

**Papakowhai School Board of Trustees**  
**Minutes of the Meeting 29 November 2017**  
**at 7.00pm in the staffroom**


<b>BOT Present</b>	Gary Tonkin (Chair)- GT Mark Smith (Principal)-MS Craig Brown – CB Kerry Weir-Smith – KWS Melanie Richardson-MR Craig Hill- CH Nathan Grennell- NG Andrew Graham- AG Heather Turner (Minute Secretary)
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Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		<b>ADMINISTRATION</b>	
2	Apologies		
3	Previous Minutes	<p>The Minutes of the Meetings of 1 November and additional meeting of 22 November 2017 were reviewed.</p> <p>1 November 2017:</p> <ul style="list-style-type: none"> <li>• Noted that rather than say \$8K remains in account it should state that \$8K is not allocated.</li> </ul> <p>Action points arising:</p> <ul style="list-style-type: none"> <li>• Consultation to discuss Te Reo and tikanga was held. Very positive meeting. Noted that following has occurred:               <ul style="list-style-type: none"> <li>-Te Reo and Kapa haka teacher has been appointed</li> <li>-Marae visit to celebrate Matariki is being planned</li> <li>-Curriculum being reviewed</li> </ul> </li> <li>• Request for quote to extend Rata 7 – have since received advice that as it is a relocatable room no approval would be granted to add on. Now looking at simplifying original plan and seeking prices from builders. First price \$37K.</li> <li>• Progress on pool redevelopment progressing with visit to Rewarewa School taken place to view pool enclosure. Now looking at viewing another. Aim is to make a proposal for decision making early next year outlining various options.</li> <li>• Training in first aid for each syndicate- to carry forward</li> </ul>	

		<ul style="list-style-type: none"> <li>• CORE Education proposal- MS has tried to negotiate reduced price. Outcome is price same but get one day free training.</li> <li>• Community consultation reviewed.</li> </ul> <p>22 November- Action points arising:</p> <ul style="list-style-type: none"> <li>• Communication to Rangikura School has been completed. Still to provide it to our community</li> <li>• Support for 2019 zone- continuing</li> </ul> <p><i>Minutes confirmed</i> <i>Moved KWS, seconded CH carried</i></p>	<b>MS to communicate to community re Rangikura zone.</b>
		<b>MONITORING</b>	
4	Principal's 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 468</li> <li>• Projected starting number is 445, and have 46 on new entrant list. Have capacity for 495.</li> </ul> <p><u>Staffing</u></p> <ul style="list-style-type: none"> <li>• Rosie Powell has resigned to move to Raumati Beach School</li> <li>• Debby Crawford-Jones has been appointed and will start in Kauri</li> <li>• Jo Henderson has been appointed and will start in Totara</li> <li>• Hetty Boonen has resigned for family reasons – may return in future back to reading recovery</li> <li>• Maz Holman has been appointed as fixed term reading recovery teacher</li> <li>• Sue Jenkins has been appointed in the SENCO role</li> <li>• Alex Gerie will replace Chris Crowe as caretaker when he retires at end of the year</li> <li>• Class organisation for 2018 has been set</li> </ul> <p><u>Totara redevelopment</u></p> <ul style="list-style-type: none"> <li>• The tenders close on 15 December</li> <li>• Clearing of Totara block will occur on Monday 18 December</li> <li>• Property Committee will meet when have information available</li> </ul>	

5	Health and Safety	<ul style="list-style-type: none"> <li>• Report included in drop box for perusal</li> <li>• 1 staff member minor injury through cutting finger</li> <li>• Nothing extraordinary showing in statistics</li> <li>• Few more “banging into” people/objects, tripping and falling backwards</li> <li>• 1 broken arm this month.</li> </ul>	
		<b><i>STRATEGIC DISCUSSION</i></b>	
6	2017 Achievement	<ul style="list-style-type: none"> <li>• The achievement data was presented and discussed thoroughly. Copy available for review in drop box.</li> </ul> <p><u>Reading</u></p> <ul style="list-style-type: none"> <li>• Overall results very pleasing</li> <li>• Shows equity over all ages and target groups</li> <li>• Noted areas making gains particularly in years 6-8.</li> <li>• Noted that Dyslexia is becoming very much an issue.</li> <li>• Noted that keeping same teacher all year at new entrant level has had positive results in reading.</li> </ul> <p><u>Writing</u></p> <ul style="list-style-type: none"> <li>• Similar to previous achievement levels</li> <li>• Expecting the move to more digital engagement will have positive influence on writing as current experience is showing. (will be tested as part of 2018 PD)</li> <li>• While focus has been on those below standards there is becoming a need to put focus on those who are at and above so as to continue to move them forward.</li> <li>• Overall results pleasing</li> </ul> <p><u>Maths</u></p> <ul style="list-style-type: none"> <li>• Have met targets overall with good and consistent numbers</li> <li>• Noted girls’ achievement up especially at senior level</li> <li>• Need for further review as to why year 4-5 girls slipping slightly</li> <li>• Overall pleasing results</li> </ul> <p><u>National Standards NAG2A Reporting 2017</u></p> <ul style="list-style-type: none"> <li>• Reviewed report and discussed: <ul style="list-style-type: none"> <li>- Areas of strength</li> <li>- Areas for improvement for 2018</li> <li>- Planned actions for 2018</li> </ul> </li> </ul>	

		<p>In each of the areas of reading, writing and maths.</p> <ul style="list-style-type: none"> <li>• Overall the results are very pleasing and management is proud of all the children and teachers.</li> <li>• Noted that results must be taken into context of the significant growth in school and number of teacher changes (discussed but noted number of reasons for changes in staff and consistent with other schools)</li> <li>• BOT expressed their appreciation of results.</li> </ul>	
7	Analysis of Variance 2017	<ul style="list-style-type: none"> <li>• Draft report to MOE presented. To be with MOE by 1 March. All BOT encouraged to read</li> <li>• Report discussed thoroughly - including teacher appraisal system, moving to term focus in areas, changes to parent reporting</li> <li>• To summarise: <ul style="list-style-type: none"> <li>-Pleased with achievement levels</li> <li>-Staffing changes a challenge but made good appointments</li> <li>-Roll growth continues to be a challenge</li> <li>-BOT impressed with results and want to relay thanks to all teachers and support staff</li> </ul> </li> </ul>	<p><b>ALL- review AOV. Add to agenda in Feb.</b></p> <p><b>MS to advise staff of BOT's appreciation. Date to be set for get-together of BOT and Staff</b></p>
		<b>OTHER BUSINESS</b>	
8	Camp approval	<ul style="list-style-type: none"> <li>• Paper presented to Board on 2018 camp for year 7 and 8's at Kaitoke</li> <li>• Health and safety, plan and costs discussed</li> <li>• Expected that over 95% of children will attend</li> </ul> <p><i>Motion: That the BOT approve the proposed camp for 2018 of year 7 and 8 children at Camp Kaitoke</i></p> <p><i>Moved CB, Seconded CH, Carried</i></p>	
9	Next Meetings	<ul style="list-style-type: none"> <li>• BOT 6 December at 7pm-focus on 2018 draft budget and 2018 plan</li> </ul>	
Meeting closed at		9.20pm	

  
06.12.17