

Papakowhai School Board of Trustees
Minutes of the Meeting 13 September 2017
at 7.00pm in the staffroom

BOT Present	Gary Tonkin (Chair)- GT Mark Smith (Principal)-MS Melanie Richardson-MR Craig Hill- CH Nathan Grennell- NG Heather Turner (Minute Secretary)
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Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		ADMINISTRATION	
2	Apologies	Craig Brown – CB John Schwalger - JS Kerry Weir-Smith – KWS Andrew Graham –AG	
3	Previous Minutes	The Minutes of the Meeting of 16 August 2017 were reviewed. Action points arising from those minutes: <ul style="list-style-type: none"> • Digital technology- on agenda • BOT newsletter issued • Home and School staff representative is now Anne Bunton • Letter to Suze Strowger completed- copy in dropbox. Discussed further later in meeting under roll growth • 2018 school dates communicated • Community consultation questions completed and survey underway • Policy committee met • Finance committee received and reviewed finance policies <i>Minutes confirmed</i> <i>Moved MR, seconded NG carried</i>	
4	Correspondence	<ul style="list-style-type: none"> • Received two letters from Nicky Kaye- congratulations for successful ERO report, and congratulations on becoming member of COL • Letter from Elsbeth Maxwell of MOE acknowledging the need to manage the enrolment zone 	
		MONITORING	
5	Principals report	MS presented his Principal's report- copy provided in drop box <u>Roll</u> <ul style="list-style-type: none"> • Roll currently 455 • Rata 7 class started with 6 students currently- 	

		<p>expecting to finish on 18</p> <ul style="list-style-type: none"> ● Students to come 12 new entrants 1 family of 2 returning 1 year 7 starting Monday ● Expect to finish at 470 ● Expecting additional staffing to be allocated as new entrants arrive <p><u>2018 Roll and Staffing</u></p> <ul style="list-style-type: none"> ● Expect to start year on 440 ● Class numbers for Totara and Kauri aiming to be capped at 29, Rimu at 24 and Rata 20 or less- maintaining manageable class sizes is a priority ● Will start with 4 Rata classes only – this leaves 3 prefabs for use by Totara classes during re-build ● Roll could rise to 495 by year end ● The 21 rooms will be full by year end ● Noted that the current year 7's (yr 8 2018) are the smallest group in school ● Expecting to start with 18 classes and finish with 21 ● Currently have 15 permanent FTTE classroom teachers, 1 on maternity leave and 3 fixed term classroom teachers. To fill staffing for 2018 we need another 3 FTTE permanent teachers, a fixed term starting in May and when Maternity Leave is completed that position will be for a new entrant class ● Positions for these have already been advertised ● Expecting no changes in 2018 for management positions ● In 2018 will also have Senco and Reading Recovery teacher return from leave, additional release teachers for classroom and COL release ● Teacher currently on extended sick leave is aiming to return in some capacity in term 4 ● Still working on getting a new Te Reo/Kapa haka teacher ● The timeframes for organising staffing and classes was discussed (see Principals report) <p><u>Out of Zone placements for 2018</u></p> <ul style="list-style-type: none"> ● There are 2 year 8 out of zone students leaving in 2017 ● Know of 3 siblings of current students who had been in zone and now out of zone <p><i>Motion: The BOT agreed to allow for up to 3 out of zone places for siblings of current students. Should there be more than 3 then the BOT will need to reconsider.</i></p>	<p>MS to advise BOT of number seeking out of zone due to</p>
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6	Property Committee	<ul style="list-style-type: none"> • Special Needs Room <ul style="list-style-type: none"> -Quote for alterations to the current PE shed only arrived this afternoon and have not yet been analysed. Higher than expected • Lighting of Pathway <ul style="list-style-type: none"> -Quote from B Pearson Electrical received for \$5.5K -Property Committee agreed to proceed and work is to occur during school holidays • Totara rebuild <ul style="list-style-type: none"> -Meeting with MS, Stephen Cross, MOE rep, Architects and Ashby's occurred -Still no figure for MOE contributions but that not holding project back at this stage -Has been slight holdups due to getting reports from consultants -Ashby's confident with a term 2 opening 	Property Committee to review quote and report back to BOT
7	Finance	<ul style="list-style-type: none"> • Minutes of meeting 8 September • Draft audit management report received and MS has replied requesting change particularly regarding BOT minute signing and other minor matters • July 2017 accounts <ul style="list-style-type: none"> -Hall hire has been a bonus this year with increased use by dance school -ASC doing well –BSC bringing in additional revenue -Stationery continues to be monitored 	

		<ul style="list-style-type: none"> -ESOL income slow to come (since received) --Special Needs continues to be monitored although have received additional income. -Staff development release expected to level out with increased staffing allowance -Donations now \$82K at end of August- doing Ok but still way to meet budget of \$99K. Further request statements issued last week -Depreciation is an unknown factor which need to get handle on -Current cash available predicted to be \$245K • Computer server is a potential cost for 2018 if not sooner. Current status of server being reviewed. • Readathon target was \$7K but has reached \$11K- great response • ASC room is a potential cost for future. Does have dependency on Aotea Schooling outcome but current rooms will need upgrade at some stage • Policies (Credit Card, Financial Management and Financial Management Guidelines) were reviewed by committee and suggested changes discussed. Committee agreed to make changes to reflect current procedures and systems. • Journals for July discussed at committee 	
8	Health and Safety	<ul style="list-style-type: none"> • Report included in drop box for perusal • Noted that a shorter reporting period than previously • No concerns raised 	
9	Home and School	<ul style="list-style-type: none"> • Meeting held • \$17K in bank account- \$5K of which is committed • Ladies night and BBQ yet to be held • Working towards library garden redevelopment working in conjunction with the Enviro Schools team and the garden Club. Actual work to be undertaken not yet settled. 	MS to meet with Home and School to move the project forward so that all contributors happy with action to take place
		STRATEGIC DISCUSSION	
10	Roll Growth	<ul style="list-style-type: none"> • GT wrote to MOE and the position has been clarified in a letter from Suze Strowger confirmed that the MOE are still in the engagement phase • Still no clarification regarding the timing of process • BOT aware that Papakowhai are required to give 6 month's notice for any change to the enrolment zone. That will mean starting work 	

		on the zone from term 1 2018	
11	Digital technology in Totara in 2018	<ul style="list-style-type: none"> • MS referred to the business case on Digitising Totara in the drop box • Need to be aware of draft digital Technology curriculum which currently in draft form for consultation – with implementation due 2019 • Noted that while number of children appear confident with devices that is still a need for support for learning and creating and solving problems • Ideal is 1:1 access- currently in Totara 3 have 1:1 but in Totara 1 and 2 only 1:2 • Will be 120 children in syndicate in 2018 so will need to have another 60 devices to allow 1:1 • Considered making BYOD open for all year 6 irrespective of block based in • Noted that those in BYOD classes all have own device and would anticipate same for 2018 if BYOD opened to year 6 • Not comfortable with making BYOD for any younger classes at this stage • Based on this see a need to purchase additional 45 Chromebooks for Totara to ensure 1:1 • Staffing of Totara with a view to digital learning needs is being considered by management • Community survey includes questions to support this direction • BOT discussed business case in full and agreed that making Years 6 a BYOD group is practical and links with goals of being future focused. Also discussed storage, insurance and potential issues for overuse of devices and screen time • Overall the BOT agreed to support the business case – subject to the community survey also supporting, 	MS to report back to BOT as to whether survey supports Totara DT strategy
		OTHER BUSINESS	
12	Policy	<ul style="list-style-type: none"> • Policy Committee reviewed polices relating to Emergency Management and Cyber Safety • Finance Committee reviewed Finance policies • Changes made to support current thinking and practice, ensuring in line with principles and clarification of wording • Changes not substantive <p><i>Motion: The BOT agrees to accept the changes to the Emergency Management, Cyber Safety and Financial policies as recommended to it by the Policy Committee and Finance Committee</i> <i>Moved GT, seconded CH - carried</i></p>	
18	Next Meetings	<ul style="list-style-type: none"> • BOT 1 November at 7pm 	

		<ul style="list-style-type: none"> • Policy TBA • Property Thursday 26 October 8am • Finance Friday 27 October 8am 	
	Principals Leave	<ul style="list-style-type: none"> • MS away from 23 September, back 24 October • While on leave Caine Webster, Deputy Principal, is on release • If required can also get reliever for Assistance Principal 	
Meeting closed at		8.30pm	

BOT dates and Subcommittees

Term	BOT Dates	Property Sub Committee	Finance Sub Committee	Policy Sub Committee	Health and Safety
	WEDNESDAYS 7.30 pm	THURSDAYS before meeting 8am	FRIDAYS before meeting 8am	AS REQUIRED	Monday before BOT 8am
3	1 November	26 October	27 October		
4	29 November (part 1)	23 November	22 November		27 November
4	6 December (part2)				


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