

**Papakowhai School Board of Trustees  
Minutes of the Meeting 12 April 2017  
at 7.30pm in the staffroom**

<b>BOT Present</b>	Gary Tonkin (Chair)- GT Mark Smith (Principal)-MS Melanie Richardson-MR Craig Hill- CH Craig Brown - CB John Schwalger - JS Kerry Weir-Smith – KWS Andrew Graham -AG Heather Turner (Minute Secretary)
--------------------	--

Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		<b>ADMINISTRATION</b>	
2	Apologies	Nathan Grennell- NG	
3	Previous Minutes	<p>The Minutes of the Meeting of 12 April 2017 were reviewed.</p> <p>Action points arising from those minutes:</p> <ul style="list-style-type: none"> <li>• ASC/BSC numbers- completed and discussed below</li> <li>• Policy Committee date set but now deferred to 31 May 6pm</li> <li>• Northern Porirua Schools review submission – completed with information available and sent 13 April 2017. Suze Strowger and Elsbeth Maxwell were contacted to provide minutes of meetings. Have been promised to have all by next week. Based on that information BOT will review submission. Final submission will be placed upon website</li> <li>• Pool committee – discussed further below</li> </ul> <p><i>Minutes confirmed</i> <i>Moved CH, seconded KWS carried</i></p>	<b>MS-to place final submission on website</b>
		<b>MONITORING</b>	
4	Principals report	<p>MS presented his Principal's report- copy provided in drop box</p> <p><u>Roll</u></p> <ul style="list-style-type: none"> <li>• Roll currently 427</li> <li>• Rata 1 and 2 now full</li> <li>• Rata 5 will start in week 3 with Eryn Street as teacher</li> <li>• New entrants to come:             <ul style="list-style-type: none"> <li>- 7 in term 2</li> <li>- 21 term 3</li> <li>- 10 term 4 (up to end November)</li> </ul> </li> </ul>	

	<p><u>Attendance</u></p> <ul style="list-style-type: none"> <li>No new data to present – same info as at end of term 3</li> </ul> <p><u>Staffing</u></p> <ul style="list-style-type: none"> <li>Liz Martindale resigned end of term one and will start new job on 9 June</li> <li>Job applications close Thursday 11 May <ul style="list-style-type: none"> <li>-will need to see applicants before determining when new teacher can start</li> <li>-possible new teacher may not be able to start till term 3 but have part time teacher available to take class for remainder of term if required</li> <li>-will not appoint a beginning teacher</li> <li>-notice to parents will be made on 19 May</li> </ul> </li> <li>Discussed increased staff turnover with acknowledgment that all circumstances varied and opportunities to provide feedback are provided</li> <li>All teacher registrations up to date</li> </ul> <p><u>Reporting on Goals 3&amp;4</u></p> <p><u>Goal 3: Working actively with our community in the best interests of the children</u> (refer to report for further information)</p> <ul style="list-style-type: none"> <li>Working hard to ensure good communication</li> <li>Aiming to provide sufficient warning of events and activities</li> <li>In process of upgrading website and introducing new communication apps (Caine Webster and Andrew de Wit working on these) with aim for end term2 launch</li> <li>Reviewing classroom blogs with a privacy mind-set</li> <li>Internet safety contracts are completed for various levels within school</li> <li>Engagement with families with additional learning needs to be undertaken in term 2 – an open invitation will be provided. Hetty Boonen assisting with process</li> <li>Engagement with Pasifika students (with help from JS) and Asian students (with help from Jill Clibborn) being planned for term 3</li> <li>Annual survey to be undertaken in August</li> </ul> <p><u>Goal 4: Respecting all people and cultures, including Māori as tangata whenua</u> (refer to report for further information)</p> <ul style="list-style-type: none"> <li>Regular checking with staff for health and safety concerns</li> <li>P2 parking working reasonably well</li> <li>Had induction training over holidays for new</li> </ul>	<p><b>MS – to communicate with BOT re appointment next week</b></p>
--	---	---

		<p>staff and staff who commenced start of 2017</p> <p><u>ASC numbers</u></p> <ul style="list-style-type: none"> <li>• Have previously raised awareness of growing numbers reaching towards maximum approved</li> <li>• Have number of options including a waiting list change to casual use, alternative childcare for those leaving by 3.30 – none of which are preferred</li> <li>• Awaiting advice from MSD as to whether maximum numbers can be increased to 80</li> <li>• Regular communication with supervisor takes place to ensure staffing etc. adequate</li> </ul>	<p><b>HT to advise of advice from MSD</b></p>
5	Property Committee	<ul style="list-style-type: none"> <li>• Minutes of Property meeting 4 May referred to</li> <li>• Lighting of pathway –await samples to ensure adequate for needs</li> <li>• Check of heating system completed</li> <li>• Electrical testing and tagging completed</li> <li>• Dangerous tree branch removed</li> <li>• Carpark/Astroturf project – have had advice that contractors seeking additional \$10K – no approvals provided by Ashby’s or School. Await information from Ashby’s and MOE</li> <li>• Need to move ahead with the 5YA funding and the Totara redevelopment to ensure timeline on track. May need BOT push to get things moving. Need to have approval from Lucy Ross by 1 July. MS meeting with Lee Ashby Monday to discuss BOT letter and project also to be discussed. Await outcome of meeting to determine whether BOT involvement in process required</li> <li>• Have had carpet cleaners back to re-do Rata block</li> </ul>	
6	Health and Safety	<ul style="list-style-type: none"> <li>• Electrical testing completed</li> <li>• Epi-pen training planned</li> <li>• Injury numbers/reasons reported- includes 1 staff member with 1 day lost time</li> <li>• No particular health and safety concerns raised by staff</li> <li>• First aid and course monitors sorted for Cross Country events</li> </ul>	
7	Finance Committee	<ul style="list-style-type: none"> <li>• Minutes of meeting 5 May referred to</li> <li>• March accounts reviewed-formatting changes still to be done to include budget columns</li> <li>• Relief teacher salaries higher than budget due to illness and one teacher charged to bulk grant to reduce 2016 banked staffing</li> <li>• No issues</li> <li>• Noted bank balances decreased over last three months – due to wages and bills- next instalment</li> </ul>	


		<p>of Ops grant arrived 1 April – term deposits staggered according to payment needs.</p> <ul style="list-style-type: none"> <li>• Audit underway – yet to hear of any adjustments. Possibly adjustment for bulk grant wages during holiday period not put to 2016 and no accrual done for support staff leave liability. Audited accounts to be with MOE by 31 May</li> <li>• Pool redevelopment discussed briefly (more details in agenda item 11)</li> </ul>	
8	Policy Committee	<ul style="list-style-type: none"> <li>• Date set for committee to review the curriculum policies and the child protection policy now deferred to May <i>(Note that date set as 31 May following meeting)</i></li> </ul>	<b>MS to advise preferred date (to be Wednesday 31 May at 6pm)</b>
		<b><i>STRATEGIC DISCUSSION</i></b>	
9	Roll Growth	<ul style="list-style-type: none"> <li>• Discussed above (in action points from previous meeting)</li> <li>• MOE have agreed to accept late submissions due to the minutes of the meetings and answers to questions not being provided by dates agreed to.</li> <li>• Rangikura zone still no finalised – unsure of reason</li> </ul>	
10	ERO Report	<ul style="list-style-type: none"> <li>• Draft report received and looks very good</li> <li>• Reflects the hard work of all</li> <li>• MS very pleased with result and considers the improvement in student achievement over a sustained period of time speaks well for school</li> <li>• Feedback sought by ERO on draft report – few areas discussed including 3<sup>rd</sup> paragraph (which provides an overview of Papakowhai School). Does not reflect the continued investment in professional development, and valued outcomes not aligned with strategic direction of the school</li> <li>• Feedback to be reported back to ERO by 29 May</li> <li>• BOT wish to thank staff for hard work towards this review</li> <li>• BOT to prepare communication to community on ERO report once finalised</li> </ul>	<p><b>ALL- to review draft ERO report and provide feedback to MS by 19 May CB to draft BOT response</b></p> <p><b>MS to pass on BOT thanks</b></p> <p><b>CB to prepare BOT newsletter re ERO report</b></p>
11	Swimming Pool	<ul style="list-style-type: none"> <li>• The redevelopment of the pool is to be a joint parent and BOT initiative (GT and NG to represent BOT)</li> <li>• Draft notice discussed – raised concern that need to ensure wording is appropriate and the general school donation is not jeopardised</li> <li>• All donations towards the pool project would be ring fenced</li> <li>• Would be good to have legal mind on project to help with contracts, agreements etc. – Jane Byres suggested</li> </ul>	

		<ul style="list-style-type: none"> <li>• Potential conflict of interest reported with Rose Crawford being sister of Todd Morton – not an issue for BOT at this stage.</li> <li>• Need to find out whether any of the 5YA funding could be allocated to this (if we can prove that all other priorities are fulfilled)</li> <li>• Having conceptual drawings may assist in boosting fundraising.</li> <li>• BOT may need to contribute towards costs of drawings <i>BOT agreed in principal to provide up to \$5000 for the design/conceptual drawings</i></li> <li>• GT meeting with Rose Crawford next week to start process</li> </ul>	
12	Community oif Learning	<ul style="list-style-type: none"> <li>• Draft Memorandum of Agreement for the North Porirua Community of Learning referred to</li> <li>• Meeting for teachers and BOT's to be held on Wednesday 17 May (BOT meeting to be 5.30pm)</li> <li>• Care needed to review memorandum and understand it – noted that if sign and want to withdraw it you are required to give 9 months' notice</li> <li>• Concerns raised over the memorandum regarding: <ul style="list-style-type: none"> <li>- Needs to be simplified</li> <li>- Does not focus on future- more related to the present</li> <li>- More involvement of students needed</li> <li>- Actions are not specified</li> <li>- Phases of process not clear</li> </ul> </li> <li>• Suggested would be good for CB to discuss his concerns directly with Bradley Roberts (who is coordinating the COL meetings)</li> </ul>	<b>ALL- to read COL Memo of Agmnt and to discuss at next BOT meeting</b>
	Next Meetings	<ul style="list-style-type: none"> <li>• Policy 31 May 6pm</li> <li>• Property 8 June 8am</li> <li>• Finance 9 June 8am</li> <li>• Health and safety 12 June 8am</li> <li>• BOT 14 June 7.30pm</li> </ul>	
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 7.30 pm</b>	<b>THURSDAYS before meeting 8am</b>	<b>FRIDAYS before meeting 8am</b>	<b>AS REQUIRED</b>	<b>Monday before BOT 8am</b>

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)				

  
14.06.17