

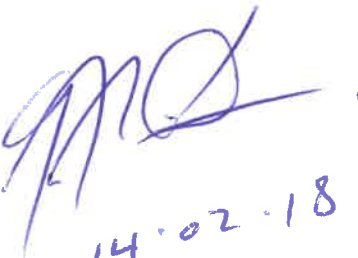
Papakowhai School Board of Trustees
Minutes of the Meeting 6 December 2017
at 7.00pm in the staffroom

BOT Present	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	
		ADMINISTRATION	
2	Apologies	John Schwalger -JS	
3	Previous Minutes	The Minutes of the Meetings of 29 November were reviewed. Action points arising: <ul style="list-style-type: none"> • The Rangikura zone changes were included on front page of this week's newsletter • MS relayed BOT's appreciation for hard work for the year at staff meeting. • Reviewing of Analysis of variance- all BOT have until Feb for comments <i>Minutes confirmed</i> <i>Moved NG, seconded CB carried</i>	ALL- review AOV. Add to agenda in Feb.
		STRATEGIC DISCUSSION	
6	2018 Business Plan and Budget	<ul style="list-style-type: none"> • MS presented the 2018 business plan and budget. Needs approval at start of 2018. • Plan was in dropbox for review and hard copy provided. • Purpose of the discussion was to seek BOT guidance and direction and to determine whether management has the backing to go ahead with some of the decisions to be made (like resource and asset purchasing) • Noted that we are now planning for a roll of 500. This has been worked towards for many years. • Need to also consider the Community of Learning, and there will be further direction from the COL at some stage. • The plan covers three years but due to changes with the COL and zone changes the 	

		<p>focus is predominately on 2018.</p> <ul style="list-style-type: none"> • Main overview for 2018 is “Digital Fluency” • Each of the five focus areas were reviewed i.e. <ul style="list-style-type: none"> -Focus -Success -Community -Respect -Future Focus <p>and the actions, responsibility and timing, and resourcing for each strategy were discussed and items that need expansion or change noted.</p> <ul style="list-style-type: none"> • Noted that parts of the plan are a continuation of what has been started and needs further development or strengthening within the school e.g. KIVA, Sports and Te Reo. • The appropriateness of the targets set was discussed and agreed with. • Some significant points noted are: <ul style="list-style-type: none"> - changes to reporting to parents -seeking further growth opportunities for younger children -Aiming KIVA lessons to all children -Syndicate leaders taking a greater leadership role to allow for greater capacity for management • The draft 2018 Budget was then presented. The full budget was provided in the drop box and a more concise version was provided in the 2018 Business Plan. A two page summary outlining main points was provided and talked through and discussed and included <ul style="list-style-type: none"> - the operations grant -Special needs funding -Donations -Before and After School Care -Other fundraising <p>The surplus for 2018 is budgeted to be \$278.</p> • The 2018 capital expenditure plan was discussed with the budget. <ul style="list-style-type: none"> - noted that one new class is required to be set up which requires purchase of furniture and TV monitor - Replacement furniture and iPads is proposed -Sufficient chrome books for one to one in Totara (and for all year 4’s) -Looking into new cheaper phone system 	<p>ALL BOT to review the 2018 business plan and budget – to be discussed at first 2018 BOT meeting. Any issues to be emailed.</p>
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		<ul style="list-style-type: none"> -Lighting of driveway -Pool filter required -Special needs/breakout room still required as well as storage shed. Already have approval in principle up to \$50K • The BOT asked the question as to the proportion of assets and depreciation that related to computer/technology purchases. • The BOT agreed with the proposed capital expenditure budget. <p><i>Motions Passed:</i></p> <p><i>1. That the BOT approve in principle the 2018 capital expenditure budget, subject to minor adjustment:</i> <i>Moved GT, Seconded CH Carried</i></p> <p><i>2. That the BOT approve the 2018 school donation being \$290</i> <i>Moved: CB, Seconded AG Carried</i></p> <p><i>3. That the BOT approve the 2018 Before and After School Care fee being \$8.20 per hour</i> <i>Moved: CB, Seconded AG Carried</i></p>	<p>HT/MS to provide info on amount spent of IT assets and depn over past five years and projection for future</p> <p>MS to communicate school donation and fees for 2018 to community</p>
		OTHER BUSINESS	
9	Next Meetings	<ul style="list-style-type: none"> • BOT 7 February 2018 at 7pm-to confirm 2018 draft budget and 2018 plan and to start process of reducing enrolment zone 	GT to invite MOE to BOT meeting to provide data and support for zone changes
Meeting closed at		9.00pm	


 14.02.18