <p>Wainui Camp The Camp has told the school that the required Covid plan is the school's responsibility.</p> <p>Damian outlined how he is structuring things, including using RAT and PCR testing to form 'bubbles', and outlined the plan if there is an outbreak. This included who would count as a 'close contact' and transport arrangements.</p> <p>Celebration Days for Girls Workshop Damian outlined the Covid plan. The Board agreed the day should go ahead.</p> <p>School Donations To go ahead.</p> <p>Returning Officer for Board Elections The Elections have been rescheduled to September, so this is to be reconsidered closer to that time.</p> <p>Moved: That the above reports as tabled be accepted. E Finlay / C Cochrane Agreed</p>	<p>Damian/Christina to action.</p> <p>Damian to action.</p> <p>Christina/ Damian to action</p>
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GENERAL BUSINESS

Policy Reviews

406 Property Procedure

Remove 'Landscape concept plan of 2016' to read 'must take into account the ten-year property plan.'

407 School Donations Procedure

Remove: 'Parents who do not donate will be reminded of the opportunity each term through a personalised request for support'

408 Fundraising Policy

Broad Guidelines: Item three to add '..and if sponsorship is sought in the name of the school'

Add item: Any appropriate RAMs to be shared with the Board and to be signed off by it.

409 Fraud Procedure

Add that: The Board is assured all fundraising arms are operating appropriately and that proper processes are in place and are being followed.

Moved: That the policies and procedures as amended be adopted.

D Brown / E Finlay

Agreed

Hautū Strategic Action Planning – Employer Role

Damian said he felt the school was performing well against these criteria. With te reo an integral part of the school's strategic plan, and all staff involved in te reo professional development.

Cultural competency was part of every job description, and part of every job interview.

There was a discussion focused on the next steps for the Board itself, which could include NZSTA training and having a plan for members' professional development in this area.

Papakaio8Hour

Damian/ Christina to action

Ed to consider.

<p>There was a wide-ranging discussion of several aspects of the event including the need for the Board to be better 'kept in the loop',</p> <p>It was noted there is now a policy that a formal application has to be made to the Board if the school's name is part of any sponsorship.</p> <p><u>Roll</u> Damian said that by the middle of the year he expect the roll to be over 100.</p>	
<p style="text-align: center;">MEETING DATES</p>	
<p>Next Board of Trustees Meeting Tuesday, March 29th, 7.00 pm. Staffroom</p> <p>Next meeting Karakia: Ian</p> <p>Home & School: TBA</p>	

Meeting closed: 9.25.pm

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