

Minutes of the Papakaio Board of Trustees Meeting

Held at the School, 14th December, 2021.

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

In attendance: P Kranz (Minutes Secretary)

Apologies: I Elliot

Meeting opened: 7.00 pm



Meeting opened with a Karakia from Cat.

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 9th of November be accepted as a true and correct record. J Wright / F Nelson Agreed</p> <p>Correspondence <u>In</u> Email from Maree for unpaid leave in the first term next year.</p> <p>Out of zone request.</p> <p>Correspondence from the builders saying work on the new classroom is due to begin in May, and to be finished by the end of July.</p> <p><u>Out</u> None</p> <p>Matters Arising From the Minutes Jess did get a second quote re the asbestos survey and the job was given to that company. The survey has been completed and Damien is now waiting for their report to come in.</p> <p>Leave. Leave for Maree in the first term of next year was approved.</p>	

REPORTS

Principal's Report

In addition to a general discussion on Damian's report the following were discussed in detail:

Out-of-Zone Enrollment Application

An application has been received for an out-of-zone enrollment (new entrant) The Board was happy for Damian to let it proceed.

Staffing

Damian outlined the arrangements for the next year.

Dunedin Overnight Camp

The school subsidises all of the camps. Christina has done the costings and bookings for the upcoming camps, the fees for all of which can stay the same and not blow their budgets, except for the Dunedin overnight camp.

Currently, the fee for this camp is \$80, however, increases in accommodation costs mean this needs to increase to \$100.

It was agreed to increase the fee to \$100.

Fees for all camps to be notified to parents in the newsletter.

Christina/Damian to action.

Analysis of Variance Report

The Board asked that future reports include previous years' data in the report, maybe as an appendix, so as to be able to follow cohorts over multiple years, and to make year-to-year comparisons.

Damian noted how pleased he was with what has been achieved. Targets met include those for Maori and for boys in reading. Results were higher for Maori in writing than non-Maori, though the boys were not there yet in writing.

There was no cohort of students struggling.

The overall message is that what is being done to improve things is working, including with targeted learners.

The structured literacy approach is expected to provide additional benefits next year.

<p>All in all he felt it was a very successful year, especially given the difficulties the school and community faced; and that the school is well placed for next year.</p> <p>Damien said the results were a tribute to the staff. The Board agreed and asked him to pass on its thanks to them.</p> <p>Finance Report The report was tabled; in addition, the following were considered in more detail:</p> <p><u>Repairs and Maintenance</u> This was above budget but Damien said he did not have enough information yet to say why. He would be getting more details and be able to say more after that.</p> <p>Moved: That the above reports as tabled be accepted. F Nelson / L Ferguson Agreed</p>	<p>Damian to action.</p>
<p style="text-align: center;">GENERAL BUSINESS</p>	
<p>Policy Reviews</p> <p>Policies and Procedure numbers 309, 310,311,312,313,314 and 315 were tabled for review.</p> <p><u>313 Relieving Teachers Procedure</u> To be amended to read: Relieving teachers are expected to follow the class program.</p> <p>Item 9 to be amended to note that resources will be held in the school office.</p> <p>It was mentioned that it would be good to have induction information as part of the relievers pack.</p> <p><u>314 Code of Conduct.</u> There was a discussion of how long data needs to be retained for. It was suggested that the relevant legislation be checked on a case-by-case basis when deciding.</p>	<p>Damian / Christina to action</p>

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

D Brown / E Finlay

Agreed

Hautū Strategic Action Planning

The springboard for this discussion was pages 7, 11 and 12.

Damian said training in Te Reo was budgeted for, and staff were currently engaged in training. He said that Te Reo was being integrated into the life of the school: signage is bi-lingual, local stories and Te Reo were being used in the classrooms and at assembly.

Damian said that he felt that this was an area where the school was particularly strong, with an ongoing cycle of reviews and critical examination of practice, and good data gathering. Given this, he expected an even deeper integration of Tikanga Maori and Te Reo into the life of the school next year.

Strategic Plan 2022 Goals

This to be considered in detail at the start of next year, however Damian outlined some of his planning re target students.

MEETING DATES

Next Board of Trustees Meeting

Tuesday 22nd Feb 7.00 pm. Staffroom

Next meeting Karakia: Damian.

Home & School: TBA

Meeting closed: 8.40pm

Signed:

Date:

23/2/22.