

Papakowhai School Board of Trustees
Minutes of the Meeting 11 December 2018
at 7.00pm in the staffroom

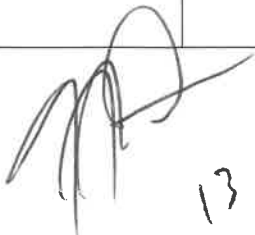
BOT Present	Gary Tonkin (Chair)- GT Mark Smith (Principal) - MS Caine Webster (Deputy Principal)-CW Craig Brown – CB Craig Hill- CH Andrew Graham- AG Kerry Weir-Smith - KWS Melanie Richardson-MR Heather Turner (Minute Secretary)
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Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		ADMINISTRATION	
2	Apologies Absent	Nathan Grennell- NG John Schwalger -JS	
3	Previous Minutes	The Minutes of the Meeting of 5 December 2018 were reviewed. <i>Minutes confirmed</i> <i>Moved CB, seconded GT carried</i>	
		STRATEGIC DISCUSSION	
4	2019 Draft Plan	MS presented the 2019 draft business plan – a copy of which was in dropbox for review Points noted: <ul style="list-style-type: none"> • Papakowhai School will remain at around 500 pupils for foreseeable future • Admin area needs extension as 50% less than MOE code • Enrolment zone will need review again in 2019 as required by MOE- will need to do in consultation with other schools. This is of concern to BOT having experienced timing issues and community concern • Awareness that 25% of school's classrooms are prefabs – given that decision made regarding Aotea School not proceeding then having temporary classrooms needs addressing • The Strategic Plan will be reviewed in 2019 so the focus is on existing goals and 2019 plans • The five Papakowhai School strategic 	MS Points for change: - wording on pg 12 re teachers' council - consider using words child-centric <i>centred</i> -need to link achievement and wellbeing -consider alternative word for special needs -change from UNSW to Canterbury University ALL – to review asap and before 2019 first meeting- feedback to MS

		goals were highlighted and plans to address each discussed with significant items highlighted.	
5	2019 Budget	<p>MS presented the draft 2019 budget which will be approved at first meeting in 2019</p> <ul style="list-style-type: none"> • Noted that at break even for bottom line • Potential for increase in operations grant which has not been included in budget • Donation being maintained at \$290 <p><i>Motion:</i> <i>The BOT approve the 2019 school donation be \$290</i> <i>Moved GT carried</i></p> <ul style="list-style-type: none"> • The Capital Expenditure plan was presented and discussed. Noted that the significant amount being proposed for outdoor learning spaces and equipment. Quotes and decisions yet to be determined. Approval will be obtained from BOT before finalised <p><i>Motion:</i> <i>The BOT approve the capital expenditure plan presented in the 2019 draft budget subject to decisions regarding the Outdoor learning and play spaces being approved by the BOT</i> <i>Moved CB, seconded CH carried</i></p>	<p>ALL to review the 2019 draft budget and email feedback to MS</p> <p>HT to follow-up re miscellaneous donations from real estate agents and banks</p>
		OTHER BUSINESS	
6	Next meeting	<ul style="list-style-type: none"> • First meeting for 2019 on Wednesday 13 February at 7.00pm • Noted that need to commence policy reviews 	
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 7.00 pm	MONDAYS before BOT meeting	FRIDAYS before BOT meeting	AS REQUIRED	AS REQUIRED

 13.02.19