

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

<b>BOT Present</b>	Mark Smith (Principal) – MS Caine Webster-CW Andrew Graham – AG Rodney Strong- RS (Chair) Aruna Hill- AH Frances Williams – FW Craig Brown – CB Marc Byres- MB Heather Turner- HT (Minute Secretary)
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Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		<b>ADMINISTRATION</b>	
2	Apologies	Alice Camaivuna –AC	
3	Previous Minutes	<p>The Minutes of the Meeting of 3 December 2019 were reviewed.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> <li>• Consistency of numbers – yet to do as part of the updating of Annual plan</li> <li>• Roll numbers in plan – completed</li> <li>• Review of Analysis of Variance – reminded all that should review before start of 2020</li> </ul> <p><i>Minutes confirmed</i>  <i>Moved MB Seconded RS carried</i></p>	
	<b>Strategic</b>		
4	2020 Draft Plan	<p><u>Draft Strategic Plan</u></p> <ul style="list-style-type: none"> <li>• Mark Smith presented the 2020-22 Draft Strategic plan which was discussed</li> <li>• The graphics are yet to be completed but will be once all wording agreed to</li> <li>• More was added to the context pages</li> <li>• Agreed that the term ‘fairness’ is what was intended</li> <li>• Manaakitanga statement –may need further expansion as to meaning</li> <li>• Would be consistent to have all values starting along the lines of “This is about...”</li> <li>• In the “Our Approach” section further development regarding the Kahui Ako may be required</li> <li>• Discussed the “Strategies” including:               <ul style="list-style-type: none"> <li>-Good discussion on the concept of “Learning through Play” concept</li> <li>-Shared ideas on how we are connected with the community</li> <li>-Need to consider additional specific surveys throughout the year</li> </ul> </li> <li>• The Targets for each goal discussed, including:               <ul style="list-style-type: none"> <li>- good to continue to use NZCER survey so maintain comparisons</li> <li>-use of self-review tool kits –useful for comparing against other schools</li> <li>-Adding qualitative data could be useful over time to see</li> </ul> </li> </ul>	<p><b>MS to check - consistency of numbers with boys and girls</b></p> <p><b>MS – to add roll number for each year</b></p>

		<p>comparisons  -Creating a survey plan to assist in determining best time to gather info could be useful  -Important to continue to measure reading , writing and maths</p> <ul style="list-style-type: none"> <li>• Reporting against the goals will continue to be done at end of each year as well as specific goals will be reviewed during the year.</li> <li>• Overall very happy with the draft plan</li> </ul> <p><i>Motion: That the BOT approve the 2020 draft strategic plan and agree that it be provided to designers for finalisation (subject to cost)  Moved CB, Seconded AG carried.</i></p> <p><u>Draft 2020 Annual Plan</u></p> <ul style="list-style-type: none"> <li>• Mark Smith presented the 2020 Draft plan which was discussed</li> <li>• To be read in conjunction with the 2020 Budget</li> <li>• Professional development of \$20K planned but this will be supplemented with funding accessed through the Kahui Ako for the Learning Progression Framework and Digital Learning PD</li> <li>• Achievement goals for Reading, Writing and Maths have been set, with a change of focus to being “within” a range - which is a move away from National Standards bands. Move is more in line with other schools within the Kahui Ako. Agreed that only need to put the lower percentage target. School can still monitor percentages above and below which syndicate leaders will use for planning.</li> <li>• The 2020 Operational Objectives were discussed and how links with each goal. Some of work will be spread over the three years with a start being made on 2020</li> <li>• BOT agreed that need to consider Maori/Iwi representation of Board in 2020</li> <li>• All are encouraged to read and provide feedback. Plan will be presented again at February 2020 meeting</li> <li>• Overall the BOT are pleased with the 2020 plan</li> </ul> <p><i>Motion: That the BOT approve the 2020 draft annual plan – with final confirmation in February 2020.  Moved MB, Seconded CB carried.</i></p>	<p><b>MS – to remove higher percentage bands in achievement goals</b></p> <p><b>All – to review operational objectives and provide feedback to MS</b></p> <p><b>RS- to add to next agenda about BOT representation</b></p> <p><b>MS to change action the “BOT builds relationships with Iwi/Whanau (or similar)</b></p>
5	2020 Budget	<ul style="list-style-type: none"> <li>• Mark Smith presented the 2020 draft budget, including a commentary on the budget and the financial statements that provide the detail</li> <li>• Income streams explained along with changes from previous years</li> <li>• Donation discussed - proposing an increase of \$10 to bring to \$300.</li> <li>• Before and After School care fees discussed – proposing an increase of 10 cents per hour to bring to \$8.40 per hour</li> <li>• External grants will be sought during the year to assist in planned asset purchasing</li> <li>• The capital expenditure plan was presented and explained.</li> <li>• Mark Byres spoke to the budget and explained cash flow – the additional capital investment (above depreciation costs) has been required due to roll growth as infrastructure (apart from classrooms) is not funded by MOE</li> </ul>	<p><b>MS- to inform parents of what the donation covers</b></p>

		<ul style="list-style-type: none"> <li>Approval was sought for the donations and ASC fee changes to take effect from start of 2020 <i>Motion: That the BOT approve an increase of \$10 in the school donation (to bring to \$300), and an increase of 10 cents per hour (to bring to \$8.40 per hour) for before and after school care for 2020. Moved MS, Seconded MB carried.</i></li> <li>BOT also agreed to commit to the capital expenditure plan but with a caveat that should the MOE agree to changes to increase the size and design of the staffroom that any spending in this area be re-considered then and that those funds not be re-directed elsewhere <i>Motion: That the BOT approve the capital expenditure plan for 2020 – with the exception that any spending on the staffroom be suspended awaiting outcome of the MOE decision to re-develop it. Moved MS, Seconded MB carried.</i></li> <li>There are no plans for any capital investment in the pool by the Board. Currently a contractor is being engaged with a view to determining costs- with the intention of applying for a Lotteries grant in 2020.</li> <li>Overall the BOT agreed to proceed with the budget as is. Final approval will be sought in February 2020 <i>Motion: That the BOT agree that the 2020 draft budget be approved subject to final confirmation in February 2020 Moved MB, Seconded MH carried.</i></li> </ul>	
6	Government Funding	<ul style="list-style-type: none"> <li>The BOT has very recently been advised that there is \$340K available from the MOE for building works</li> <li>MS has already had discussions with the MOE and they have advised that this funding is in addition to that work being considered for the drainage issue and security and electrical panels.</li> <li>In addition, MS is applying for a sustainability grant with a view to changing to LED lights and removal of the gas boiler</li> <li>Considered various ideas but agreed that the re-development of the staffroom is a priority for this funding, with possibility of solar panels also if funding permitted</li> <li>Noted however that main priority for BOT and management is having another classroom by mid- 2020. Discussion with MOE need to state this</li> </ul>	
		<b>OTHER BUSINESS</b>	
16	Next Meetings	<ul style="list-style-type: none"> <li>BOT 11 February – no committee meetings prior</li> </ul>	<b>MS to invite Alana McCorry to meeting</b>
Meeting closed at		9.15pm	



10/2/20

