

Minutes of the Papakaio Board of Trustees Meeting

Held at the School, 30th October 2023.

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

In attendance: P Kranz (Minutes Secretary)

Apologies: J Wright

Meeting opened at: 7.08 pm



Meeting opened with Karakia from Damian.

ADMINISTRATION MATTERS

	Action Required
Declaration of Interests None declared	
Confirmation of Minutes. Moved: That the minutes of the Board meeting held on the 18th of September 2023 be accepted as a true and correct record. D Brown / S Butson Agreed	
Matters Arising From the Minutes None	
Correspondence. <u>In</u> A letter from a concerned parent. Damian outlined what the school has been doing about the matter raised. Ed said he will talk to the parent to find out what she is seeking from the Board.	
<u>Out</u> None	

REPORTS

Principal's Report In addition to the distributed report Damian mentioned:	
Education Review Office: Damian has already given them a substantial amount of information in	

preparation for their review. Their first visit to the school will be on the 7th of November.

Pool Cover

There was a discussion on the costs of different options and potential sources of funding.

Staffing

Natalie settling in well.

Financial Report.

Damian ran through the draft budget, having already run through the figures with Sandy.

He said it was clear that the contributions from the Trust and Home and School are key to the good financial position the school is in.

Health and Safety

Staff are busy, as they usually are at this time of year, with camps, etc, but doing fine.

RAMs for Camp Iona distributed.

Moved: That loan Camp RAMS as tabled be accepted.

F Nelson / S Butson

Agreed.

General

Cat reported on the Multi-Sensory Learning online training which she and Danique did.. She said she learned a lot from it, and was looking forward to applying what she learned in the classroom. Damian said all of the years five, six, seven, and eight teachers have now completed this training, so consistency as students progress is there.

The production went well.

Camp fees will need to be discussed at the next meeting, and the Board will need the relevant information from Damian to do so.

Moved: That the above reports as tabled be accepted.

E Finlay / F Nelson

Agreed.

Damian to action. Ed to add to agenda.

GENERAL BUSINESS	
<p>Strategic Plan Draft plan for next year to be presented at the next meeting.</p> <p>Writers Toolbox Discussion of the packages available and the costs. Discussion of if it could be targeted to specific years, or different packages purchased in different years.</p> <p>Cat talked about her experiences of trialing it in her classroom.</p> <p>The company will be running a workshop run in Oamaru and Damian said he was looking at having someone attend.</p> <p>Staffing – Room 2 The position will need to be advertised if it is for more than a term-by-term basis. The maximum contract the school can offer is for twelve months.</p> <p>Suggested that Damian talk to Rochelle first before proceeding and update the Board after doing so.</p> <p>School Doc's Reviews This is working well, and no changes are needed.</p> <p>Image Sharing Policy & Facebook Privacy Settings Some parents have raised the issue of the safety settings for images posted on social media. While the school has a policy in place for this, and people will have informed the school of their choices, Damian said he will put a notice in the newsletter reminding people of their options.</p>	<p>Damian to action.</p> <p>Damian to bring this back to the next meeting with some rough estimates of these costs. If sooner communication to happen via email</p> <p>Ed to add to the agenda for the next meeting.</p> <p>Damian to action</p> <p>Damian to action.</p>
MEETING DATES	
<p>Next Home & School meeting</p> <p>Break up meeting Friday 8th December</p>	

Next Board meeting Monday 18th December, 6.30 pm, Staffroom. Next meeting Karakia: Stacy	
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Meeting closed: 9.51 pm

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