

Minutes of the Papakaio Board of Trustees Meeting

Held at the School, 5th April 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: 7.00 pm



Meeting opened with a Karakia from Ed..

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 22nd of February 2022 be accepted as a true and correct record. J Wright / E Finlay Agreed</p> <p>Correspondence <u>In</u> None</p> <p><u>Out</u> None</p> <p>Matters Arising From the Minutes None</p> <p>.</p>	
REPORTS	
<p>Principal's Report In addition to his written report Damian mentioned the following:</p> <p><u>Target Students</u> Damian said the wide range of ages amongst the target students group and their inconsistent attendance were challenges. He is looking at making some changes that should help, including splitting the group into two.</p> <p><u>Goal Setting Meetings</u> Damian said he appreciated the feedback from these. One thing that came through was that the</p>	

<p>more specific focus on the students' learning steps was valued.</p> <p>There was a discussion on the pros and cons of extending the meeting's length from ten to fifteen minutes, and Damian said he would keep this under consideration.</p> <p><u>Charter and Strategic Plan</u> Damian said that he was pleased at the progress made as measured against these, especially given the circumstances over the last two months</p> <p><u>Staffing</u> Christina is now on maternity leave. Michelle taking over from tomorrow.</p> <p><u>Property</u> Damian met with Brett Stewart from Crosscut construction and Pete Forgie to talk about the ramp.</p> <p>He and Ed had met with the 5YA and 20YPP Ministry of Education property people. They said this was a very productive meeting.</p> <p>Damian said there are three different sources of funding the school can tap, so he felt the school was well placed over the next five to ten years.</p> <p>Also, the fact that the school can now act as project manager itself, rather than employing someone else, was going to be a big plus.</p> <p><u>Health and Safety</u> The school has been following the Ministry of Education's guidance re Covid-19, and this approach has worked well, things have remained manageable.</p> <p>The question was raised of whether the fence across the playground should be removed in the next term, even if we remain at the 'red' setting. This will be considered next term.</p> <p><u>Staff Wellbeing</u> The workshop on mindfulness was held online, though Damian and the Board members who participated said it would have been better in person. It did give teachers some tools that could use in the classroom.</p> <p>Damain said he was checking in with people, being sure they know that the hard work they are doing is acknowledged. He said he felt everyone was OK.</p>	<p>Ed to put on Agenda</p>
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<p><u>Trees</u> Damian said he was trying to get a response from Network Waitaki, but hadn't got one so far.</p> <p>Mike Burdon, an independent contractor (arborist) visited and advised Damian on what he thought needed to be done and the cost. He will be putting things in writing and getting them to Damian.</p> <p>Damian said he will get two quotes for the work at both for the front and back, and come back to Board with them.</p> <p><u>Celebration Days for Girls</u> Really good feedback from the day, and something the school definitely wants to repeat. .</p> <p><u>Insurance Claim for Toilet</u> The claim has been approved and repairs are underway.</p> <p>Finance Report Draft reports have gone to the auditors and to the Ministry of Education.</p> <p>The medical budget was overspent (because of the money spent purchasing RAT tests) but the figure was not significant in the context of the whole budget.</p> <p>Moved: That the above reports as tabled be accepted. F Nelson / L Ferguson Agreed</p>	<p>Damian to action</p>
<p>GENERAL BUSINESS</p>	
<p>Policy Reviews</p> <p><u>309 Leave of Absence Procedure</u> No alterations.</p> <p><u>520 Hazard Register Procedure.</u> Change 'on the western shelf' to 'in the green folder.' And a full stop to the last item.</p> <p><u>500 Health and Safety Policy and Procedure Statement.</u> No alterations.</p>	<p>Damian / Michelle to action.</p>

<p>Moved that the above be adopted as amended be adopted. E Finlay/ D Brown Agreed</p> <p>Covid-19 Policy and Procedures The question was raised about what the policy should be for independent contractors working at school during school time re vaccinations, masks, testing etc.</p> <p>With any decisions not needed till next term, and with the situation changeable it was decided to return this item next term.</p> <p>Room 6 Teacher Appointment Damian reported that this is proceeding according to the set timeline. He has received three expressions of interest, though no applications in yet..</p> <p>He said that along with the appointment of a new full time teacher there was the possibility of him team-teaching the class for just six months. So he would be there three days a week with someone else doing the other two.</p> <p>With funding available for him to offload some of his administration work he was confident this would be workable.</p> <p>To be decided by the end of the holidays.</p>	<p>(Cat also had some notes re layout to give to Michelle)</p> <p>Ed to put on agenda.</p>
<p style="text-align: center;">MEETING DATES</p>	
<p>Next Board of Trustees Meeting Monday 16th May, 7.00 pm. Staffroom</p> <p>Next meeting Karakia: Cat</p> <p>Home & School: Next wednesday AGM. In the hub 7.00pm.</p>	

Meeting closed: 8.30.pm

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