

Papakowhai School Board of Trustees
Minutes of the Meeting 19 March 2019 at 7.30pm in the staffroom

BOT Present	Gary Tonkin (Chair)- GT Mark Smith (Principal) - MS Caine Webster (Deputy Principal)-CW Craig Brown – CB Craig Hill- CH Kerry Weir-Smith - KWS Melanie Richardson-MR Heather Turner (Minute Secretary)
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Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		ADMINISTRATION	
2	Apologies	John Schwalger –JS Nathan Grennell-NG Andrew Graham - AG	
3	Previous Minutes	<p>The Minutes of the Meeting of 13 February 2019 were reviewed.</p> <p>Spelling error noted – point 3 – should be CHAIR</p> <p>Matter arising:</p> <ul style="list-style-type: none"> • KIVA data difficult to share due to formatting. CW asking for more user friendly version. Health Consultation will include a questionnaire about KIVA • Speaker system need does not appear urgent and was not raised in 2019 budget discussions. To raise again in 2020 budget discussions. • Policy meetings have commenced. • BOT were informed of camp matters <p><i>Minutes confirmed</i> <i>Moved CB, seconded KWS carried</i></p>	
		STRATEGIC DISCUSSION	
4	Pool	<ul style="list-style-type: none"> • Welcome to Rose Crawford • Three main options being considered <ol style="list-style-type: none"> 1. A telescopic Pool enclosure – cost \$200K but does not include any work on changing rooms 2. A roof mounted extension – cost \$250K for roof and wall to mount. Cost of changing rooms expected to be additional \$230K plus \$50K for necessary footing 3. Build a box over pool – Cost \$390K 	

		<p>plus costs for changing rooms</p> <ul style="list-style-type: none"> • To date costs of \$11K have been borne by Home and School • Question raised as to whether to continue to investigate other options or proceed with current 3 • Original rationale was for it to be a community asset able to be used by key holders and also rented to swim school. • MS has spoken with Plimmerton School who indicated it was uneconomic/not sustainable for community use– income from sale of keys did not offset cost. Is complex to manage- heavily relies on volunteers. • Swim School use would be limited. • Question as to whether would be sufficient return on investment • Noted that Operations grant does not cover pool costs. • Discussed options further and agreed option 3 too expensive • Noted that changing rooms are a priority and whether could do a 2 phased approach – upgrade facilities and then cover. Funding would be needed to cover costs. • State of pool ok – have had confirmation that it was in good repair. • Next steps <ul style="list-style-type: none"> – Rose Crawford to approach Carrus to see whether willing to help cover costs - Rose to provide plans to MS so can go to Ashby's to get indicative costings on changing rooms <ul style="list-style-type: none"> • Rose was thanked for her work on project 	<p>MS to send pool plans to Darren O'Leary for indicative costings</p>
5	Tomorrow's School Review	<ul style="list-style-type: none"> • Document made available to BOT for review • Noted that submissions required by 7 April and question is whether BOT want to put in a submission • Acknowledge there is some good points raised but number of concerns were discussed including removal of property decisions, appointment processes, involvement of Education 	

		<p>Council, Correspondence School, Principal rotation.</p> <ul style="list-style-type: none"> • Question asked as to why change total system when some parts highly successful and not all schools have issues • BOT agreed that a submission should be submitted • Meeting to formulate submission to be held on 27 March 	
		MONITORING	
6	Principal's report	<ul style="list-style-type: none"> • Few pupils in and out so currently same as start of year at 477 • New entrants slow this term – have new class starting in term 2 • Project is to get to 522 <p><u>Compliance</u></p> <ul style="list-style-type: none"> • Maori Consultation Hui on 2 April 2019 • March roll return was at 426. Report tabled. Currently we rate as level 6 in terms of Maori funding but need to review criteria as have employed Te Reo teacher etc. <p><u>Reporting against Goals</u></p> <ul style="list-style-type: none"> • New format designed so can see progress throughout year 	
7	Property Meeting	<ul style="list-style-type: none"> • Meeting held immediately prior to BOT meeting (19 March) <p><u>Budgeted items</u></p> <ul style="list-style-type: none"> • Number of options considered but preferred options are <p>Playgrounds:</p> <ul style="list-style-type: none"> - a new area for junior school – taking out old metal bars and replacing with new playground - a new connecting playground on bottom field -A new play area/sandpit for top level -Indicative pricings obtained from one supplier but need to explore further <p>PE Shed and Storage:</p> <ul style="list-style-type: none"> - Quote received to convert old coal shed into PE shed -designed to not change cladding (potential asbestos risk). Costed at \$8K -\$3500 for a shipping container for behind Rata for furniture storage -The combined cost of \$11500 is just over budget -BOT approved PE shed and container 	<p>MS to request second quote and to start consultation process</p> <p>HT to start to look for grants to help fund</p>

		project and cost	
8	Finance	<ul style="list-style-type: none"> • Referred to minutes of Finance Meeting 7 March • Met to review 2018 draft financial accounts and approved them to go to audit • Currently in strong financial position • Need to undertake work on future maintenance provision to determine whether the provision is sufficient for the exterior painting or whether it could be directed into replacing wooden joinery which would have impact upon painting costs. Will look for quotes during year 	
9	Health and Safety Report	<ul style="list-style-type: none"> • No report provided but there have been no significant injuries at school or at camp 	
10	Policy Review	<ul style="list-style-type: none"> • Policy Committee met and reviewed NAGs 1 and 2. • All suggested changes have been made and have been included within dropbox • Gifted and Talented has been updated but will also be reviewed by coordinator • Major change was in relation to homework expectations, special needs now to be referred to as additional needs and how reporting to parents will be undertaken post National Standards. <p><i>Motion: That the NAG 1 and 2 policies as modified on 14 March 2019 be approved</i> <i>Moved GT carried</i></p>	Finance Committee to review NAG 4 finance policies
11	Home and School (Rose Crawford)	<ul style="list-style-type: none"> • AGM has been held and positions being held by same people • Hoodie orders successful with 200 sold in 2018 as well as 30 hats • Triathlon very successful. Thanked staff and whanau leaders • Events for 2019 include Ladies clothing swap (term 1), disco (term 2) calendar art (term 2/3), Quiz, BBQ and shopping night (terms 3-4) • Using new payment system for events and sales • Will also be selling veggie bags – connects with being an Enviro School 	

		<ul style="list-style-type: none"> • Are aiming to committing \$20K to pool project 	
		OTHER BUSINESS	
12	School camp	<ul style="list-style-type: none"> • Weather has been ok – better than forecasted • Enjoying activities • All going well • Capacity for 2021 needs to be considered 	
13	Next Meetings	<ul style="list-style-type: none"> • BOT Wednesday 10 April 7pm • Finance meeting 4 April - need to review NAG 4 finance policies • Property Meeting Monday 8 April – need to review NAG 4 property policies • Policy committee – Wednesday 27 March 6pm for NAG 3 	
Meeting closed at		9.40pm	

BOT dates and Subcommittees

Term	BOT Dates	Property Sub Committee	Finance Sub Committee	Policy Sub Committee	Health and Safety
	WEDNESDAYS 7.00 pm	MONDAYS before BOT meeting	THURSDAYS before BOT meeting	AS REQUIRED	AS REQUIRED
1	10 April (week 11)	8 April	4 April		
2	15 May (week 3)	13 May	9 May		
New BOT takes over June 14th					
2	19 June (week 8) Maybe a joint meeting old and new BOT?	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



10.04.19