

**Papakowhai School Board of Trustees**  
**Minutes of the Meeting 13 February 2019 at 7.00pm in the staffroom**

<b>BOT Present</b>	<p>Gary Tonkin (Chair)- GT  Mark Smith (Principal) - MS  Caine Webster (Deputy Principal)-CW  Craig Brown – CB  Craig Hill- CH  Nathan Grennell- NG  Andrew Graham- AG  Kerry Weir-Smith - KWS  Melanie Richardson-MR  Heather Turner (Minute Secretary)</p>
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Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		<b>ADMINISTRATION</b>	
2	Apologies Absent	John Schwalger -JS	
3	Confirm Cahir	<p>Craig Brown took responsibility as Chair for the confirmation of Chair of BOT. Nominations for Chair for 2019 were called.  Gary Tonkin advised of his willingness to continue.  No further nominations were received.  <i>Motion: That Gary Tonkin be confirmed as Chair for 2019 (up until new BOT takes over)</i>  <i>moved: CH, seconded MR Carried</i></p> <p>GT continued as Chair for remainder of meeting</p> <p>GT thanked for his chairmanship.</p>	
4	Previous Minutes	<p>The Minutes of the Meeting of 11 December 2018 were reviewed.</p> <p>Change wording on point 4 in the action point from Teachers Council to Teaching Council and change the word from child-centric to child-centred.</p> <p>Matter arising:</p> <ul style="list-style-type: none"> <li>- Changes to wordings in draft business plan undertaken as required</li> <li>- This week's newsletter included details of donations available from ANZ, ASB and local real</li> </ul>	

		<p>estate agents. Follow up still to be undertaken as to whether any donations from real estate transactions due.</p> <p><i>Minutes confirmed</i> <i>Moved AG, seconded CB carried</i></p>	
		<b>STRATEGIC DISCUSSION</b>	
5	2018 Variance Report	<ul style="list-style-type: none"> <li>• 2018 Statement of Variance was presented to BOT in December 2018</li> <li>• All editing changes have been considered and changes made where appropriate – no changes of substance</li> <li>• Needs to be filed with MOE by 1 March 2019</li> <li>• All agreed that report can be approved</li> </ul> <p><i>Motion: That the 2018 Statement of Variance report be approved</i> <i>Moved GT carried</i></p>	
6	2019 Plan and Budget	<ul style="list-style-type: none"> <li>• 2019 draft plan and budget were presented to BOT in December</li> </ul> <p><u>Budget</u></p> <ul style="list-style-type: none"> <li>• No areas of concern raised</li> <li>• Only item slightly more at risk is hall hire as Sally White found own premises. However, have picked up two new clients since and have advertised. Also consider that likely increase in operations grant (due to roll numbers) will reduce risk of deficit</li> </ul> <p><i>Motion: That the 2019 Budget be approved</i> <i>Moved CB seconded NG carried</i></p> <p><u>Business Plan</u></p> <ul style="list-style-type: none"> <li>• Few suggestions raised and plan amended accordingly re: <ul style="list-style-type: none"> <li>-linking wellbeing with student success</li> <li>-creating a more specific action for Maori families</li> <li>-increasing the links with stakeholders for building stronger communities</li> <li>-specifying an action to review and refine the KIVA programme</li> <li>-Changing from using term special needs to additional learning needs.</li> </ul> </li> </ul>	<p><b>MS to share student survey KIVA questionnaire results with BOT</b></p>

		<p><i>Motion: That the 2019 Business Plan be approved</i></p> <p><i>Moved CB seconded MR carried</i></p>	
7	2019 BOT Elections	<ul style="list-style-type: none"> <li>• Process for elections discussed</li> <li>• Noted that new BOT will take over mid-June after early June elections</li> <li>• Noted timetable very tight – able to amend dates if consider required</li> <li>• Diana Parker in school office has indicated willingness to be returning officer</li> <li>• There will be some continuity with BOT with couple willing to re-stand</li> <li>• BOT to start looking for others suitable to undertake role</li> <li>• Need to have celebration of outgoing BOT</li> </ul>	
		<b>MONITORING</b>	
8	Principal's report	<ul style="list-style-type: none"> <li>• Started year with 477</li> <li>• Good start to year with all staff and pupils ready to go</li> <li>• Only 4 late enrolments</li> <li>• Class numbers fairly full with limited leeway</li> <li>• Out of zone placement s- two to come- all those who fall in grand parented clause deemed to be in zone</li> <li>• End of year prediction is 528</li> <li>• New entrant classes will start in term two and June with possibility of another small one later in year if required</li> </ul> <p><u>Compliance</u></p> <ul style="list-style-type: none"> <li>• Maori Consultation evening date being sorted – aiming for asap</li> </ul> <p><u>Staffing</u></p> <ul style="list-style-type: none"> <li>• Currently fully staffed</li> <li>• Have good group of relievers available</li> <li>• Barbara Foster who will return to be a new entrant teacher in term 2 will job share with another (yet to be confirmed)</li> <li>• Kate Coughlan currently on maternity leave likely to return as the new entrant class teacher in during term 2</li> <li>• All practicing certificates are current</li> <li>• One teacher on provisional registration which will be completed at end of term one</li> <li>• Another working of returning to full</li> </ul>	

		<p>registration after period of not working</p> <ul style="list-style-type: none"> <li>All police vetting is up to date for support staff and after school care</li> <li>Also camp volunteers police vetting form are in process of being collected</li> </ul>	
9	Health and Safety Report	<ul style="list-style-type: none"> <li>Potential need for sound system for Kauri identified with some hearing needs children moving syndicates</li> <li>Only minor trips and falls incidents reported</li> <li>Evacuation drills undertaken this week – few bottle necks identified but chance to review processes</li> </ul>	<b>MS/AG to identify if need exists for 2019</b>
10	Policy Review	<ul style="list-style-type: none"> <li>Need to thoroughly review policies before BOT elections</li> <li>Have reviewed School Docs app but noted as very generic and preference is that have policies that meet our practices</li> <li>A few policies need tidy up but should not be an onerous process</li> <li>Could identify policies which parents could take part in review process (e.g. cyber safety)</li> </ul>	<b>MS to determine dates for Policy Review meetings and policies to be reviewed</b>
		<b>OTHER BUSINESS</b>	
11	School camp	<ul style="list-style-type: none"> <li>Noted that school camp planned for 11 March is within the Nelson fire zone and need for duty of care to ensure that children, parent helpers and staff are safe</li> <li>Final decision will be made by Friday 22 February after discussions with camp management and Tasman Civil Defence</li> </ul>	<b>MS to update BOT in any information that comes to hand</b>
12	Upcoming meetings	<ul style="list-style-type: none"> <li>Draft meeting dates presented</li> <li>Need for few adjustments given two BOT members potentially on camp- will depend on outcome of camp go-ahead decision</li> <li>Aim is to have 2018 annual accounts with auditor on 8 March but subject to Finance Committee having chance to review- Noted that HT absent for at least week from 25 February on domestic sick leave</li> <li>Health consultation planned for 13 March – may need date change depending on whether BOT dates changed for camp</li> </ul>	
	Home and School	<ul style="list-style-type: none"> <li>First meeting of 2019 held</li> </ul>	

	committee	<ul style="list-style-type: none"> <li>• Raised idea of again holding meeting on topics of interest in between parent teacher interview times or “welcome to the block” evenings</li> </ul>	
	Teacher Stop Work meeting	<ul style="list-style-type: none"> <li>• Stop work meetings planned in week commencing 20 March</li> <li>• Logistics advertised when more information available</li> </ul>	
Meeting closed at		8.30pm	

### BOT dates and Subcommittees

Term	BOT Dates	Property Sub Committee	Finance Sub Committee	Policy Sub Committee	Health and Safety
	<b>WEDNESDAYS 7.00 pm</b>	<b>MONDAYS before BOT meeting</b>	<b>THURSDAYS before BOT meeting</b>	<b>AS REQUIRED</b>	<b>AS REQUIRED</b>
1	13 March (week 7)	11 March	7 March (or another date depending on when information becomes available)		
1	10 April (week 11)	8 April	4 April	3 April	
2	15 May (week 3)	13 May	9 May	8 May	

### New BOT takes over June 14th

2	19 June (week 8)  <b>Maybe a joint meeting old and new BOT?</b>	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

  
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