

Papakowhai School Board of Trustees
Minutes of the Meeting 8 March 2017
at 7.30pm in the staffroom

BOT Present	Gary Tonkin (Chair)- GT Mark Smith (Principal)-MS Melanie Richardson-MR Craig Hill- CH Kerry Weir-Smith – KWS John Schwalger - JS Nathan Grennell- NG Lesley Hodge (Assistant Principal)- LH Heather Turner (Minute Secretary)
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Agenda Item	Topic	Information	Action
1	Karakia		
		ADMINISTRATION	
2	Apologies	Craig Brown - CB	
3	Previous Minutes	<p>The Minutes of the Meeting of 8 February 2017 were reviewed.</p> <p>Amendment required correcting error in agenda item 3. Craig Brown was appointed Deputy Chair.</p> <p>Action points arising from those minutes:</p> <ul style="list-style-type: none"> • Draft of letter to Ashby's – completed • Maori Consultation – arranged for Tuesday 14 March. • Changes to Rangikura Zone – draft in drop box • GT to contract Izzy Ford, of Rangikura School – messages left. • Community consultation re roll growth- dates set and advised • BOT meeting dates – advised <p><i>Minutes confirmed</i> <i>Moved MR, Seconded CH Carried</i></p>	
		MONITORING	
4	Principals report	<p><u>Roll</u></p> <ul style="list-style-type: none"> • 1 March roll return was tabled. Out of zone now at 12 • Roll currently 422 <ul style="list-style-type: none"> -currently both new entrant classes have 13 children - on track for opening of next new entrant class after holidays - If all new entrants on our lists do turn up then will need to review classes <p><u>Compliance</u></p> <ul style="list-style-type: none"> • No issues 	

		<p><u>Staffing</u></p> <ul style="list-style-type: none"> • Caine Webster appointed as new DP, commencing term 2 • Jemma Simpkins appointed Team Leader of Rimu • Erin Street to be appointed new entrant teacher on a fixed term contract • A year 3/4 teacher to be appointed- position closes on 9 March <p><u>Teacher Registration</u></p> <ul style="list-style-type: none"> • While previously reported that all were completed there has been a hold up with one teacher still to complete the process. <p><u>BOT</u></p> <ul style="list-style-type: none"> • Andrew Graham elected BOT staff rep- elected unopposed <p><u>Schedule of Reporting and 2017 Overview</u></p> <ul style="list-style-type: none"> • Included in drop box • No changes of substance since last met 	<p>MS to send BOT information on new appointments</p>
5	Property Committee	<ul style="list-style-type: none"> • Minutes of meeting referred to • Lighting of Pathways <ul style="list-style-type: none"> -Have budgeted \$4K for 2017 -Working on getting quotes • Roll growth planning <ul style="list-style-type: none"> - Have had approval to upgrade Totara block under a proviso for no more classrooms and a review of the enrolment zone -roll growth still a concern even if zone changes - next step is to get Property Managers sorted, get 5YA funding and then return to discuss timeline with Stephen Cross from MOE -Timeline we looking at is to have completed by end of term 1 2018 • Recent projects <ul style="list-style-type: none"> -Carpark took significantly longer than allowed for- not signed off any variations to contract • Ten year property plan <ul style="list-style-type: none"> -Process starting -Ashby's contracted by MOE to undertake an assessment of property – this leads onto the 10ypp • Engagement of Property Managers <ul style="list-style-type: none"> - Property Committee recommending that Papakowhai continue with Ashby's but in doing so include a letter advising of recent concerns - Need for some sort of out clause should the property managers not perform satisfactorily <p><i>Motion: The BOT agree to contract Ashby Property Management Ltd for the completion of the 10YPP and as property managers.</i></p> <p><i>Moved CH, seconded GT carried</i></p> 	<p>GT to write reply to Suze Strowger agreeing to process to upgrade Totara</p> <p>MS/CB to copy letter to Ashby's to BOT</p> <p>MS to ensure that there is an out clause/dispute resolution process should there be a need to get out of contract</p>


6	Finance Committee	<ul style="list-style-type: none"> Minutes of meeting 4 March referred to Committee reviewed Financial Management Policy and Financial Guidelines following on from introduction of move to Xero accounting and changes to bank authorisations -changes reflect current practice and align with new systems <i>Motion: The BOT agrees to the changes recommended by the Finance Committee to the Financial Management Policy and Financial Guidelines.</i> <i>Moved GT carried</i> Donations collection – have collected \$39K as at end of February, was \$34 same time last year. Home and School Scholastic fundraiser discussed as yet to determine financial advantage to school and how going to apply. 2016 Financial Statements being prepared by Accounting for Schools Ltd. Will circulate once receive draft 	HT to circulate 2016 financial statements once completed.
7	Policy Committee	<ul style="list-style-type: none"> The policies amended were included in the drop box for review- included Writing, Learning Languages, Health and PE All are working documents <i>Motion: The BOT agrees to the changes recommended by the Policy Committee to the Writing, Learning Languages, Health and PE policies</i> <i>Moved GT carried</i> 	
8	Health and Safety	<ul style="list-style-type: none"> The Health and Safety report for week 5 was tabled All points raised have been actioned Record of injuries presented. No ongoing issues. 	MS to check whether a first aide trained teacher in each syndicate
		STRATEGIC DISCUSSION	
7	Planning for ERO review	<ul style="list-style-type: none"> ERO arrive 27 March 2017 Format of review is not yet known but BOT should expect some input will be required early in the review and also in a feedback BOT meeting on 22 March at 6.30 to further plan. 	ALL to read up on documents in ERO folder in drop box.
8	Roll Growth	<ul style="list-style-type: none"> First community consultation evening has been held Facilitator has sent through the list of questions raised (in drop box). Need to provide to MOE asap. Agreed that no names should appear in list of questions BOT newsletter to be prepared to respond to questions to date and to list questions for MOE. 	<p>GT to send MOE questions to them by 9 March</p> <p>GT to prepare draft newsletter with responses to questions raised,</p>

		<p>The BOT's opinion of pro's and con's for each option could be listed but BOT does not have one preferred option as very complex</p> <ul style="list-style-type: none"> Next community meeting is 15 March 5-6pm. Also that day will be consulting with year 7 and 8 children and staff. 	<p>timeline, information on Rangikura and Papakowhai zones</p> <p>MS to advise BOT of what stage change to Rangikura zone is at.</p>
		OTHER BUSINESS	
9	Upcoming meetings	<ul style="list-style-type: none"> Roll growth 15 March 5-6pm Roll growth 22 March 7.30pm ERO preparation meeting 22 March 6.30-7.30pm BOT agreed to meetings listed on previous minutes. 	
	Home and School	<ul style="list-style-type: none"> A priority list of potential projects is requested. Do have a list of ideas but looking for others and want BOT and School input into priorities Considered by BOT that the swimming pool upgrade is too big for Home and School alone to handle. It would be best to have a stand-alone committee to work with this Be good to have a combined Home and School and BOT meeting to agree to list. 	<p>HT to request staff/BOT /students input to Home and School list</p>
Meeting closed at		9.30pm	

BOT dates and Subcommittees

Term	BOT Dates	Property Sub Committee	Finance Sub Committee	Policy Sub Committee	Health and Safety
	WEDNESDAYS 7.30 pm	THURSDAYS before meeting 8am	FRIDAYS before meeting 8am	AS REQUIRED	Monday before BOT 8am
	ERO Preparation meeting 22 March 6.30pm				
1	12 April	6 April	7 April		10 April
2	10 May	4 May	5 May		8 May
2	14 June	8 June	9 June		12 June
	NB no meeting due to fall of school holidays				

3	9 August	3 August	4 August		7 August
3	13 September	7 September	8 September		11 September
3	11 October	5 October	6 October		9 October
4	8 November	2 November	3 November		6 November
4	29 November (part 1)	23 November	22 November		27 November
4	6 December (part2)				


12.04.17