

**Papakowhai School Board of Trustees**  
**Minutes of the Meeting 14 May 2019 at 7.00pm in the staffroom**

<b>BOT Present</b>	Gary Tonkin (Chair)- GT Mark Smith (Principal) – MS Caine Webster-CW Craig Brown – CB Craig Hill- CH Nathan Grennell-NG Kerry Weir-Smith - KWS John Schwalger-JS (arrived 7.30) Andrew Graham - AG Heather Turner (Minute Secretary)
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Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		<b>ADMINISTRATION</b>	
2	Apologies	Melanie Richardson-MR	
3	Previous Minutes	<p>The Minutes of the Meeting of 10 April 2019 were reviewed.</p> <p>Amendment to minutes:</p> <ul style="list-style-type: none"> <li>• Remove the words “Pool Committee” as not formalised.</li> </ul> <p>Matter arising:</p> <ul style="list-style-type: none"> <li>• Pool plans – Rose Crawford has approached an architect to get to stage where project could be costed</li> <li>• KIVA- have provided information on the programme through the Hui and newsletter. Having issues currently with website so need to wait till resolved.</li> <li>• Hui minutes provided</li> <li>• Seesaw information to be included in week 3 newsletter</li> <li>• Hall kitchen – have 2 meetings lined up for advice</li> <li>• Policy meeting held</li> <li>• Zoning – MS has had conversation with Jim Greening of MOE. Awaiting official reply in writing</li> <li>• BOT elections are progressing</li> </ul> <p><i>Minutes confirmed</i>  <i>Moved CH seconded CB carried</i></p>	<p><b>MS to follow up with Jim Greening to get official approval for grandparenting clause</b></p>

		The Minutes of the "In Committee" Meeting of 10 April 2019 were reviewed <i>Minutes confirmed</i> <i>Moved CB seconded CH carried</i>	
		<b>MONITORING</b>	
4	Principal's report	<p><u>Roll</u></p> <ul style="list-style-type: none"> <li>• Rata 1 has started with 5 children currently</li> <li>• 491 children currently</li> <li>• Expect more staffing after another 9 students</li> <li>• Term 3 expect another 18 and 15 in term 4</li> <li>• Roll expected to end at 528</li> </ul> <p><u>Staffing</u></p> <ul style="list-style-type: none"> <li>• Richard Johnson resigned and has finished</li> <li>• Nicky Dott has resigned and has finished</li> <li>• Rebecca Cook is re-starting for 3 days per week</li> <li>• Caroline Lemmon increasing to 3 days per week</li> <li>• Kate Coughlan starting doing 2 days per week from week 4 and then return to full time when next new entrant class starts</li> <li>• Two teacher aides have commenced on fixed term contracts till year end</li> </ul> <p><u>Compliance</u></p> <ul style="list-style-type: none"> <li>• No issues</li> </ul> <p><u>Attendance</u></p> <ul style="list-style-type: none"> <li>• Term1 very good attendance at 94%</li> <li>• No particular groups of concern</li> </ul> <p><u>Reporting against Goals 3 and 4</u></p> <ul style="list-style-type: none"> <li>• Referred to report in dropbox – discussed</li> </ul> <p>Goal 3 Community Partnership</p> <ul style="list-style-type: none"> <li>• Have worked on improving communication <ul style="list-style-type: none"> <li>- New entrant meetings</li> <li>-Seesaw use</li> <li>-94% of families attended Parent teacher interviews</li> <li>-Parent involvement be very good with support in literacy projects, camp involvement and reading assistance</li> </ul> </li> </ul>	<p><b>MS /CW to advised parents on how can download info from Seesaw (especially when leave Papakowhai)</b></p>

		<ul style="list-style-type: none"> <li>• Targets – limited data gathered apart from Health Consultation which identified overall satisfaction</li> </ul> <p>Goal 4 Respect</p> <ul style="list-style-type: none"> <li>• Regular meetings with Whanau Leaders, Enviro leaders, school leaders</li> <li>• KIVA programme supports goal</li> <li>• Focus this year on Pacifica learners – including Samoan Language week and other events</li> <li>• New Poly Club started</li> <li>• Kapahaka leaders doing well and are great role models</li> <li>• Matariki planning underway</li> </ul> <p><u>Strike</u></p> <ul style="list-style-type: none"> <li>• 29 May strike for teachers</li> <li>• Will be staff at school in case children arrive so can contact for parents for pickup if needed</li> </ul> <p><u>PAT Achievement Report</u></p> <ul style="list-style-type: none"> <li>• MS presented the PAT analysis for Maths, Reading Comprehension, Reading STAR test, and Reading Vocabulary testing</li> <li>• Some results reflect the diversity of those new to the school</li> <li>• Results indicate online testing for year 3's and 4's is a challenge for children</li> <li>• Overall they are good results with very few in lower areas</li> </ul> <p><u>Principals Appraisal</u></p> <ul style="list-style-type: none"> <li>• 2018 appraisal in dropbox for review</li> <li>• 2019 Appraisal discussed <ul style="list-style-type: none"> <li>-is a BOT decision</li> <li>-Mark Sweeney is available and adds value, has sufficient knowledge of school yet has separation</li> </ul> </li> </ul> <p><i>Motion: That the BOT continue with Mark Sweeney for the Principal's Appraisal for 2019</i></p> <p><i>Moved GT Carried</i></p>	
5	Property Meeting	<p>Referred to Minutes of Property Meeting 13 May 2019</p> <p><b>Sandpit</b></p> <p>-Construction completed – just awaiting the cover from Canvasland</p>	

		<p><b>Rata Playground Upgrade</b></p> <ul style="list-style-type: none"> <li>- Have obtained more quotes</li> <li>-Will consult with students and parents and go with most favoured</li> </ul> <p><b>Rainbow Track</b></p> <ul style="list-style-type: none"> <li>- majority of work complete</li> <li>-Have 200 trees to add to landscaping</li> </ul> <p><b>Embankment /Maypole Area</b></p> <ul style="list-style-type: none"> <li>- completed by flattening area</li> <li>- Seek BOT approval to add 2 hexagonal tables to create seating for class.</li> </ul> <p><i>Motion: That the BOT approve the purchase of the tables for approx. \$1300</i></p> <p><i>Moved CB, Seconded CH carried</i></p> <p><b>Bike Track</b></p> <ul style="list-style-type: none"> <li>- Concrete track will be constructed in next holidays – too busy during term</li> </ul> <p><b>PE Shed – Alterations to Coal Shed</b></p> <ul style="list-style-type: none"> <li>-Construction to start this week</li> </ul> <p><b>Container for Storage</b></p> <ul style="list-style-type: none"> <li>- Delivered and being used</li> </ul> <p><b>Kitchen/Toilets in Hall</b></p> <ul style="list-style-type: none"> <li>- Have been in touch with two firms to get estimation/quotes for kitchen</li> </ul> <p><b>Senior Playground</b></p> <ul style="list-style-type: none"> <li>-Will be dependent on costs of kitchen</li> </ul>	
6	Finance	<ul style="list-style-type: none"> <li>• Referred to minutes of Finance Committee 9 May 2019</li> <li>• March 2019 accounts were presented. Noted points are: <ul style="list-style-type: none"> <li>- Donations going well</li> <li>-Readathon to be held in June</li> <li>-Computer maintenance up bit due to required software</li> <li>-ASC doing well</li> <li>-Asset purchases within budget – potentially some savings for Block furniture and fittings</li> <li>-Cash position currently at \$76K uncommitted</li> </ul> </li> <li>• Will be undertaking review of future maintenance provision once new BOT in place – await new painting quote</li> <li>• Await final confirmation from auditor for 2018 accounts</li> </ul>	
7	Health and Safety Report	<ul style="list-style-type: none"> <li>• Flu injections for staff undertaken</li> <li>• Blinds to reduce sun strike in Kauri 1</li> </ul>	

		<p>installed and more to come for Matai 3</p> <ul style="list-style-type: none"> <li>No accidents of issue</li> <li>Rubber protectors in doors seem to work well – good to extend to internal doors at later date</li> </ul>	
8	Policy Review	<ul style="list-style-type: none"> <li>NAG 5 Policies reviewed and changes noted</li> <li>Emergency Evacuation procedures have been reviewed and few changes made to update drills. Practices being undertaken next week</li> <li>Health and Safety Policy reviewed</li> <li>New Policy – the Child Protection Policy is being introduced and will form part of staff induction programme</li> <li>The Allergy Policy has had minor changes to reflect the student and family's needs</li> </ul> <p><i>Motion: That the Child Protection Policy be adopted and that the amendments noted for all other NAG 5 Policies be agreed to</i></p> <p><i>Moved GT carried</i></p>	
9	Home and School	<ul style="list-style-type: none"> <li>No report</li> <li>School disco in planning</li> </ul>	
		<b>OTHER BUSINESS</b>	
10	COL Leader Application	<ul style="list-style-type: none"> <li>MS shared his thinking about applying for the COL Leader position given that current leader stepping down.</li> <li>MS requesting BOT permission to apply for the 18-month term starting in term 3 2019</li> <li>Two days per week would need to be devoted to COL and during this time CW would act as Principal</li> <li>BOT agreed that it would be good opportunity for MS, CW and Papakowhai School</li> <li>BOT gave endorsement for MS to apply</li> </ul>	
11	BOT Election	<ul style="list-style-type: none"> <li>This meeting is the last meeting of current BOT</li> <li>MS acknowledged that hard work and positive influence this BOT has had for Papakowhai School</li> <li>Agreed to have get-together to celebrate term</li> </ul>	
11	Next Meetings	<ul style="list-style-type: none"> <li>Will depend upon the BOT elections</li> <li>Current planned date Tuesday 18 June with a handover meeting from old BOT</li> </ul>	

		to new on 11 June. • 11 June meeting would be opportune to identify committee members	
Meeting closed at		9.00pm	



20/6/19