

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

BOT Present	Gary Tonkin (Chair)- GT Mark Smith (Principal)-MS Melanie Richardson-MR Craig Hill- CH Craig Brown - CB Kerry Weir-Smith – KWS Nathan Grennell- NG Andrew Graham -AG Heather Turner (Minute Secretary)
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Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia Welcome to Andrew Graham who was elected as staff representative	
		ADMINISTRATION	
2	Apologies	John Schwalger - JS	
3	Previous Minutes	The Minutes of the Meeting of 8 March 2017 were reviewed. Action points arising from those minutes: <ul style="list-style-type: none"> • Info on new appointments – completed • GT to write to Suze Strowger re roll growth classroom- draft in drop box • CB to write letter to Ashby’s re concern over recent projects- draft in drop box • Changes to Rangikura Zone – draft in drop box • Financial statements to be circulated- completed • First aid training-due to staff changes have deferred training a Rimu teacher. Rata teacher to complete refresher course. Noted that Totara and Kauri have trained teachers and there are several teacher aides also with first aid certificates. • ERO papers- review complete • Aotea schooling: questions to MOE- completed <i>Minutes confirmed</i> <i>Moved GT, carried</i>	
		MONITORING	
4	Principals report	MS presented his Principal’s report- copy provided in drop box <u>Roll</u> <ul style="list-style-type: none"> • Welcomed 28 new entrants at the first assembly of the year 	

- 1 March return resulted in \$10k additional funding
- Roll currently 425- that will be total as at end of term 1
- Have 40 new entrants on our list to come. Do have a few families leaving and few arriving term 2.
- Expected to finish year at 463
- 13 out of zone students, with one more to arrive

Consultation

- Maori Hui completed

Compliance

- Update to Child Protection Policy to be completed

Attendance

- Student attendance data was presented
- No significant difference between groups

Staffing

- Eryn Street to start term 2- with Raewyn Janes appointed her mentor teacher
- Kate Coughlan appointed to Rimu to start term 2 –Karen Siwalette has been appointed her mentor teacher
- All teacher registrations up to date

Reporting on Goals 1 and 2

Goal 1: Student achievement (refer to report for further information)

- Tracking well against all targets-a full report will be given mid-year
- An emerging trend is the low skill levels of new entrants-not just Papakowhai. Can be seen through the new entrant assessments.
- Online testing proving successful and will move towards more of this. Will be able to provide results of current testing next meeting
- Discussed correlation between attendance and achievement, especially at NE level

Goal 2: Student success (refer to report for further information)

- Two parts including enjoyment at school and feeling of success.
- Have had a number of sports activities to date and planned PE classes are part of weekly lessons.
- Organised sports to date include swimming

		<p>lessons(from Easyswim Swim School who will also be doing the gymnastics lessons in term 2), Parumoana Interschool athletics, Robby Fruen rugby competition</p> <p><u>Health and safety</u></p> <ul style="list-style-type: none"> • No issues to report • Protection pads being purchased for netball posts 	
5	Property Committee	<ul style="list-style-type: none"> • Minutes of Property meeting referred to • Hand driers for Rata prefabs <ul style="list-style-type: none"> -Not a budgeted item but were getting charged only for replacement of towels (approx. \$6 per month), now getting charged \$55 per month as a minimum charge -Rata 5 and 6 toilets are last to get driers -Concern that some students may not want to use -<i>BOT approved the purchase and installation of the hand driers-</i> • Lighting of Pathways <ul style="list-style-type: none"> -Have budgeted \$4K for 2017 -Quote received for pathway lighting with swivel lights -Working on getting updated quote for bollard style lights -Lighting of driveway to be considered later • Electrical and Heating testing <ul style="list-style-type: none"> -Are having all heaters checked – done annually -Also doing tagging of all electrical appliances • Tree branch to be removed • MOE projects update given <ul style="list-style-type: none"> -still to receive final accounts for carpark project-funds to still be obtained, have contacted Ashby's -Rata ceiling project completed. • 5YA Funding letter received (in drop box). <ul style="list-style-type: none"> -Have \$521K to take us to 30/6/22 -Will need to work with Ashby's as to how this is going to be spent, expect some to go to Totara but not all -Fire security alarms and panels need to be upgraded and should form part of this (estimated to be \$25K) • Property managers - Have agreed to engage Ashby's to be property managers again and MS spoken to them about getting all paper work completed early so can proceed quickly with Totara upgrade <ul style="list-style-type: none"> -BOT approved release of letter to Ashby's – to be signed by CB. 	


6	Finance Committee	<ul style="list-style-type: none"> • Minutes of meeting 7 April referred to • 2016 accounts completed by Accounting for Schools Ltd and presented to Papakowhai at same time as Auditor – copy provided to Finance committee and Chair <ul style="list-style-type: none"> - does not include the adjustments for leave liability as SAAR (MOE) report not available at time accounts completed. -Library assets to be clarified in accounts • Auditor has visited – no issues at this stage <ul style="list-style-type: none"> -adjustments for leave liability may be deemed immaterial • February accounts were reviewed using Xero reports- some good aspects to these and some need to be adjusted to get all information needed for BOT • Donations received at \$60.5K as at end March – pleased with that – work will continue to gather remainder • Journals for month of February reviewed and signed off • OSCAR grant application to be completed • ASC numbers to be reviewed as getting to maximum numbers 	HT to provide actual numbers for ASC/BSC use
7	Policy Committee	<ul style="list-style-type: none"> • Date set for committee to review the curriculum policies and the child protection policy 	ALL- note date for Policy meeting 17 May 6pm
8	Consultation	<ul style="list-style-type: none"> • Minutes of the Hui held on 14 March were tabled • Action points will be woven into the Maori action plan 	
STRATEGIC DISCUSSION			
9	Roll Growth	<u>Aotea Schooling</u> <ul style="list-style-type: none"> • Have completed three community consultation meetings, as well as meetings with staff and students • Yet to receive notes taken at the meetings by the MOE appointed facilitator- BOT expressed frustration of this. • Discussed approach to take for submitting response to MOE . An extension was considered given lack of minutes but decided to continue to ensure momentum given to process. Need to emphasize in response that response is hindered by lack of notes from each meeting and lack of response from the MOE to the questions we submitted to MOE • Should the minutes and answers be received we will want to have opportunity to provide additional information 	

		<ul style="list-style-type: none"> • There is a need to point out to the MOE that there is a need for them to consult further with those whose children are not yet at school as the changes will have a direct impact upon them • BOT submission was thoroughly discussed and changes made when deemed appropriate. Again noted that difficulty in providing information due to lack of minutes and answers to questions • Noted that some will be awaiting answers to questions to MOE before submitting their responses. Not having these by due date could inhibit those wanting to put in submissions. <p><u>Totara Redevelopment</u></p> <ul style="list-style-type: none"> • Have had verbal agreement with MOE for go ahead of Totara upgrade • Discussed draft letter to Suze Strowger – agreed to send <p><u>Enrolment Zone</u></p> <ul style="list-style-type: none"> • Agreed that no change is sort for 2017 <i>Motion: The BOT agree that the present enrolment zone be retained without amended</i> <i>Moved GT carried</i> • MOE and Rangikura School in discussions regarding their proposed zone . Expect MOE to consult further on this 	<p>CB to complete the submission and send on Thursday 13 April.</p> <p>MS to put copy of submission on Papakowhai School website</p> <p>MS to ring Elsbeth Maxwell to again request answers to questions submitted and copy to BOT when received</p> <p>GT to send letter to Suze Strowger</p>
		OTHER BUSINESS	
	Pool	<ul style="list-style-type: none"> • Home and School keen to proceed but agreed that it should not be a Home and School only project • Project group being set up with NG,MR and GT as the BOT representatives • Agreed that will need to commit to getting drawings completed so as to enable the funding process to get underway- noted that BOT has the discretion to commit funds up to \$10K. • Will need to consider whether some of the 5YA funds could be committed to this project. 	MS to provide GT with email addresses of those on pool committee.
	EnviroSchools Grant	<ul style="list-style-type: none"> • An expression of interest for a grant with Hutt Mana Charitable Trust has been sent. 	
	Next Meetings	<ul style="list-style-type: none"> • Property 4 May 8am • Finance 5 May 8am 	

		<ul style="list-style-type: none"> • Health and safety 8 May 8am • BOT 10 May 7.30pm • Policy 17 May 6pm 	
Meeting closed at		9.45pm	

BOT dates and Subcommittees

Term	BOT Dates WEDNESDAYS 7.30 pm	Property Sub Committee THURSDAYS before meeting 8am	Finance Sub Committee FRIDAYS before meeting 8am	Policy Sub Committee AS REQUIRED	Health and Safety Monday before BOT 8am
2	10 May	4 May	5 May		8 May
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)				


10-05-17