

## **Meeting Minutes**

**Meeting:** Papakaio School Board Meeting **Date:** 12th May 2025 **Time Started:** 7:00 pm

### **1. Attendance:**

- **Present:** Stacey, Fiona, Haley, Jess, Damian, Ed, ~~Jo~~
- **Apologies:** Nikki (Teacher Rep)

### **2. Conflict of Interest:**

- No conflicts of interest declared since the last meeting.

### **3. Minutes of Previous Meeting:**

- The minutes of the last meeting, which had been previously circulated, were discussed.
- **MOTION:** That the minutes of the previous meeting be accepted as a true and correct record.
  - Moved: Haley
  - Seconded: Jess
  - Carried unanimously.

### **4. Matters Arising from Previous Minutes:**

- None.

### **5. Correspondence:**

- No correspondence received.

### **6. Principal's Report (Damian):**

- **Curriculum Reporting (NAG One):**
  - A letter regarding new report formats, to be sent out on behalf of the board, was presented.
  - The board reviewed and approved the content of the letter.
  - **Action Item:** Damian to send out the letter regarding new report formats this week.
- **Attendance:**
  - Communication was sent to families of students with poor attendance. One case was medical; three others (one family) have a history of attendance issues.
  - Two students were targeted with breach notices. No response yet, but no further problems anticipated.
  - Current attendance levels are static, identical to Term 1, 2024 – no improvement or decline.
- **Self-Review (School Vision):**

- A Vision Team meeting is scheduled for tomorrow.
- The aim is to develop a concise slogan and a vision statement (under 100 words, down from the current 370 words) to guide the school for the next 3-5 years.
- **Personnel:**
  - Teacher registration is current.
  - The school is still seeking a learning assistant for Room 5; ideas and candidates are welcome.
- **Audit:**
  - The audit has been completed, and paperwork requiring signature has arrived.
  - **Action Item:** Ed (Presiding Member) to sign the financial statements.
- **Property:**
  - Floor coverings in the changing rooms have been completed. The new surface appears glossier but feels grippier.
- **Principal's Leave Request:**
  - Damian requested leave for Monday, Tuesday, and Wednesday of the following week.
  - **MOTION:** That Damian's leave request for next Monday, Tuesday, and Wednesday be approved.
    - Moved: Ed
    - Seconded: Fiona
    - Carried unanimously.

## 7. Financial Report (Damian):

- A deficit of \$30,000 is forecast by the end of the year; the current deficit is \$13,000.
- This is primarily due to upfront payment for "clear light work," with funds still pending release from the Ministry via Fauci (the fund holder).
- The Repairs and Maintenance budget is consequently 231% over (\$21,000).
- Damian contacted Forgies on April 11th and again today regarding paperwork for fund release, but has not yet received it or a response. The work cannot be signed off without this paperwork.
- Bank staffing levels are currently high due to lack of release during the holidays and unused deputy principal release time during Danique's leave. This is expected to reduce as CRT is utilized for report writing.
- Cash in bank: \$198,000. Net Working capital: \$79,000 (above the accountant's recommendation of \$50,000).

## 8. Health & Safety Report (Damian):

- No major incidents since the last meeting; a couple of minor bumps to the head were managed with ice packs, and students returned to school the next day.
- Staff well-being started positively for the term.

- New operational procedures for targeting students have been implemented, requiring more staff work. Initial adjustments have been made, leading to increased accountability.
- Documentation systems for student planning and work have been improved for better accessibility by management and external reviewers (e.g., ERO).
- Practice fire alarm tests have been completed. Earthquake, fire, and lockdown drills are scheduled.
- **MOTION:** That the Principal's, Financial, and Health & Safety reports be tabled as read and accepted by the board.
  - Moved: Ed
  - Seconded: Fiona
  - Carried unanimously.

## 9. General Annual Goals Update (Damian):

- The impact and review of annual goals were documented at the end of the previous term.
- **Writer's Toolbox:** Student engagement and writing quality (sentences per piece, style variety) have increased, with the school performing above national averages for users of the tool.
- **Reading (MSL):** Two additional staff members (teacher aides and a CRT teacher) have been trained in MSL. Collected data has informed changes to reporting on target students.
- Most annual goals are on track (green or orange). Some initiatives, like surveying Māori students for engagement strategies, require further work. Some targets are Term 4 specific.
- Two professional learning development (PLD) sessions on Writer's Toolbox were well-received and are expected to benefit senior students' paragraphing skills.
- Jess commented positively on the continued growth and success of the Writer's Toolbox initiative.

## 10. Policies (School Docs):

- A reminder was given about the importance of referring to school policies during emergencies (once immediate safety is secured) and acknowledging any intentional deviations from policy.
- **Communication During Emergency Policy:** Damian noted repetitions in this policy and has submitted this feedback for review via School Docs.
- **Emergency Closures Policy:** No changes identified as necessary.
- **Planning & Prep for Emergency, Disasters and Crises Policy:** Damian confirmed the school is meeting all requirements outlined in this policy, citing a recent pool-related incident as a practical application.

- Dates for lockdown and emergency drills are included in the Health & Safety report.

## 11. Curriculum Reading Reflections (Teachers):

- This was the first time teacher reflections on reading were collected in this particular format.
- Key themes from reflections:
  - The structured and repetitive nature of the MSL program was seen as beneficial for students.
  - Most teachers were positive about the MSL program and could articulate clear goals for students.
  - Managing time for MSL delivery remains a challenge, even for experienced teachers.
  - Some comments indicated a need for more management support for Tier 2 and Tier 3 learners, which Damian found interesting as MSL is designed to be that support.
- **Damian's Proposed Plan for Enhanced MSL Support:**
  - **Action Item:** Danique to determine the number of Tier 2/3 learners who would benefit from additional MSL time.
  - A proposal to potentially have a trained Teacher Aide (Casey was mentioned as capable) run extra, small-group MSL sessions (e.g., 3 groups of 4 students for 20 mins each, 4 afternoons a week).
  - This would involve taking students out of inquiry learning time, but reading proficiency is deemed a higher priority for these students.
  - This approach would be more cost-effective than hiring an additional qualified teacher.
  - Damian is awaiting student numbers from Danique before formally approaching the TA.
  - The board discussed ensuring inclusivity and the possibility of a trial. This is seen as a potential replacement for Reading Recovery.
- Overall teacher engagement with MSL is positive. Newer teacher Sammi is gaining confidence and is well-supported.
- Ed noted the consistency in MSL delivery across classrooms should benefit students transitioning between classes, but raised a query about potential long-term student boredom with a highly structured approach. Damian responded that the scope and sequence progresses, and the aim is for students to no longer require such intensive support by Year 4.
- **Government Parent Portal:**
  - Discussion about the new government parent portal, which outlines curriculum expectations by age.
  - A concern was raised that parents might misinterpret their child's progress, as the curriculum has only been taught for a short period, and new "phases of learning" might make progress appear worse than under old curriculum levels. The Ministry has not adequately explained this to parents.

- **Action Item:** The Board acknowledged its responsibility to help explain this context to parents. Damian has a draft letter addressing these changes.
- Ed suggested the portal could be positive if it encourages parental engagement with their child's learning.
- The school prides itself on transparency, but the rapid implementation of new government initiatives without sufficient consultation or training presents challenges.
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## 12. Summary of Action Items:

- **Damian:** Send out the letter regarding new report formats this week.
- **Ed:** Sign the audit financial statements.
- **Danique (via Damian):** Determine the number of Tier 2/3 learners who would benefit from additional MSL time.
- **Damian:** (Conditional on Danique's findings) Approach Casey (TA) regarding the possibility of running extra MSL support groups.
- **Board:** Prepare communications/strategies to explain the context of new curriculum phases and the Parent Portal to parents.

## 13. Meeting Concluded:

- The meeting concluded after the discussion on Curriculum Reading Reflections and the Parent Portal. [Time of Meeting End - 7:52 pm