

**Papakowhai School Board of Trustees**  
**Minutes of the Meeting 14 June 2017**  
**at 7.30pm in the staffroom**

<b>BOT Present</b>	Gary Tonkin (Chair)- GT Mark Smith (Principal)-MS Melanie Richardson-MR Craig Hill- CH John Schwalger - JS Kerry Weir-Smith – KWS Andrew Graham –AG Nathan Grennell- NG Heather Turner (Minute Secretary)
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Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		<b>ADMINISTRATION</b>	
2	Apologies	Craig Brown - CB	
3	Previous Minutes	<p>The Minutes of the Meeting of 10 May 2017 were reviewed.</p> <p>Action points arising from those minutes were all completed</p> <ul style="list-style-type: none"> <li>• Final Submission on Northern Porirua Schools was put on website</li> <li>• New appointment notified to BOT</li> <li>• No advice yet from MSD re increasing maximum numbers for ASC but change in numbers have meant this no longer critical</li> <li>• Policy Committee has met</li> <li>• ERO report communicated to community</li> </ul> <p><i>Minutes confirmed</i>  <i>Moved CH, seconded MR carried</i></p>	
		<b>MONITORING</b>	
4	Principals report	<p>MS presented his Principal's report- copy provided in drop box</p> <p><u>Roll</u></p> <ul style="list-style-type: none"> <li>• Roll currently 433</li> <li>• Rata 5 class has started with 6 new entrants currently.</li> <li>• Less new entrants than expected in term 2 which will mean no additional Operations Grant. Not likely to affect budget. 2 more new entrants to come for term 2 and 20 expected in term 3.</li> <li>• Will monitor new entrant numbers as will have impact on number of classes needed.</li> <li>• Next new class to start in September. To be advertised soon.</li> </ul>	

		<p><u>Compliance</u></p> <ul style="list-style-type: none"> <li>No issues</li> </ul> <p><u>Attendance</u></p> <ul style="list-style-type: none"> <li>Lower than preferred</li> <li>Working on getting more information on those absences and contact will be made with parents where necessary</li> <li>Maori and Pasifika students same as all others</li> <li>Asian student have lower attendance</li> </ul> <p><u>Staffing</u></p> <ul style="list-style-type: none"> <li>Anne Bunton starting in term 3 to replace Liz Martindale. In meantime Debby Crawford-Jones will take class</li> <li>Vacancies yet to fill include: <ul style="list-style-type: none"> <li>-New entrant teacher for term 3</li> <li>-Potential new entrant teacher for term 4</li> <li>-Te Reo Maori teacher</li> </ul> </li> </ul> <p><u>Reporting on Goal – Future Focus</u></p> <p><u>Goal: Showing innovation, current thinking and digital leadership</u> (refer to report for further information)</p> <ul style="list-style-type: none"> <li>Current challenges include staffing changes but that can also lead to innovation</li> <li>Progressing with asset purchases including new chrome books (phasing out laptops), hall projector, and furniture for new classes.</li> <li>Working on getting all curriculum policies current- 1 of 4 groups completed.</li> </ul>	
5	Annual Report to MOE	<ul style="list-style-type: none"> <li>The 2016 annual report and audited financial statements have all been filed with MOE</li> </ul>	
6	Student Achievement	<ul style="list-style-type: none"> <li>Mid-year achievement results shared with BOT including ASSTLE for spelling, PAT's for Maths and reading comprehension and STAR testing</li> <li>Overall results are pleasing. <ul style="list-style-type: none"> <li>-Year 7/8 results seen improvement.</li> <li>-Maori achievement generally same as other students and above National Standards</li> <li>-The steady increase in results over time are being maintained</li> </ul> </li> </ul>	
7	Property Committee	<p><u>10 year property Plan (draft plan in drop box)</u></p> <ul style="list-style-type: none"> <li>MS and CH met with Ashby's to review draft plan</li> <li>Next step is to meet with Stephen Cross of MOE</li> <li>Major items are: <ul style="list-style-type: none"> <li>- Hall floor resurfacing \$18K 2018</li> <li>- Exterior Painting \$90K 2021</li> </ul> </li> <li>General maintenance fund needed of approx\$18K p/a</li> <li>Need to increase Future Maintenance provision to \$13K from 2018.</li> </ul>	

		<p><u>5 Year Property Funding Plan</u></p> <ul style="list-style-type: none"> <li>• Electrical switchboards replacement</li> <li>• Fire panels to be replaced</li> <li>• Widening of slot drains</li> <li>• Totara refurbishment – at this stage only \$250K being allocated by 5ypp.</li> <li>• Noted that in completing these plans Eric Ashby had drainage, gas, electrical and fire experts advice</li> <li>• No funding available for the pool</li> </ul> <p><i>Resolution:</i>  <i>That the Board agrees to accept the draft plans for presentation to the MOE</i>  <i>Moved:KWS seconded NG – carried</i></p> <ul style="list-style-type: none"> <li>• Totara Block  -Currently the design is out to tender  -Ball is starting to move on this  -Potential issues with funding</li> </ul>	
8	Finance	<ul style="list-style-type: none"> <li>• Minutes of meeting 12 June presented</li> <li>• 2016 Financial Audit all completed and reports filed</li> <li>• Donations received by end of May were \$69K, follow up statements issued</li> <li>• April accounts reviewed  -Camp made \$1k loss due to lower numbers  -ASC seems to be going well  -Stationery costs have risen – to be monitored  -Salaries biggest risk area but continue to be monitored  -Overall no major concerns</li> </ul>	
9	Health and Safety	<ul style="list-style-type: none"> <li>• Emergency drills recently completed</li> <li>• Had an issue with storage of gymnastics gear impacting on courts during basketball practice. This is temporary issue while gymnastics classes on. Issue resolved by moving gear and ensuring adequate padding around.</li> <li>• One teacher aide had a bite from Special needs student- doctor fees paid.</li> <li>• Have had recent accidents of broken collar bones and broken arms- no further action required</li> <li>• Have taken proactive action in banning running under verandas</li> <li>• Netball pole pads have been purchased</li> <li>• Accident this week with reliever leaving school and not noticing driveway barrier up. Will now use cones instead.</li> </ul>	

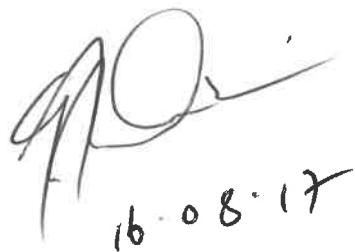
		<ul style="list-style-type: none"> <li>Statistics not showing any major areas of concern.</li> </ul>	
10	Home and School	<ul style="list-style-type: none"> <li>Disco being held this week</li> <li>Hoodies will be sold- voluntary uniform – will assist with sports uniforms</li> <li>Preparing a fundraising strategy/purpose to determine what best to achieve with funds raised</li> </ul>	
		<b>STRATEGIC DISCUSSION</b>	
11	Policy Committee	<ul style="list-style-type: none"> <li>Have reviewed Child Protection Policy <ul style="list-style-type: none"> <li>Changed number of parts</li> <li>More in line with MOE basis</li> <li>As part of review also reviewed other schools policies and STA guidelines</li> <li>Main change is moving to being proactive and need to follow up</li> <li>New flow chart reviewed</li> <li>Few small changes noted as discussed</li> </ul> </li> </ul> <p><i>Resolution:</i>  <i>That the BOT approve the Child Protection Policy (with the changes discussed)</i>  <i>Moved CH, Seconded AG carried</i>  -</p>	<b>MS to arrange for Child Protection Policy to be inserted onto school website and that it is shared with all staff.</b>
12	Community of Learning	<ul style="list-style-type: none"> <li>Three documents (in drop box) reviewed: <ul style="list-style-type: none"> <li>Achievement Challenge for COL</li> <li>Memorandum of Agreement</li> <li>Governance Options</li> </ul> </li> </ul> <p><u>Achievement Challenge</u></p> <ul style="list-style-type: none"> <li>Similar to previous papers- main difference is the structure of the COL</li> <li>Papakowhai already achieving targets so focus more on Action and Approach</li> <li>Science and Maths are areas of demand</li> </ul> <p><u>Memorandum of Agreement</u></p> <ul style="list-style-type: none"> <li>Recommend change to 1 July as start date and to operate for a 4 year period</li> </ul> <p><u>Governance Options</u></p> <ul style="list-style-type: none"> <li>Having BOT representation is seen as a drawback</li> <li>Would be useful for every school to be represented -not just some</li> <li>Option B preferred model</li> </ul> <ul style="list-style-type: none"> <li>Overall BOT happy to endorse with small changes as noted</li> </ul>	<b>MS to clarify the term of the agreement</b>

		<p><i>Resolutions:</i></p> <ol style="list-style-type: none"> <li>1. That the Community of Learning achievement challenge is accepted as circulated.</li> <li>2. That the Community of Learning Memorandum of Agreement is accepted as circulated and can be signed by the Chair on behalf of the Board.</li> <li>3. That the Community of Learning (CoL) appointment panel membership is given authority to conduct the appointment of the lead principal role of behalf of the Board as a member of the CoL.</li> <li>4. That the Papakowhai School Board of Trustees delegates to Gary Tonkin, the authority to represent the school on the Northern Porirua Community of Learning Leadership Selection Panel.</li> </ol> <p><i>Moved MR, Seconded AG Carried</i></p>	
13	Swimming Pool	<ul style="list-style-type: none"> <li>• \$5K for design already approved</li> <li>• Pool experts been for measure up</li> <li>• Need for clear expectations</li> <li>• Ashby's can be contacted for advice as what needed in terms of requirements/permits etc</li> <li>• Discussion on what BOT expects- agreed that it should be seen as a community pool and a learn to swim pool. By being such: <ul style="list-style-type: none"> <li>- we could potentially access grants</li> <li>-provides others with areas of responsibility for running the pool</li> </ul> </li> <li>• Agreed that storage areas, changing rooms and showers will be needed</li> <li>• Need for more than one quote</li> <li>• A look at RewaRewa School could be useful</li> <li>•</li> </ul>	
		<b>OTHER BUSINESS</b>	
14	Sabbatical Porposal	<ul style="list-style-type: none"> <li>• Proposal document in drop box</li> <li>• MS considering applying for Principal's Sabbatical- 105 allowed per year, research project required. Applications for 2018 close 13 July</li> <li>• MS considering term 3 of 2018</li> <li>• BOT discussed and agreed to support application</li> </ul>	
	Next Meetings	<ul style="list-style-type: none"> <li>• BOT 9 August – <b>change to 7pm</b></li> <li>• Policy Wed 26 July 6pm (plus 23 Aug+27 Sept)</li> <li>• Property Thursday 3 August 8am</li> <li>• Finance Friday 4 August 8am</li> <li>• Health and safety Monday 7 August 8am</li> </ul>	

Meeting closed at	9.50pm
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**BOT dates and Subcommittees**

Term	BOT Dates  WEDNESDAYS 7.30 pm	Property Sub Committee  THURSDAYS before meeting 8am	Finance Sub Committee  FRIDAYS before meeting 8am	Policy Sub Committee  AS REQUIRED	Health and Safety  Monday before BOT 8am
3	9 August	3 August	4 August		7 August
3	13 September	7 September	8 September		11 September
3	<del>11 October</del> 25 October  (Note previous date was in school holidays)	<del>5 October</del> 19 October	<del>6 October</del> 20 October		<del>9 October</del> 23 October
4	<del>8 November</del>	<del>2 November</del>	<del>3 November</del>		<del>6 November</del>
4	29 November (part 1)	23 November	22 November		27 November
4	6 December (part2)				

  
16.08.17