



# Paparangi School

Beazley Avenue, Paparangi, Wellington 6037

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*Mission: Within our safe caring environment we challenge individual students through a range of stimulating, learning opportunities to become confident, enthusiastic achievers.*

*Values: Care, Courtesy, Respect and Responsibility*

13 April 2017

## News from the Board of Trustees

### **Board of Trustee new Trustees**

Following the resignation of Kathryn Churches the Board of Trustees engaged in the process of selecting another trustee and co-opting on another member to the board. Now that the process has been completed, the Board of Trustees are pleased to announce your new trustees, Tanya To'oala and Duncan Kennington. I would like to congratulate them on their appointments.

### **2016 Variance Report and 2017 Annual Plan**

The 2016 annual targets have been reviewed and a Variance Report has been completed. From this analysis the new 2017 Annual Plan is formulated. The Annual Plan that sets out the goals for 2017 and is in response to the work that was achieved in 2016 and continues work in curriculum development, teaching and learning, celebrating diversity and working with the community groups. Our major themes are Enviro-education, Learning Support & Special Education, Digital Learning, Te Reo me ngā Tikanga Māori and we are excited plans are underway to open a new library. The 2016 Variance Report and 2017 Annual Plan are attached for your interest. Copies of both reports may be collected from the school office and can be found on the website.

### **Gully Gutbuster – Home and School Committee**

We would like to say a big thank you to the Home and School Committee and all the volunteers who helped to make the Gully Gutbuster and Gala another successful venture. Without you all this would not of been such a great event. Congratulations everyone - what a great community event this has become! The money raised this year will be going towards opening the new library.

### **The new Library**

The Board are pleased to announce on top of the money raised at the recent Gully Gutbuster, the Board have secured a grant from Pelorus Trust which will go towards the costs of opening a new library. A building contractor will be engaged in the coming weeks to get the remodelling under way. We will keep you updated as we go.

### **Concerns and complaints**

From time to time trustees from the Board are approached by a parent who wishes to raise a concern directly with a trustee. The School has a policy and procedures that explain how to raise and manage a concern. In almost all instances, please raise your concern with the class teacher in the first instance. See the guidelines below for further information.

### **Reunion 2018**

The Board of Trustees is setting up a sub-committee to organise the 50th reunion for next year. We are looking for people with a raft of skills, from design to event management and anyone who would like to contribute to this exciting event. We will be holding an information evening in the first few weeks of Term 2 in the staff room for anyone that might be interested in volunteering their time to help.

**50TH**  
**1968-2018**

In the meantime if you any questions or want to help, please email [reunion@paparangi.school.nz](mailto:reunion@paparangi.school.nz) or leave your name at the office. We have also set up a facebook page: **Paparangi School Reunion 2018** for you to share with the community and past students.

The Board of Trustees would like to wish all the staff, whānau, parents, caregivers and children a safe enjoyable break. We look forward to seeing you all back in Term 2. I would also like to thank the Board members for their hard work over the last three terms. Your passion and commitment to the school is appreciated.

Board Meetings are open to the public and parents are more than welcome to attend. The next board meeting will be on Monday 22 May at 6pm in the staff room.

Teressa Jones –Madill  
Board of Trustees Chair  
[teressajm@paparangi.school.nz](mailto:teressajm@paparangi.school.nz)



## Concerns and Complaints

It is important that the concerns of students and parents are recognised and resolved in a spirit of fairness and justice. While our school tries very hard to operate in a way that provides high quality education in a safe learning environment sometimes things do not go as planned. However we view parents raising concerns in a positive light as it gives school leadership and management an opportunity to make our school a safer and better learning environment for all. After all it is important to remember that we all have the children's best interests at heart.

For parents and caregivers there may be times when they need to share their 'niggles', and it is often best to do so before they escalate into something larger. It is important for the school to know parents' concerns as we value the partnership between home and school. To help parents know who to talk to about any issues the process is outlined here. There are a number of options available to you. Early concerns often reap the best results. We encourage parents to take their concern to the appropriate person at the earliest possible convenient time.

If you have a concern about a classroom matter or your child's learning firstly contact the class teacher to discuss the matter with her/him. You may do this by meeting, phoning or emailing the teacher concerned. A message may be left with the school office asking a teacher to return your call as teachers are unlikely to answer messages during class time as they are likely to be teaching. Teachers will, wherever possible, return calls by the end of the day. Ensure you leave information about how and when is best to contact you.

If your concern regards a generic issue, or you are still not satisfied after talking to the teacher, you should contact the Principal. The Principal is responsible for the day to day management of the school. The Board of Trustees delegate full responsibility to the Principal for ensuring processes are in place for dealing with concerns and complaints.

The Board has policy and procedures it must follow in the event a complaint is directed to the board itself. If a concern is prematurely raised with the Board it will direct the complainant to the correct place in the procedure so that the concern can be investigated at the appropriate level. The Board's role is to ensure that the school's policies are fairly and robustly applied and to ensure that appropriate outcomes are achieved.

A complaint is an unresolved concern, which is taken to the Principal and/or Board of Trustees and must be in writing. Letters of complaint must be signed, dated and give contact details of the parents/caregivers. No unsigned letters of complaints will be acted on. A discussion with the Board Chairperson or a board member is NOT a formal complaint.

The concerns and complaints policy can be found on the school website or parents may request a copy from the school office.

April 2017