

**Papakowhai School Board of Trustees
Minutes of the Meeting 16 August 2017
at 7.00pm in the staffroom**

BOT Present	Gary Tonkin (Chair)- GT Craig Brown - CB Mark Smith (Principal)-MS Melanie Richardson-MR Craig Hill- CH John Schwalger - JS Kerry Weir-Smith – KWS Andrew Graham –AG Heather Turner (Minute Secretary)
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Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		ADMINISTRATION	
2	Apologies	Nathan Grennell- NG	
3	Previous Minutes	The Minutes of the Meeting of 14 June 2017 were reviewed. Action points arising from those minutes: <ul style="list-style-type: none"> • Child Protection Policy will be put on website when new website online- currently in midst of change • COL term of agreement was clarified by email <i>Minutes confirmed</i> <i>Moved MR, seconded AG 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"> • Roll currently 446 • Had a number of students, new entrant and other levels, start in term 3 • Rata 7 class will start in September. • Expect to finish on 470. 24 more new entrants to come • Expect Rata 5 to finish on 17 children and Rata 7 on 22. Continuing to determine how best to manage. Full time teacher aide will be employed to assist if needed- but do have option of starting another class in Rata (by copier) if required and can find suitable teacher. • All areas of school are well utilised. Astroturf being used and more use of playgrounds <u>Staffing</u> <ul style="list-style-type: none"> • Sarah Rich will start on 4 Sept in Rata 7 – experienced teacher 	

		<ul style="list-style-type: none"> • Kylie August to go on maternity leave soon – have Debby Crawford-Jones lined up to take class for rest of year • Hetty Boonen had taken 2 terms LWOP but has returned 1 day per week to assist with special needs as Jill Clibborn on extended sick leave • Jill Clibborn hopes to return 1 day per week in term 4 • Rachel Mathie is a part time reading recovery teacher to replace Hetty while on leave • Gerie Harvey also part time teacher replacing Hetty in Rata 3 • Caroline Lemmon to start part time to teach ESOL in Jill's absence • Still looking at getting a Te Reo Maori teacher – Kapa Haka is continuing but looking at other options <p><u>Reporting on Goals-</u> Achievement focus</p> <ul style="list-style-type: none"> • Referred to Principals report in drop box 	
5	Student Achievement	<ul style="list-style-type: none"> • The 2017 mid-year results were shared and discussed. • Reading: <ul style="list-style-type: none"> - Overall 84% are already meeting national standards -very good achievement in year 6-8 group -well on track to meet end of year targets -discussed variations between the various groups • Writing: <ul style="list-style-type: none"> - Overall well placed compared to previous years -Discussed areas requiring attention as well as areas doing well. -Is noted that with the increased number of children with English as second language that there is a growing need for ESOL assistance • Maths <ul style="list-style-type: none"> -Overall strong achievement especially in years 6-8 -Well on track to meet the targets for 2017 -Areas of strength and weakness discussed • Overall pleased with results and good to have all the information presented • Next results will be consolidated after testing in term 4. Statistics will be reviewed at end of November. • Priority groups will continue to be monitored throughout rest of year. 	<p>GT- to add to next agenda Digital Technology in Totara in 2018</p> <p>CB to draft BOT newsletter to include results</p>
6	Property Committee	<ul style="list-style-type: none"> • Lighting of pathway project is continuing. Had lighting engineer come to review. Await quote 	


		<ul style="list-style-type: none"> • Gas boiler audit undertaken by MOE- only point made was to remove objects/gear stored in room • Traffic management continues to take time. Have recently had road rage incidents and upset dairy owner. Continuing to give reminders regarding road safety <ul style="list-style-type: none"> - Keen to see if can extend P2 sign. Agreed to seek community feedback on this • MOE projects <ul style="list-style-type: none"> -awaiting final payment for Carpark project. • Totara Block upgrade project proceeding per plan to date. Expect work to take place during term 1 2018. Risk remains getting suitable builders on site for time required. <ul style="list-style-type: none"> -Financing of project still to be determined as to how much MOE funding as roll growth class and how much 5YA funding. 	
7	Special Needs Room	<ul style="list-style-type: none"> • MS presented a proposal for a project to convert the current PE shed into a special needs/teacher workspace room • Background: the current room used by special needs is needed from 4 Sept for a new entrant class. In 2018 there will be no spare rooms available. ASC room not suitable. • Would be a BOT funded project and indications to date would be a cost of \$50K for the conversion and new shed to store PE and other gear • Discussion on current need v changes with Aotea Schooling, lack of space within the school, impact on the pool project, whether funds could be better utilised elsewhere • BOT agreed to proceed with the project in terms of gathering quotes and agreed in principle to allocate \$50K to the project. BOT to review quotes prior to approval to proceed. 	
8	Finance	<ul style="list-style-type: none"> • Minutes of meeting 4 August presented • June 2017 accounts going well <ul style="list-style-type: none"> -Had increase in Ops grant -Special Needs continues to be a sensitive area with income up but costs also rising-continues to be carefully monitored -Hall hire up -Donations on track but still long way to reach budget of \$99K. Need \$5K per month from July to meet budget -Local fundraising readathon being undertaken during August -Continuing to review staffing – banked staffing 	

		<p>doing OK</p> <p>-Overall predicting a \$3K loss</p> <ul style="list-style-type: none"> No major concerns 	
9	Health and Safety	<ul style="list-style-type: none"> Netball hoop covers have been purchased and are used Statistics on injuries reviewed – less pole injuries, continuing to emphasis no running under veranda Noted that more being injured playing sport but noted that there is more sport being played Small issues are being fixed as soon as identified Work being undertaken to stabilise banks 	
10	Home and School	<ul style="list-style-type: none"> \$16K in bank account Looking at plans to beautify area outside library Number of fundraisers underway Looking at how to encourage more to attend end of year BBQ Hoodies being considered but need to be cost effective and link with sports uniforms Need for new teacher representative 	MS to ask staff for Home and School rep
		STRATEGIC DISCUSSION	
11	Aotea Schooling Provision	<ul style="list-style-type: none"> The MOE Summary of Feedback and Next steps on the Aotea Schooling was discussed Now have four options provided- BOT concerned that this differs from the process that was communicated when initial phase was undertaken Major concern expressed over survey design and validity of data that will result Disappointed that no discussion has taken place on the option of Papakowhai having a satellite school and lack of details on how that would work Geographical locations very vague – need more information Lack of direction as to the MOE position Lack of response regarding original feedback Outcome of discussion was for BOT to write to Suze Strowger with the concerns and request that the survey be withdrawn and that the original process be adhered to 	CB to draft response to Suze Strowger and email to BOT for consideration
12	School term dates	<ul style="list-style-type: none"> Options for 2018 school dates provided and discussed BOT agreed to have Papakowhai School start on Thursday 1 February and finishing 18 December. Teacher only day will be at Queen's Birthday weekend 	MS to communicate 2018 dates

13	Annual Survey	<ul style="list-style-type: none"> • Discussed what would like included in optional questions for the 2017 survey. • BYOD question needs changing to reflect changes in Totara • Enviroschools visibility • Kiva question no longer required • Health and safety – ask for list of issues • Traffic Safety – add more about P2 • Uniform – keep question • Fundraising priorities – get feedback from Home and School • Swimming pool – keep question but review wording 	MS to review previous BOT minutes to identify other potential questions
14	COL	<ul style="list-style-type: none"> • GT on selection panel for COL leader. Interviews next week 	
15	Pool	<ul style="list-style-type: none"> • GT had discussions with Rose Crawford • One unrealistic quote obtained • Looking at other options including what undertaken at Rewarewa and Berhampore Schools • Looking at having discussions with various swim schools to gauge their interest • Need to keep momentum up 	
		OTHER BUSINESS	
16	Policy	<ul style="list-style-type: none"> • Meeting of 26 July was missed • New date to be determined • Finance Committee to review the Credit Card Policy and Financial Management Guidelines 	MS/HT to set new date HT to provide to finance policies to Finance Committee
17	Principal's Leave	<ul style="list-style-type: none"> • MS will be on leave for the week before and week after the October holidays • This had been approved by GT and CB earlier in the year • Caine Webster, DP, will be available. • MS has applied for the Sabbatical Leave during 2018 but will not hear until later September 	
18	Next Meetings	<ul style="list-style-type: none"> • BOT 13 September at 7pm • Policy Wed TBA • Property Thursday 7 September 8am • Finance Friday 8 September 8am • Health and safety Monday 11 September 8am 	
Meeting closed at		9.50pm	

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
3	13 September	7 September	8 September		11 September
3	25 October NB changed as Mark on leave 1 November	19 October 26 October	20 October 27 October		24 October (Tuesday)
4	29 November (part 1)	23 November	22 November		27 November
4	6 December (part2)				


13.09.17