

Papakaio School Board of Trustees Meeting Minutes

Date: June 30th, 2026

Time: 7:00 pm – 8:50 pm

Present: Joe Laming (Presiding Member), Jane Taafaki, Richard Dekker, Jackie Dalziel, Hayley Easton, Damian Brown (Principal), Nikki Wheeler (Staff Rep).

1. Administration

- **Apologies:** None.
- **Conflicts of Interest:** None declared.
- **Confirmation of Previous Minutes:** * **Amendments:** Remove the employee's name and specific contract change details from section number four (understaffing) to safeguard sensitive employment information before public distribution.
- **In-Committee Minutes:** The board moved briefly into committee during the community relations and student departure discussion to preserve privacy.

2. Matters Arising (Actions from Previous Meeting)

- **Risk Matrix, Policies, and Firearm Safety:** Brought forward to be addressed systematically under General Business.
- **Other Past Actions:** All other operational action items were confirmed as completed or integrated into current report updates.

3. Reports

Principal's Report (Damian Brown)

- **Attendance Tracking:** Mid-year figures remain slightly below target due to seasonal Term 2 sickness. A significant contingent of students took extended trips to the Philippines (25–30 days). Two students were officially removed from the school roll following approved applications to the Te Kura Correspondence School.
- **Personnel & Groundskeeper Remuneration:** Groundskeeper/cleaner pay rates increased to a \$28.00/hour baseline rate after being left off past adjustments. An official review is scheduled for January to align with support staff timelines and transition this rate to \$30.00/hour.
- **Property Upgrades:** Forgies will execute a scope-specific asbestos check next Tuesday and Wednesday, requiring a brief school closure. Demolition work will commence in Room 5, then move to Room 4. Review of the 5-Year Agreement (5YA) with the MOE shows the major roof project is scheduled for July 2026, electrical works are complete under NiK upgrades, classroom carpets are finished, and admin carpets will be replaced at no cost in two years.
- **Student Achievement Data:** Initial baseline data sets were extracted from Edge. Maths and reading showed satisfactory benchmarks, whereas Writing showed some concerning data given the successes over the last 2 years. Writing data fell to a 67% success rate (down from 82% late last year); analysis indicates possible strict rubric

marking variations against the new curriculum and a notable gender literacy gap among senior boys.

- With Targeted Students Reading reflects a 60% success rate, bolstered by Kasey's intervention program accelerating five historical target learners up to cohort level. Maths tracked a 30% success rate. ESOL students are making excellent progress utilizing the Learning Village platform trial.

Financial Report

- **Accounts & Cash Reserves:** The current bank balance is healthy at \$521,000. Capital liquidity is secure, and Solutions & Services alongside the Ministry expressed no concerns regarding current working capital parameters.
- **Capital Outlay Contingency:** Long-term funding tracks structural capital demands, including non budgeted cost required for a replacement zip boiler in the staffroom.

In Committee

- **At 7:34 pm Board went "Into Committee" to discuss Community Relations & Student Departures: Meeting moved "Out of Committee" at 7:50 pm**

4. General Business

- **Complaints Registry:** Following a formal letter received at the end of last term, the board discussed setting up a compliant school complaints registry. Damian will verify tracking standards and public access laws under NZBA frameworks.
- **Risk Management Systems:** A strategic debate took place regarding Jackie's proposed visualized Likelihood × Impact risk matrix. ERO and Ministry guidelines confirm that while primary schools must execute explicit risk mitigation management (such as RAMS for school camps), they are not legally mandated to maintain a corporate risk matrix ledger. The board agreed not to proceed with an overly laborious system, relying instead on independent Warrant of Fitness checks and caretaker asset audits.
- **School AI Policy:** The policy was adopted on SchoolDocs for "Generative AI". Security protocols remain functional: staff utilize safe, school-logged instances of Gemini for administrative planning, open-source programs like ChatGPT remain blocked, and direct student access is restricted at the network level. The board selected to permit teacher-guided, case-by-case usage rules.
- **Firearm Safety Protocols:** Damian presented a custom safety policy to explicitly cover the school's Year 6 outdoor camp curriculum at Camp Columbia and Camp Middleton. The school does not store firearms; equipment is standard air rifles safely logged out from North Otago Sports and Outdoors. The board directed amendments to mandate strict transit case security.
- **Pool Safety Regulations:** The board identified winding mechanisms and safety covers on the school pool as primary physical hazards. Wider community members purchasing seasonal key access must sign a separate physical pool safety liability contract, rather than relying on standard student enrollment technology/behavior forms

5. Motions

Motion	Mover	Second	Outcome
To authorize the presiding member and principal to sign the Statement of Responsibility for the 2025 annual accounts once the audit concludes. <i>“The Board authorises the Presiding Member and the Principal to sign the Statement of Responsibility for the 2025 Annual Accounts on the Board’s behalf when confirmation is received that the audit has been completed.”</i> <i>The amended budget for 2026 was circulated via email 11th May, moved, seconded and approved by BOT members on 11th, 12th and 13th May 2026.</i> <i>Solutions and Services have prepared 2026 budgeted statement of financial position & statement of cashflows extracted from the Board prepared 2026 operating & capital budgets, and provided all 2026 budget documents required for approval. These reports have been prepared <u>prior</u> to the 2025 audit finalisation. Where any audit adjustments arise for 2025, these budgeted balances will require adjustment to ensure that the statements continue to balance for use in the 2026 annual accounts (ie retained earnings).</i> <i>On this basis the Board approves the 2026 budget statements, subject to any opening balance changes to the statement of</i>	Damian Brown	Jane Taafaki	Carried

<i>financial position and cash flow amounts, necessitated by 2025 audited adjustments.</i>			
To approve the post-2025 audit budget statement of financial position and statement of cash flow for use in the 2025 annual reports. <i>“Now that the 2025 audit has been finalised Solutions and services have provided a full budgeted statement of financial position & statement of cash flows extracted from the Board approved operating and capital budgets for use in the 2025 annual accounts. We acknowledge that these reports are prepared post 2025 audit finalisation to ensure accuracy and usefulness in the 2025 annual accounts. On that basis the Board approves the use of these documents in the 2025 annual reports.”</i>	Damian Brown	Consensus	Carried
To formally approve the school solar panel installation project.	Hayley Easton	Damian Brown	Carried
To accept the Principal's operational, data, and financial reports as a true and correct record to be included in the minutes.	Joe Laming	Nikki Wheeler	Carried
To adopt the SchoolDocs AI Policy with the selected case-by-case teacher permission modifications.	Hayley Easton	Richard Dekker	Carried

6. Actions Arising (To be addressed before next meeting)

Action Item	Person Responsible	Status / Due
Minutes Amendment: Remove employee name and contract metrics from the previous understaffing item.	Secretary	Prior to distribution
Principal's Report Correction: Append the missing operational page to the current Principal's report file as noted by Jackie.	Damian Brown	Next meeting
Complaints Framework: Review legal setup and NZBA framework availability rules for a school complaints register.	Damian Brown	Next meeting
Privacy & Information Rights: Seek counsel from the regional Principal Advisor regarding an ex-parent's legal standing to demand data on current student files.	Damian Brown	Urgent
Correspondence Protocol: Direct all parents to formal written board channels if any further communication occurs, keeping operations strictly neutral.	Joe Laming / Damian Brown	Ongoing
Writing Achievement Analysis: Conduct a deep-dive into Room 7 assessment practices, marking stringency scales, and curriculum rubrics to address the boys' literacy gap.	Damian Brown	Next meeting

Pool Contract Audit: Review community key-holder registers to ensure physical liability safety contracts are signed and clear of obstructions.	Damian Brown / Megan	Prior to summer pool opening
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Next Meeting: Scheduled for Tuesday 28th July.

Meeting Closed: 8:50 pm