

## Minutes of the Papakaio Board of Trustees Meeting

Held at the School, 17th August, 2021.

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

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

**Apologies:** E Fisher

**Meeting opened:** 7.04 pm



Meeting opened with a Karakia from Logan

ADMINISTRATION MATTERS	
	Action Required
<p><b>Declaration of Interests</b> Jess (Wright) declared a potential conflict of interest in regards to any purchase of a new mower.</p> <p><b>Confirmation of Minutes.</b> Moved: That the minutes of the Board of Trustees meeting held on the 22nd of June be accepted as a true and correct record. L Ferguson / C Cochrane Agreed</p> <p><b>Matters Arising From the Minutes</b> None</p> <p><b>Correspondence</b> <u>In</u> None</p> <p><u>Out</u> None</p>	
REPORTS	
<p><b>Principal's Report</b> Damien had already distributed his report before the meeting.</p> <p><u>Cultural Responsiveness Self-Review Tool</u> At the meeting Damien distributed the Cultural Responsiveness Self-Review Tool created by the New Zealand School Trustees Association and the Ministry of Education.</p> <p>It was agreed that this be gone through section by section at future Board meetings as a</p>	<p>Ed to add to agenda.</p>

<p>springboard for reviewing how the needs of Maori students are being met.</p> <p><u>New Appointments</u>  Damian said that the new appointees; Teacher's Assistant (Sonia), and ICT teacher (Mike Palmer, were doing excellent work.</p> <p>He said Mr Singleton (helping with science, technology, engineering, and mathematics (STEM) was due to start next Thursday. He will be working three hours a week (split between Thursday and Friday). His contract runs till the end of the year then will be reviewed.</p> <p><u>Mentor</u>  Damian said, and the Board agreed, that his having the support of a mentor would be very helpful.</p> <p><b>Health &amp; Safety Report</b>  Nothing of concern to note.</p> <p><b>Financial Report</b>  Damian had distributed the report.</p> <p>He added that he'd talked to the accountant who said the school was tracking well against expectations.</p> <p>There was some discussion of the 'unders and overs' of individual items and the reasons for the variances.</p> <p><u>Financial Sub-committee</u>  Damian mentioned that there may need to be some purchases made for the STEM program, for example a 3D printer). Damien to check costs, distribute this to Board members, and bring the matter to the financial sub-committee before the next Board meeting.</p> <p>The Board also said it would be good if the accountant (Ainslee) came to the meeting, and Christina too, given her involvement in the financial reporting process.</p> <p><b>Reading Report</b>  In addition to the tabled report Damian said that:</p> <p>-Fiona would be doing a micro-credential course to improve her skills so she can better help Chris.</p>	<p>Damian to contact choice of person to take on role.</p> <p>Damian to action.</p> <p>Damian to action</p>
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<p>-Chris had made some slight changes in her classroom.</p> <p>- He was in the classrooms every day and seeing top class teaching practice.</p> <p>- The focus till the end of this year will be on the structured literacy approach.</p> <p>- Going forward he wanted to see the focus of assessments as being a means to help establish the next steps for a student. Steps that are then integrated in to what happens each day in the classroom.</p> <p><b>Arts Curriculum Report</b> Damian said human resources to help in this area thin on ground, especially for integrating Māormātauranga Māori into the curriculum. Working on this at the CoL level could be fruitful.</p> <p><u>Building Report</u> Damian said that the geo-tech people had visited and marked out where the new classroom was to go, so there is forward movement.</p> <p><b>Health and Safety Report</b> Morgan's report tabled.</p> <p>There was discussion of how stress is a health and safety issue that must be taken seriously.</p>	<p>To be raised at CoL.</p>
<p><b>GENERAL BUSINESS</b></p>	
<p><b>Covid Level Change.</b> Messages have gone out through all the regular channels.</p> <p><b>Policy Reviews</b> 201: Community Partnership, Communication and Consultation Policy</p> <p>202: Health Curriculum Consultation Procedure</p> <p>203: Access to School by High Schools</p> <p>Moved: That the above policies be adopted as tabled.</p>	

<p>I Elliot / J Wright Agreed.</p> <p><b>Home &amp; School Support / Papakaio8Hour</b> Ed said he'd spoke to Carl, and that Carl didn't feel that at present there was too much being asked of them.</p> <p>Fiona said that the future direction was for more direct classroom involvement along with communicating what the funds raised were doing, what they were being used to purchase, and the positive effects that were flowing from that.</p> <p><b>Lawnmower</b> Logan said that the current mower was fixed last year and is going alright, but that the Board would need to keep in mind that it would need to be replaced sooner or later.</p> <p>He reported to the Board the quotes he'd received for replacing it, with and without a trade-in.</p> <p>There was a discussion about using a contractor, what the cost might be and about what any contractor would be required to do.</p>	<p>Damian to discuss with potential contractors and report back to the Board.</p>
<p align="center"><b>MEETING DATES</b></p>	
<p><b>Next Board of Trustees Meeting</b> Tuesday 14th September 7.00 pm. Staffroom</p> <p><b>Next meeting Karakia:</b> Cat.</p> <p><b>Home &amp; School:</b> Wednesday 25th August.</p>	

Meeting closed: 8.45pm

Signed: .....

Date: 1/10/21 .....