

Minutes of the Papakaio Board of Trustees Meeting

Held at the School, 17th February 2025

Present: C Henderson, D Brown, S Butson, J Laming, H Easton, F.Nelson

In attendance: P Kranz (Minutes Secretary)

Apologies: J Wright.

The meeting opened at: 7.04 pm with a Karakia from Ed



ADMINISTRATION MATTERS	
	Action Required
Chairperson Appointment Ed was re-appointed.	
Declaration of Interests None declared	
Confirmation of Minutes. Moved: That the minutes of the Board meeting held on the 9th of December 2024 be accepted as a true and correct record. F Nelson / E Finlay Agreed	
Matters Arising From the Minutes None	
Correspondence. <u>In</u> Bill for property maintenance.	
<u>Out</u> None	
Property Ed said the pool will be looked at to improve how slippery the floor is. With the painting and lawn work now done things are looking good.	
REPORTS	
Principal's Report A very busy start to the year, with lots of demands from the Ministry of Education on his time.	

<p><u>Attendance Analysis</u> Damian said he had done some more digging into the stats. The students with moderate absences are all boys in years three and four. So he will be targeting them this year. 96% of students attended for more than 80% of days in term 4, which is a big improvement from last year.</p> <p><u>Health Curriculum</u> Health curriculum to be reviewed this year.</p> <p><u>Personnel</u> Sammy doing really well, establishing her routines and having good relationships with the kids. Supported by a very experienced teacher's aide. Jo doing well in room 6. Nicky is proving to be a breath of fresh air in Wendy's class. So many staffing changes, but all of them working out well.</p> <p><u>Property</u> Online meeting tomorrow about property work to be done over the year. Will report back to the next meeting.</p> <p><u>Health and Safety</u> Nothing to report.</p> <p><u>Meet the Teacher Night</u> Around 30 families there, which is the average number. Pleasing that there were some families of new students there.</p> <p><u>Curricula</u> With the Prime Maths, Structured Literacy, and Writers Toolbox being integrated into the curriculum there's a lot of work being done.</p> <p><u>Financial Report</u> Tabled as read. Moved: That the above reports be accepted as tabled. E Finlay / H Easton Agreed</p>	<p>Update provided via email</p>
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<p>Budget On track with expectations. A brief discussion on some items was held.</p> <p>Moved: That the budget as presented be adopted. E Finlay / H Easton Agreed</p> <p>Policies Health & Safety, Safety Management Systems, Risk Management & Healthcare all renewed as posted on SchoolDocs.</p> <p>Strategic Plan The existing plan will be in place till the end of the year. Damian is very excited with his work with the Springboard Trust on the process for when it is to be updated.</p> <p>Annual Goals With Writer's Toolbox now becoming embedded, and the data from that available, there was a discussion on where Damian should now put the focus in his reporting of data and its analysis to the Board. Agreed that it be reading.</p> <p>Agreed that reading and writing be adopted as the annual goals</p> <p>Camp Fees Dunedin: \$120 for both parents and children. Ioana: \$ 160 for children and \$100 for parents. Middleton: \$180 for children and \$70 for parents. (These were in the Budget so approved when it was adopted.)</p> <p>Succession Planning There are elections for Board positions coming up in September, including for a presiding member. Jess Ed and Fiona will be leaving then, and Cat before then.</p>	<p>Budget to be submitted</p> <p>Annual plans to be submitted</p>
GENERAL BUSINESS	

MEETING DATES	
Next Home & School Meeting To be confirmed. Next Board Meeting 31st March 2025, 7.00 pm Staffroom. Next meeting Karakia: Stacey	

Meeting closed: 8.35 pm

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