

Minutes of the Papakaio Board of Trustees Meeting

Held at the School, 16th September 2024

Present: C Henderson, D Brown, S Butson, J Laming, H Easton, E Finlay, J Wright

In attendance: P Kranz (Minutes Secretary)

Apologies: F. Nelson

The meeting opened at: 7.05 pm with a Karakia from Cat



ADMINISTRATION MATTERS	
	Action Required
Declaration of Interests None declared	
Confirmation of Minutes. Moved: That the minutes of the Board meeting held on the 5th of August 2024 be accepted as a true and correct record. H.Easton / E Finlay Agreed	
Matters Arising From the Minutes .None	
Correspondence. <u>In</u> Letter from Michael Forgie re property. <u>Out</u> None	
REPORTS	
Principal's Report In addition to his tabled report, Damian added: Market day ran more smoothly than last year, and there was a profit of about \$400. New maths curriculum. Damian said that given where the school is starting from the demands are doable. He said he has been told by the Ministry of Education that the school will be funded for 7.9 teachers for next year, which means the	

<p>school will not have to contribute anything to teachers' salaries. Also, the relief teaching will be fully covered.</p> <p>Damian will advertise Rochelle's position. It was agreed that the appointment committee would consist of Damian, Ed, Cat, Joe, and Stacy.</p> <p>Damian added to his report on his trip to Melbourne, mentioning the differences in the scale of the educational institutions there.</p> <p>His application for CoL leadership has been submitted.</p> <p>Attendance data. Damian said the data was very detailed, and no students were falling through the cracks. There was a discussion about the data, focusing on what more could be done to improve attendance, what targets might be set, and where to focus further efforts. Some possibilities for further actions were: Notices in the school newsletter. School-level or class-level rewards if attendance targets are reached.</p> <p>Nikki invited all BoT members to attend the enviroschools stakeholders meeting.</p> <p>Financial Report Tabled as read.</p> <p>There was a discussion of the value of having an overall view, including data from the Trust and from Home and School.</p> <p>Health & Safety Report Danique's report tabled.</p> <p>Suggested that if students suffer even mild concussion an information sheet on best practices be given to parents or guardians when they pick their child up.</p> <p>Property In addition to the tabled report:</p> <p>The board approved the painting of the metalwork and facia during 2024, this is in deferral of the 2024 painting work scheduled on the cyclical maintenance plan, and has</p>	<p>Damian to create advertisement for the position and advise the appointments committee of the timeline moving forward.</p> <p>Damian to advise parents via newsletter of initiatives in place for Term 4</p> <p>Damian to action.</p>
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<p>been designated in order to maintain the areas in good condition.</p> <p>Moved: That the above reports be accepted as tabled. E Finlay / C Henderson Agreed</p> <p>Strategic Plan Damian updated the Board on actions taken against the plan.</p>	<p>Damian to advise accountants of this change in preparation for annual reports.</p>
GENERAL BUSINESS	
MEETING DATES	
<p>Next Home & School meeting To be confirmed.</p> <p>Next Board meeting 28th of October</p> <p>Next meeting Karakia: Joe</p>	

Meeting closed: 8.43 pm

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

