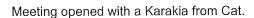
## Minutes of the Papakaio Board of Trustees Meeting Held at the School, 9th November, 2021.

**Present:** J Wright, E Finlay, C Cochrane, F Nelson, I Elliot, D Brown. E Fisher In attendance: P Kranz (Minutes Secretary)

Apologies: L Ferguson Meeting opened: 7.00 pm





ADMINISTRATION MATTERS	
	Action Required
Declaration of Interests None declared.	
Confirmation of Minutes.  Moved: That the minutes of the Board meeting held on the 21st of September be accepted as a true and correct record.  E Fishe / E Finlay Agreed	
Correspondence In None	
Out None	
In Committee Matters  Moved: That the public be excluded from the following parts of the proceedings of this meeting, namely, staffing. The reason being to protect the privacy of the individuals involved, and to protect fair contract negotiations.*	
E Finlay / D Brown Agreed.	
*This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public.	

The meeting moved into committee at 7.10pm. Moved out of committee 7.16 Matters Arising From the Minutes Damian said that Danique has applied for the position of cross-school teacher with CoL. This would mean she'd be away from the school for an average of four afternoons a week, though this may be taken in blocks). It would be for a two-year period. There is funding to provide cover her absences. He supported her applying for the role and felt it would be good both for her and for the school. Moved: That the Board supports Danique's application for the cross-school teacher position with CoL. E Finlay / D Brown Agreed **Buses/ Transport** Damian updated the Board on the situation, which was very unsettled. He said he was keeping parents informed and expressed his appreciation for how they are helping out. The Board was of the view that while an informal interim solution is all that is possible right now, longer-term whatever solutions there are will Damian to work on. need to be within a more formal structure. **REPORTS** Principal's Report In addition to a general discussion on Damian report the following were discussed in more detail: Christina's Leave Cover It was agreed that the school now advertise the position.

Asbestos Survey.

One quote has been received. It was hoped to get a second quote and Jess said she would try to find a second provider that might do so.

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

## **Health & Safety Report**

Morgan's report had been distributed before the meeting.

There was a discussion of what the situation is, under the current Covid regulations, in regards to children attending events outside the school, including at other facilities and schools.

Damian said he will keep working to establish how the school should proceed, and would discuss this with Jo Walsh (St Kevin's principal).

Damian to email the Board if any decisions need to be made with out-of-school events before the next scheduled Board meeting.

## Financial Report- Draft Budget

Damian's report had been distributed prior to the meeting.

Sick leave allowance: Daman wanted this to be raised from \$3000 to \$5000. The Board had no objection.

Damian said the Year Four camp came in over budget. He gave a breakdown of where the higher than anticipated costs were.

The question was raised whether the costs of next year's camps need to be increased, even if only to cover inflation, or should they be subsided.

Since camp fees are to be set at the Board's next meeting it was agreed to leave the discussion of this till then.

## Papakaio Trust

Ed gave an update.

A meeting of the Trust had been held funding for STEM resources will be distributed soon, along

Jess to action

Damian to action.

Damian to action.

with funding for a teacher's aide to help run the STEM program in the first term next year. Moved: That the above reports be accepted F Nelson / I Elliott Agreed **GENERAL BUSINESS** Policy Reviews 309 Leave of Absence Procedure 310: Staff Appraisal Procedure. It was felt that Damian to action. this needed extensive revision. Damian to work on this over the coming week and distribute it by email to Board members. 312 Professional Development Procedure To be reworded to say that adequate funding will Damian / Christina to action be budgeted to enable the principal and staff to enact the strategic plan. Specific bullet points descriptions to be removed. Hautū Strategic Action Planning The discussion focused on the issues of engagement, input, and representation. The question of what kind of engagement and representation at Board level is wanted by the

Maori community was discussed.

In response to the question of whether the school actively sought Maori voices Damian said he felt a significant effort was being made to do

He said the small numbers of students and families who identified as Maori affected the situation, perhaps causing some hesitancy at coming forward. He said, however, that his open-door policy was well known by all parents.

Next meeting to look at pages 7, 11, and 12.

The draft strategic plan was distributed; some of

Strategic Plan

so, and outlined what was being done.

the final data for the year has not yet been received. Discussion on the leadership program. The Board felt it was important to note that while the year eight students had a specific leadership program, leadership should also be encouraged and acknowledged at all levels of the school. One point made during the discussion was the need to focus on the development of leadership skills more than on outcomes. Damian to work with Christina to prepare a 'parent/guardian friendly' version to be put on Damian/ Christina to action the school website. **MEETING DATES Next Board of Trustees Meeting** Tuesday 14th December 7.00 pm. Staffroom Next meeting Karakia: Cat. Home & School: Wednesday 10th November

Meeting closed: 8.45.pm

Signed:

ate: 9/02/202