

Papakowhai School Board of Trustees
Minutes of the Meeting 10 April 2019 at 7.00pm in the staffroom

BOT Present	Gary Tonkin (Chair)- GT Mark Smith (Principal) - MS Craig Brown – CB Craig Hill- CH Andrew Graham - AG Melanie Richardson-MR Heather Turner (Minute Secretary)
--------------------	--

Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		ADMINISTRATION	
2	Apologies Absences	Nathan Grennell-NG Kerry Weir-Smith - KWS John Schwalger-JS	
3	Previous Minutes	The Minutes of the Meeting of 19 March 2019 were reviewed. Matter arising: <ul style="list-style-type: none"> • Pool plans – see agenda item 7 • Playground quotes- see agenda item 9 • Finance Policies –See agenda item 10 <i>Minutes confirmed</i> <i>Moved GT carried</i>	
		STRATEGIC DISCUSSION	
4	Tomorrow's Schools Review	<ul style="list-style-type: none"> • BOT have sent feedback as part of review and noted that it had been received. 	
5	Health Consultation	<u>Kiva Programme</u> <ul style="list-style-type: none"> • Kiva Student Survey results provided, reviewed and discussed. <ul style="list-style-type: none"> - results comparable with other NZ schools using programme -Lots of info and graphs - quite complicated reading -Have the sense the KIVA does make a difference at Papakowhai to those who are bullied and for those who have done the bullying -Agreed that should continue with programme <u>Health Consultation</u> <ul style="list-style-type: none"> • Changed from open evening to survey 	<p>MS to explain KIVA again to students in Hui and also to parents in newsletter</p> <p>MS to provide details of KIVA on website</p>

		<p>form due to lack of responses</p> <ul style="list-style-type: none"> • 49 survey responses received • KIVA -80% happy with KIVA as is <p>Sexuality Education</p> <ul style="list-style-type: none"> • Changing to apply from years 1 to 8 (rather than yrs7-8 only) • Aiming to do on a 2-year cycle along with Keeping Ourselves Safe (KOS) • Aware of needs of composite classes • Planned action includes staff meeting to upskill teachers and to review lesson plans • Noted that programme works in partnership with home • Year 5's is a group which needs careful approach • The option of using a "question box" will be limited to year 7 and 8's • A Sexuality Education Policy is being developed and will be presented to BOT <p>General</p> <ul style="list-style-type: none"> • Most feedback on Health Consultation were positive • Aim to do again 	
6	Whanau Consultation	<ul style="list-style-type: none"> • Shared meal and consultation evening held • Noted that it was a good evening with good attendance • Each year brings a different group and operates slightly differently <p><u>Main points:</u></p> <ul style="list-style-type: none"> • Kapahaka Noted that currently Kapahaka only for year 5 to 8 - mainly due to number management - noted that all ages have access to opportunities to learn e.g. lessons with Rangi Halbert • Pronunciation -acknowledge work being done including training for teachers • Agreed to hold 6monthly • Have access to COL resources 	<p>MS/CW to issue minutes of Hui to those who attended or put in apologies</p>
7	Pool	<ul style="list-style-type: none"> • Up to now had considered two main options • Another option was discussed • A builder has had a general view but 	

		<p>had unable to provide cost as would need more detailed plan</p> <ul style="list-style-type: none"> • Ballpark to date is \$230K just for changing rooms and toilets • Pool Committee aiming to get more detailed designs but yet to determine costs of undertaking • Noted that any project would need MOE approval and be managed by Ashby's • Concern that while Home and School is currently strong whether it has the capacity to completely fundraise the amount required and the financial position that would place school in • Noted that the BOT does not currently have the funds to completely fund the pool project • Would be good to identify if Carrus would be willing to contribute and amount • Question raised over whether there is a possibility to lease in part • Next step- to await whether Pool Committee can determine costs of plan design, and any contribution from Carrus. 	
		MONITORING	
8	Principal's report	<ul style="list-style-type: none"> • Roll currently 485 • Expecting to finish on 528 • Expect year 2 in 2020 to be 56 compared to 70 this year- in part due to zone changes • Have 48 leaving in 2019 • Expecting numbers to decrease over next few years <p><u>Compliance</u></p> <ul style="list-style-type: none"> • ASC being audited at start of term 2 <p>BOT moved "into Committee" at 8.05pm BOT returned to meeting at 8.15pm</p> <p><u>Reporting against Goals 1 and 2</u></p> <ul style="list-style-type: none"> • Referred to report in dropbox – discussed • Seesaw has been positive move with 39,000 visits since started. Working well • Continued Digital support for teachers with CORE Education • Reviewed figures of achievement as at 	<p>MS /CW to advised parents on how can download info from Seesaw (especially when leave Papakowhai)</p>

		<p>end March – doing well</p> <ul style="list-style-type: none"> • Had successes with Moving March, sports and class trips, new clubs • Employed new Teacher Aides to increase capacity • Have 46 funded ESOL children • No surprises in testing to date- can show areas where gaps are so can determine where resources needed • In May will report PAT testing and in June the mid year data will be presented 	
9	Property Meeting	<ul style="list-style-type: none"> • Referred to Minutes of Property Meeting and the 2019 Property Matrix • Have a number of options of the table <p>Senior Playground</p> <ul style="list-style-type: none"> - cost in vicinity \$50K -Committee recommending not proceed at this stage <p>Sandpit</p> <ul style="list-style-type: none"> -to build a new sandpit in Rimu area to replace all other sandpits -Had two quotes – second affordable at \$2.6K plus \$1.2K for canvas cover -Shade sail needed in summer for approx. \$6K – decided to defer. <p>Rata Playground</p> <ul style="list-style-type: none"> - Had two quotes – prefer Option 3 from Park Supplies -Would increase capacity for Rata and Matai -Property Committee keen to progress but want feedback from consultation with children and teachers on design -Cost \$30K <p>Rainbow Track</p> <ul style="list-style-type: none"> -Two quotes received. One affordable at \$11K plus another \$3K for area around Maypole -Will convert into an all-weather track -Keen to move quickly <p><i>Motion: That the BOT approve the construction of the Rainbow Tack and Maypole area for \$14.7K</i></p> <p><i>Moved CB, seconded CH carried</i></p> <p>Bike Track</p> <ul style="list-style-type: none"> -For construction of a 1.5m track around perimeter of field for scooters and bikes to allow all-weather use -Would benefit all age groups 	

		<p>-Cost \$34K</p> <p>Seating -Looked at increased seating but agreed to defer</p> <p>PE Storage -Already approved conversion of coal shed</p> <p>Storage Container -Purchased ready for delivery in holidays</p> <p>Hall Kitchen -Committee consider that could be deferred</p> <p>All these options were discussed in full and timetabling options for purchase and for needs</p> <p>Agreed that in addition to items already approved that should continue with the Bike Track and Sandpit</p> <p>Agreed that further consultation be gathered on Rata playground proposal</p> <p>Agreed to defer (for time being and subject to gaining further information) the senior playground and kitchen Need to gather prices for kitchen and consult with Home and School and ASC staff.</p>	<p>MS to obtain info on costs to update kitchen</p>
10	Finance	<ul style="list-style-type: none"> • Referred to minutes of Finance Committee 3 April 2019 • February 2019 accounts were presented. Noted points are: <ul style="list-style-type: none"> - early in year -likely to receive more Operations Grant due to numbers -Camp likely to make loss due to numbers -Hall rental down due to changes in hire -ASC going ok – employing more staff so will have impact -Reliever costs will be monitored -Asset purchases on track - Cash position strong – including budgeted purchases in estimations • 2018 Accounts with Auditor • Finance Committee reviewed Financial Policies and Guidelines. Changes were made to reflect current practice. 	

		<p>Finance Committee agreed to put forward the policies to the BOT for ratification.</p> <p><i>Motion: That the amended NAG 4 Finance Policies be approved</i> <i>Moved CB, Seconded CH carried</i></p>	
11	Health and Safety Report	<ul style="list-style-type: none"> • The injuries are similar to same time last year • All injuries are of a normal nature • Have had one teacher fall and fracture elbow. Off work till term end on ACC • Flu injections being offered to all staff • Roller blinds being put into Kauri 1 to stop sun strike 	
10	Policy Review	<ul style="list-style-type: none"> • NAG 4 Finance Policies approved (see agenda item 9 for motion) • NAG 4 Property Policies in dropbox for review. All still current other than need to refer to Property Committee (not subcommittee). <p><i>Motion: That the NAG 4 Property Policies be approved</i> <i>Moved CB, Seconded CH carried</i></p> <ul style="list-style-type: none"> • NAG 3 Policies all reviewed by Policy Committee and ready for ratification <p><i>Motion: That the NAG 3 Policies be approved</i> <i>Moved CB, Seconded CH carried</i></p> <ul style="list-style-type: none"> • NAG 5 and 6 Policies to be reviewed before next BOT meeting 	GT/MS to set dates for policy meetings
13	Home and School	<ul style="list-style-type: none"> • Nothing to report 	
		OTHER BUSINESS	
14	Zoning	<ul style="list-style-type: none"> • Needed to consider whether the BOT were intending to make changes to the Zone for 2020 • Noted that the Grandparenting Clause agreed to in 2018 needed to be made official – all agreed and approved • Agreed that no further changes to the zone were being considered for 2020 <p><i>Motion: The BOT agree to keep the zone as is for 2020</i> <i>Moved CB, Seconded CH carried</i></p>	MS to contact Jim Greening.
13	Next Meetings	<ul style="list-style-type: none"> • BOT Wednesday 15 May 7pm • Finance meeting 9 May 8am • Property Meeting Monday 13 May 8am • Policy committee – To be advised (one in week 1 and one on week 2) 	MS/GT to review timeline for BOT elections and to continue to encourage nominations

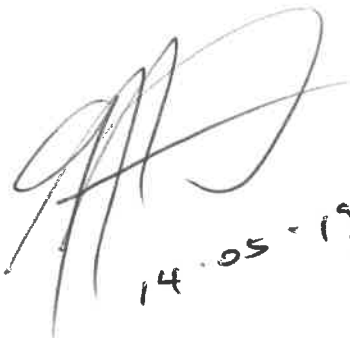
Meeting closed at	9.45pm
-------------------	--------

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	THURSDAYS before BOT meeting	AS REQUIRED	AS REQUIRED
2	14 May (week 3)	13 May	9 May		

New BOT takes over June 14th

2	19 June (week 8) Maybe a joint meeting old and new BOT?	17 June	13 June		
3	31 July (week2)	TBA	TBA	TBA	TBA
3	14 August (Week 4)	TBA	TBA	TBA	TBA
3	11 September (week 8)	TBA	TBA	TBA	TBA
4	23 October (week 2)	TBA	TBA	TBA	TBA
4	13 November (week 5)	TBA	TBA	TBA	TBA
4	4 December (part 1) (week 8)	TBA	TBA	TBA	TBA
4	11 December (part2) (week 9)	TBA	TBA	TBA	TBA


14.05.19