

**Papakowhai School Board of Trustees**  
**Minutes of the Meeting 13 June 2018**  
**at 7.00pm in the staffroom**

<b>BOT Present</b>	Gary Tonkin (Chair)- GT Mark Smith (Principal)-MS Craig Brown – CB Melanie Richardson-MR Craig Hill- CH Nathan Grennell- NG Kerry Weir-Smith - KWS 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	John Schwalger –JS	
3	Previous Minutes	<p>The Minutes of the Meeting of 16 May 2018 were reviewed.</p> <p>Noted that amendments to those minutes should be made to:</p> <ul style="list-style-type: none"> <li>• Add in the lack of footpath and difficult of turning from the Fjord. Para should read: “Agreed that an additional criterion, brought up in the feedback received to date, needs to be given consideration, being - the safe access to and from school. The Aotea Drive area has safer and easier access to Rangikura School than the Fjord area. <i>Noted that from the Fjord there is no footpath for the children to use without crossing the road, if using a car there is difficulty turning right nor is there an easy way to turn around at the bottom of Whitford Brown if turn left.</i></li> <li>• The numbering of the houses needs to be clarified and streets involved: It should read: “Whether the MOE would consider it appropriate to change the proposed zone from excluding the Fjord area and adding in Aotea Drive odd numbers 1-23 inclusive, Te Puia Drive odd numbers 1-39 inclusive and Tararua Close”</li> </ul> <p>And:</p> <p>“In summary – the BOT have agreed in principle to change the proposed zone changes to maintain the Fjord area in zone and to exclude the Aotea Drive area specified (being odd numbers 1-23 inclusive, odd</p>	

		<p>numbers 1-39 Te Puia Drive and including Tararua Close). “</p> <p>Noted that the correct information was included in the BOT note issued on Friday 25 May 2018.</p> <p><b>Action points arising:</b></p> <ul style="list-style-type: none"> <li>• All discussed in agenda items.</li> </ul>	
4	Enrolment Zone	<p><b>STRATEGIC DISCUSSIONS</b></p> <ul style="list-style-type: none"> <li>• The summary of the meeting held on 30 May was presented along with copies of feedback received to 11 June 2018</li> <li>• Key points that have been communicated to the BOT to date are: <ul style="list-style-type: none"> <li>- the process of the formal consultation – especially given the MOE’s announcement</li> <li>-siblings of existing students and whether they will be able to enrol</li> <li>-safety of children not limited to the Fjord</li> <li>-allow for more buildings at Papakowhai</li> </ul> </li> <li>• BOT view is that should a decision be made that there is to be no school in Aotea then the process may need review, otherwise no change would be required</li> <li>• BOT agreed that there is a need to clarify with the MOE what information will be released and when, and whether that decision would make a difference to the formal consultation being held or to the zone proposed.</li> <li>• Concern raised regarding information coming from Aotea College that a primary school is to be built on site.</li> <li>• BOT agreed that it needs to apply the law in terms of out of zone siblings. Discussed options available and consequences of those. Agreed that not time to make that decision</li> </ul>	<p><b>CB- to draft a letter to MOE to seek further information about the proposed announcement – draft to be forwarded to BOT for check before sending</b></p> <p><b>MS to contact Caine Good of MOE/Kate Gainsford of Aotea College to find out what information being provided</b></p> <p><b>CB-to contact PCC to get further details on traffic related issues</b></p>


		<ul style="list-style-type: none"> <li>BOT are not supportive of any more building at Papakowhai School</li> </ul>	
		<b>MONITORING</b>	
5	Principals Report	<p>Referred to report in dropbox</p> <p><u>Roll</u></p> <ul style="list-style-type: none"> <li>Rata 6 now full</li> <li>Roll now 470</li> <li>Expecting to finish in 490's</li> <li>Potentially 24 children turning 5 before year end – only expecting 20 to start</li> <li>One more out of zone child to start</li> </ul> <p><u>Compliance</u></p> <ul style="list-style-type: none"> <li>The invitations to the Hui for 26 June have been issued</li> <li>Caine Webster to host with Rangī Halbert attending</li> </ul> <p><u>Staffing</u></p> <ul style="list-style-type: none"> <li>Andrew de Wit has resigned</li> <li>Nik Edwards has been appointed on a fixed term contract to replace to year end</li> </ul> <p><u>Sabbatical</u></p> <ul style="list-style-type: none"> <li>Mark is on sabbatical leave for term 4</li> <li>Caine Webster will be acting Principal</li> <li>Lesley Hodge will be released one extra day</li> <li>Andrew Graham will act as AP but continue to teach</li> <li>Jill Clibborn will provide further support</li> <li>Hetty Boonen will teach ELL for term 3</li> </ul> <p><u>Report on Goals 1 (Achievement) and Goal 2 (Success)</u></p> <p>See report in drop box for full report</p> <ul style="list-style-type: none"> <li>Teacher appraisals being undertaken</li> <li>Mid-year data being worked on</li> <li>Science inquiries have been interesting and successful</li> <li>Camp was successful despite adverse weather conditions</li> <li>Special Needs room completed and operating well – noted that the school will need to put in \$13K additional this year for special needs</li> <li>More focus needed on those with special abilities particularly in classroom</li> </ul>	<p><b>MS to provide BOT with mid-year results before holidays</b></p>
6	Property Committee	<ul style="list-style-type: none"> <li>Referred to minutes of Property Committee meeting</li> <li>Totara – working through final processes but do have certificate to occupy - expecting to come in \$15K under budget. Given that this amount was required as an</li> </ul>	

		<p>additional input from the 5YA BOT consider that should be able to be put back to the 5YA fund</p> <ul style="list-style-type: none"> <li>• Special Needs room completed</li> <li>• Weather tightness of bag storage for Kauri – Darren O’Leary has been approached and should be able to do</li> <li>• Extension of P2 parking – community consultation completed – await outcome</li> <li>• ESOL room – Had approached Darren O’Leary for estimate of extending DP’s office but estimate of \$70K means looking for further options. Looking into whether the Special needs toilet by library could be converted. Need to find out whether having just one special needs toilet /shower in Rimu would be permissible</li> <li>• Pool – have had Ashby’s look at preliminary scoping contract <ul style="list-style-type: none"> <li>- Will incorporate shower/toilets and changing rooms</li> <li>-Need for BOT to take ownership of project as will come back to BOT after final decisions are made</li> </ul> </li> </ul>	<p><b>MS to find out from MOE whether one special needs toilet/shower would be allowed</b></p>
7	Health and Safety report	<ul style="list-style-type: none"> <li>• Data provided for review</li> <li>• Nothing requiring action identified</li> <li>• Slipping over and walking into poles still main issue</li> <li>• Traffic issues remain a problem</li> </ul>	<p><b>CB- to add into letter to Mayor the problems with traffic at 3pm</b></p> <p><b>CW to discuss with Community Police Officer</b></p>
8	Finance	<ul style="list-style-type: none"> <li>• Meeting of 7 June referred to (in drop box)</li> <li>• April 2018 accounts reviewed <ul style="list-style-type: none"> <li>-no issues</li> <li>- ASC had ambitious target but currently just below budget- BSC has been a bit slower. BOT agreed to defer any discount and review again in October</li> <li>-Relief teacher costs down due to the banked staffing credit</li> <li>-Special needs will exceed budget. Need to review budgeting method for 2019</li> <li>-Asset purchasing nearly completed – may be slightly less library purchases as Librarian on extended leave</li> </ul> </li> <li>• 2017 Financial Audit completed</li> </ul>	
9	Home and School	<ul style="list-style-type: none"> <li>• Minutes included in drop box</li> <li>• Approx. \$22K in funds of which around \$4K committed</li> </ul>	<p><b>CW to discuss with Home and School re website</b></p>

		<ul style="list-style-type: none"> <li>• Would like to have a Home and School page on website</li> </ul>	
		<b>OTHER BUSINESS</b>	
10	Term Dates	<ul style="list-style-type: none"> <li>• Discussed options for terms dates for 2019</li> <li>• Two main options presented</li> <li>• Agreed to support a start on Thursday 31 January and finish 17 December with a Teacher Only Day at Queen's Birthday</li> </ul>	<b>MS to seek staff's opinion on preferred term dates</b>
11	Swimming Pool	<ul style="list-style-type: none"> <li>• Discussed under property above</li> <li>• Need to keep informed of what is happening as needs to BOT ownership</li> </ul>	
11	BOT cards	<ul style="list-style-type: none"> <li>• Sample cards provided</li> <li>• Agreed to let Mark and Melanie decide</li> </ul>	<b>MS and MR to approve card</b>
13	Upcoming meetings	<ul style="list-style-type: none"> <li>• Next BOT meeting 8 August Wednesday 7pm</li> <li>• To have another meeting to discuss zone consultation prior to end of term- suggested Thurs 28 June</li> </ul>	<b>MS/GT to confirm date for zone feedback meeting</b>
Meeting closed at		9.25pm	

#### BOT dates and Subcommittees

Term	BOT Dates	Property Sub Committee	Finance Sub Committee	Policy Sub Committee	Health and Safety
	<b>WEDNESDAYS 7.00 pm</b>	<b>MONDAYS before BOT meeting</b>	<b>THURSDAYS before BOT meeting</b>	<b>AS REQUIRED</b>	<b>AS REQUIRED</b>
			5 July		
3	8 August	6 August	2 August		
3	12 September	10 September	6 September		
3	24 October	22 October	18 October		
4	14 November	12 November	8 November		
4	5 December (part 1)	3 December	29 November		
4	12 December (part2)				

  
 08.08.18