

Papakowhai School Board of Trustees
Minutes of the Meeting 5 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	<p>The Minutes of the Meeting of 14 November 2018 were reviewed.</p> <p>Change on page 1 (first bullet point) – word should be “rationale”</p> <p><i>Minutes confirmed</i> <i>Moved MR, seconded AG carried</i></p>	
		MONITORING	
4	Health and Safety	Verbal report – Been two incidents to note. 1 broken arm and 1 with teeth through gum. Both noted as accidents and not ongoing issue.	
		STRATEGIC DISCUSSION	
5	Achievement Data	<p>MS presented the Reading, Writing and Maths Achievement reports to the BOT (included in dropbox – refer to report for full information)</p> <ul style="list-style-type: none"> • Noted that first reporting post National Standards but noted that reporting is similar • Papakowhai School have used same assessment tools so can make comparisons between the years • Highlights, points of interest, areas of strength, areas for improvement and plans to achieve this were presented and discussed. • Points noted during discussion: 	

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	TUESDAY 11 December (part2)				


11-12-18

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Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		ADMINISTRATION	
2	Apologies	Craig Brown – CB	
3	Previous Minutes	<p>The Minutes of the Meeting of 31 October 2018 were reviewed.</p> <p>One addition – Agenda item 8 – to add into discussion on grandparenting clause:</p> <ul style="list-style-type: none"> • BOT’s rational in feeling comfortable to add a grandparenting clause is due in part to the roll of school expecting to decrease from 2021 <p>Action points arising:</p> <ul style="list-style-type: none"> • BOT support for teachers on strike provided • Home and School dates sorted – platter to be provided • Matters for budgets discussed in agenda item 8 • Consultation with MOE re grandparenting clause undertaken – proposed clause communicated in newsletter. Also see agenda item 6 • Zone restrictions have been included in pre-enrolment information to assist awareness • Strike action check list has all been completed. Will be 2 staff in office. <p><i>Minutes confirmed</i> <i>Moved KWS, seconded GT carried</i></p>	

		MONITORING	
4	Property Committee	<p>Referred to minutes of Property Committee of 2 November 2018 referred to (in dropbox)</p> <ul style="list-style-type: none"> • Totara redevelopment <ul style="list-style-type: none"> - Carpet issue still to be resolved. Ashby's involved <ul style="list-style-type: none"> - \$24K still in ledger – await closure and outcome re 5YA issue • Library garden project – stones to be removed and more compacted material laid – yet to be completed • Kauri veranda weather tightness completed • P2 parking extension – PCC have had further discussion with community. Likely to be ready 2019 • ESOL office space- School still requires more resource/working space for teachers and admin. In meantime ESOL and RR will share workroom in in Rimu 6 • Blinds in Totara have been installed • Building WOF – all remedial work has been completed • Hall floor – Have had 3 quotes and chosen Wiki Henry Flooring for job. Await confirmation regarding timing • Pool – Cost of improvements has kept growing and could be in vicinity of \$500K. Currently working with architect to see if less costly alteration could be done. Think wise to explore all options now before making decision as to whether proceed or park. • Subsidence in Rata- on going issue with no easy fix. Not got worse. May be able to do temporary improvement when carpets changed • Hall kitchen and toilets- need an upgrade • Drainage- \$45K allocated for 2020 • Prefab refurbishment – while on plans there are other factors to be considered before proceed- including legal class action and impact should Aotea School happen. • Playspaces- consider more all-weather spaces required • Painting – minor painting maintenance planned – need to also 	

		<p>consider overall painting plan</p> <ul style="list-style-type: none"> • Storage – More required <p>Overall BOT need to determine priorities as to what prepared to spend funds on and when – all</p>	
		<i>STRATEGIC DISCUSSION</i>	
5	Consultation Feedback	<ul style="list-style-type: none"> • Full analysis of feedback was provided in dropbox • Discussion on all four surveys undertaken <p><u>Children’s Survey</u> -overall pleasing -need to raise profile of KIVA -spend time at start of 2019 on communicating rules</p> <p><u>Staff Survey</u> -Noted that strategic plan questions rated lower- expected to be due in part of paper copy not provided - Noted comments on school organisation and routines- changes being made to calendar for 2019 so full year plan available -More Pacifica focus required (e.g. focus on during language weeks) -Homework issues- will work towards getting to an agreeable level</p> <p><u>Community Survey</u> -Strategic plan lower as expected as paper copy not provided -School uniform- not yet overwhelming support -Donation level seem acceptable but need to remain mindful of amount actually paid - Extending children focus required Communication improved with likes of Seesaw</p> <p><u>BYOD Survey</u> -Noted that MOE to put in new WIFI -Generally agree that BYOD better</p> <p>Overall – had good information received and some pleasing results. Tone good overall and management noted areas to work on.</p>	

8	Enrolment Zone	<ul style="list-style-type: none"> Continues on from discussion at previous BOT meeting Official wording has now been decided but cannot be formally added to the zone until 1 May 2019 however will be put into effect in meantime <p><i>Resolution: The Board agree to apply the grandparenting clause (as outlined in the newsletter dated 14 November 2018) with effect from 1 January 2019. Moved CH, seconded NG carried</i></p>	
7	Kahui Ako /COL update	<ul style="list-style-type: none"> Information provided in dropbox Feeling of Principals' is that now starting to get a coherent direction with focus being put on <ul style="list-style-type: none"> - Wellbeing -Coherent Pathways (from ECE to Tertiary) -Innovation – with focus to first be on science and technology Will be useful in linking with the 2019 review of strategic plan COL leadership will continue for further six months. 	
8	Focus for 2019	<ul style="list-style-type: none"> Discussion report provided in dropbox for review Main points highlighted and discussed Staffing plan outlined Projects that the BOT may wish to pursue were discussed. Only initial estimates provided. Further costings will be undertaken later but keen to get feel as to whether proceed. BOT agreed with the direction and work on exploring costs, designs and methods to fund. Overall direction for 2019 will be put on Wellbeing. Will also have further PD through Core Ed. Wanting to provide more release for teachers. BOT encourage to read fully and provide feedback. 	ALL to read Focus document and provide feedback to MS
		OTHER BUSINESS	
9	Strike Action	<ul style="list-style-type: none"> All information required was tabled. School will be closed on Friday 16 November. Notices have been issued to community 	
13	Next meeting	<ul style="list-style-type: none"> Next BOT meeting Wednesday 5 	

		December 2018 – Focus on Achievement results for 2018 <ul style="list-style-type: none"> • Then BOT meeting TUESDAY 11 December with focus on draft budget and plan2019 plan • Note Home and School BBQ on Wednesday 12 December' 	
Meeting closed at		9.30pm	

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4	5 December (part 1)		7 December		
4	TUESDAY 11 December (part2)				


05.12.18