

Papakowhai School Board of Trustees
Minutes of the Meeting 31 October 2018
at 7.00pm in the staffroom

BOT Present	Gary Tonkin (Chair)- GT Mark Smith (Principal) - MS Caine Webster (Deputy Principal)-CW Craig Hill- CH Craig Brown – CB 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	Andrew Graham- AG Nathan Grennell- NG John Schwalger –JS	
3	Previous Minutes	<p>The Minutes of the Meeting of 19 September 2018 were reviewed.</p> <p>Minor grammatical errors noted and changed.</p> <p>Action points arising:</p> <ul style="list-style-type: none"> • BOT communication to staff – carry forward • To inform H&S of plans for another garden seat- completed • BOT commitment to Home and School Committee was discussed and agreed to provide platter for next meeting and to show appreciation at the end of year BBQ • OIA request data to be gathered- completed • Grandparenting clause – see agenda item 8 • Community survey - issued <p><i>Minutes confirmed</i> <i>Moved CH, seconded MR carried</i></p>	<p>GT: BOT communication to staff – add to next agenda</p> <p>HT- to advise BOT of date of H&S meeting</p>
		MONITORING	
4	Principals Report	<p>Referred to report in dropbox.</p> <p>Thanks given to Caine Webster for acting as Principal during term 3.</p>	

		<p><u>Roll</u></p> <ul style="list-style-type: none">• Roll now 494• Have a few leaving before year end and few more to arrive. Numbers expected to stay around 494• All new entrants to come will go to Rata 6. Additional teacher aide support being provided for bigger class• All classes very full <p><u>Compliance</u></p> <ul style="list-style-type: none">• Maori Consultation Hui still to be undertaken. Aiming for this term but acknowledge timing constraints• No other issues <p><u>Sabbatical</u></p> <ul style="list-style-type: none">• Mark Smith tabled his report completed while on sabbatical leave• Discussion on how can use learnings for future benefit• BOT want to see if budget will allow time for management and staff to have dedicated time to learn from others in similar positions <p><u>2019 Planning</u></p> <ul style="list-style-type: none">• Starting at 470 – largest starting number. Expecting 10 less new entrants than 2018. Expect to finish on 514• Will need to use all 21 classrooms next year. May have a small area within Rata that could be used as overflow for new entrants if required. <p><u>Staffing</u></p> <ul style="list-style-type: none">• 2019 provisional staffing discussed.• New appointment process undertaken for three permanent positions and appointments made• Draft school organisation discussed and will be communicated to staff and community to allow time for consultation <p><u>Principal's Appraisal</u></p> <ul style="list-style-type: none">• To be undertaken by Mark Sweeney next week	
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		<p><u>Report on Goal 5 (Future Focus)</u> See full report in drop box</p> <ul style="list-style-type: none"> • Recruitment and induction gone well. • Development opportunities are available through COL • Had savings on photocopying which will be used for additional reading resources • All property work planned has been completed • Revision of the Strategic Plan was planned for term 3 but due to sabbatical was not undertaken. Requirement is that done at least every five years, last done for Papakowhai three years ago. Discussed when best to undertake and agreed to term 3 2019 – allows new BOT to have input and for current BOT to focus on work plan • Policy review has fallen behind schedule due to other commitments. Agreed to look into costs of School Docs (School Policy App). Also need to set plan for 2019 reviews • Have worked with CORE Education during 2018. Next meeting will be a summation session with facilitator. <p><u>Out of Zone Places</u></p> <ul style="list-style-type: none"> • 2018 Enrolment For 2018 had 3 out of zone places and all have been filled. An enrolment form has been received mid-October for sibling of existing student who had been in zone and recently moved out of zone for starting in November 2018. Child has had school visits. MS has consulted with MOE. Decision can be at BOT discretion. - Discussed in full. Circumstances such that parents unaware of issue for 2018 but were aware for 2019 due to zone change communications. Office was unaware of address change until enrolment received. No specific message had been communicated that if move out of zone during the year that enrolment would be declined -BOT decision was for this specific case they would allow the enrolment. Any 	<p>MS/HT to consider School Docs for budget</p> <p>MS to report back to BOT on CORE Ed PD</p>
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		<p>subsequent children would be subject to the out of zone rules.</p> <ul style="list-style-type: none"> • 2019 Enrolments <ul style="list-style-type: none"> -Have received two enrolment forms from families living out of zone subsequent to the close of the ballot - 1 was already out of zone and missed the deadline -1 was living in zone and moved subsequent to ballot. -Have consulted MOE for advice and were advised it is at BOT's discretion -BOT discussed in full: <ul style="list-style-type: none"> . Original decision was to allow up to ten places. While only 6 places were requested BOT were prepared to go to 10 . Purpose of changing zone was to reduce risk of overcrowding . Consider communication gave clear guidelines but acknowledge could be misunderstandings if move out of zone subsequent to ballot . Basis for allowing out of zone places was to avoid splitting families -Any subsequent children would be subject to same rules as for all out of zone children <p>BOT decision was to allow these two enrolments for 2019 on the reasoning that 10 places were allowed for and did not want to split families. These families to be advised that this is a one-off and any subsequent children would be subject to the out of zone rules at that time.</p> <p>-BOT acknowledge that further communication with parents during the enrolment process and in newsletters is required</p> <p><i>Motion: That the Board agrees to accept the enrolments of the three cases discussed – 1 for 2018 and 2 for 2019 due to the specific circumstances of those cases.</i></p>	<p>MS to communicate in the newsletter, by emails from the new entrant co-ordinator and at new entrant meetings that any families with new entrant children starting in 2019 that move out of zone prior to their children starting school will have their enrolment declined.</p>
		<p>STRATEGIC DISCUSSION</p>	
8	Enrolment Zone	<ul style="list-style-type: none"> • The request for inclusion of a grandparenting clause as raised at the last BOTmeeting was discussed 	

		<ul style="list-style-type: none"> • From the information gathered we have identified 6 siblings of students in the affected streets turning 5 in 2019 and 6 in 2020. Our records do not show any siblings turning 5 after 2020. • The BOT acknowledge that this data is based upon information provided at the time of enrolment. Should a sibling be born subsequent to the youngest child currently at Papakowhai School then we have no information on future siblings. We have no data should information on siblings have been omitted from the enrolment form. • The 6 children identified as turning 5 in 2019 have all been accepted under the 2019 ballot. • Noted that the decisions made by the Board when determining the zone were made in consultation with the MOE. • Advice taken by the Board subsequent to the request for the grandparenting clause has been that it is the Boards discretion. Previously there was no advice on a grandparenting clause and hence an out of zone ballot was offered. The BOT consider that they were misguided by the MOE on this. • Clarification is needed as to the whether the child would be deemed in zone or out of zone should the grandparenting clause be adopted • Clarification needed as to whether a grandparenting clause can be added now subsequent to the 2019 out of zone ballot. • A review of numbers for 2020 indicates that expect to still have more new entrants than leavers. • Acknowledge the desire to keep families at the same school • Acknowledge the desire for certainty by those directly impacted during the zone changes • Agreed that should a grandparented clause be added to allow the 6 for 2020 (and any others currently unknown) then the BOT could not offer any out of zone places. 	<p>MS to:</p> <ul style="list-style-type: none"> - seek clarification on how long a grandparenting clause would apply for. - to determine whether a grandparenting clause could be instituted now and the out of zone ballot for 2019 still stand - to request advice from MOE as to whether a child enrolled under a grandparenting clause would be deemed in or out of zone - to clarify the date that the grandparent clause would take effect -to give feedback to the MOE that the BOT felt they were misguided in the 2019 zone process <p>GT- to add to next agenda to confirm approval subsequent to MOE advice as above and to discuss communication of this clause and decisions regarding no further out of</p>
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		<ul style="list-style-type: none"> • BOT agreed in principle to approve an inclusion of a grandparenting clause subject to the information sought from the MOE. 	zone places.
		<i>MONITORING continued</i>	
5	Health and Safety	<ul style="list-style-type: none"> • All seems good • Trips and falls decreased – reflective of change in seasons and field being open • Jamming of fingers issue no longer apparent – have installed finger guards • Need for more all-weather spaces identified as an area for further exploration by BOT 	
6	Finance	<ul style="list-style-type: none"> • Meeting of 19 October referred to (in drop box) • August 2018 accounts provided • September 2018 accounts presented and discussed <ul style="list-style-type: none"> - Overall good financial position - Special needs continue to be monitored. While exceeding budget the increase is not growing. - May be some change to cleaning costs with move to contractor only - ASC and Hall continue to exceed budget - Overall \$16K surplus forecast in September - Cash position strong - Assets completed- have spent more in some areas but mainly due to MOE hearing devices and sound system approved. <p><u>After School Care</u></p> <ul style="list-style-type: none"> • Discussed possibility of a discount given revenue exceeded budget • Options sheet provided and discussed • BOT agreed that rather than provide a discount it would be best to reinvest those funds back into the hall – noted that floor, kitchen and toilets need attention. 	
7	Property Committee	<ul style="list-style-type: none"> • Meeting deferred until Friday 2 November 	

		OTHER BUSINESS	
9	Strike Action	<ul style="list-style-type: none"> Noted that the NZEI has called strike on Friday 16 November for teacher BOT agreed that school should be closed Agreed that there should be a plan in place in case students turned up BOT will communicate with staff and community as to their support of the school closure 	<p>CW to send checklist to GT to ensure all aspects covered</p> <p>HT to send last BOT notice to GT</p> <p>GT to prepare staff note/email and also community notice</p>
10	Camp Approval	<ul style="list-style-type: none"> A paper seeking approval for the 2019 school camp at Teapot Valley, Nelson was provided and discussed Cost to pupils would be \$370 Noted that no kayaking will be undertaken <p><i>Motion: That the Board give approval for the 2019 camp for year 7 and 8's at Teapot Valley, Nelson</i> <i>Moved CB, seconded GT carried</i></p>	
		OTHER BUSINESS	
13	Upcoming meetings	<ul style="list-style-type: none"> Next BOT meeting 14 November 2018 Wednesday 7pm <ul style="list-style-type: none"> - Consultation report -Focus for 2019 -Significant Asset and PD spending -Property Report BOT meeting 5 December 2018 – wrap up for 2018 BOT meeting TUESDAY 11 December 2019 plan 	
Meeting closed at		10.00	

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
4	14 November	2 November	N/A (Sept accounts presented)		

4	5 December (part 1)	3 December	30 November		
4	TUESDAY 11 December (part2)				


14. 11. 18