

Papakowhai School Board of Trustees
Minutes of the Meeting 1 November 2017
at 7.00pm in the staffroom

BOT Present	Gary Tonkin (Chair)- GT Mark Smith (Principal)-MS Craig Brown – CB John Schwalger - JS Kerry Weir-Smith – KWS Melanie Richardson-MR Craig Hill- CH Heather Turner (Minute Secretary)
--------------------	---

Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		ADMINISTRATION	
4	Parent Feedback	<p>The BOT welcomed Nadine Millar who wished to present feedback to the BOT</p> <ul style="list-style-type: none"> • The main focus of feedback was regarding the focus of Te Reo and tikanga at the school • She asked two main questions of the Board: <ul style="list-style-type: none"> - Does the school have an overarching strategic plan which focuses on Te Reo and tikanga -How much has been spent on Te Reo for Professional Development (as a percentage of total spent) • The BOT thanked Nadine for her coming to discuss the issues that she is concerned about. <p>After Mrs Millar left the BOT discussed the feedback further:</p> <ul style="list-style-type: none"> • Feedback to be provided to her advising what the school has done and what we can do next • Agreed that there is not a specific Te Reo and tikanga curriculum and that there is a need to review our current strategic plan and curriculum to identify areas for improvement with a focus on Te Reo and tikanga. Agreed that this review should be done by a committee of interested parties and BOT could invite those that have expressed an interest in this. Would be preferable to start this prior to end of year. Caine Webster (CW) and Craig Brown expressed willingness to be part of that committee. Aim would be to have a workable curriculum across all areas. 	

		<p>Noted that are resources available which could be helpful</p> <ul style="list-style-type: none"> • There are action plans from the Hui which need to be reviewed to identify areas to work on. • Having the Te Reo/Kapa Haka teacher did provide a focus but acknowledged that with the teacher's departure there is a gap but plans are underway to fill the position • There are plans underway to have a school visit to a Marae as part of Matariki in 2018 • Agreed that it is important that Papakowhai increase the knowledge of our local area and improve pronunciation 	<p>MS/CW to invite potential people for committee with plan to meet during November 2017</p> <p>GT/MS to respond to Nadine Millar with action planned and feedback in what done to date (suggested email with bullet points and invitation to meet face to face to discuss further)</p>
2	Apologies/Welcome	<p>Apologies: Nathan Grennell- NG Andrew Graham –AG</p> <p>Welcome to Caine Webster, Deputy Principal.</p>	
3	Previous Minutes	<p>The Minutes of the Meeting of 13 September 2017 were reviewed.</p> <p>Action points arising from those minutes:</p> <ul style="list-style-type: none"> • Out of zone students for 2018 – 3 enrolments requested (no further action required as BOT approved 3 places) • Special needs room quote – quote higher than expected- discussed in agenda item 6 • Community survey and Totara digital strategy – discussed in agenda item 13 <p><i>Minutes confirmed</i> <i>Moved CB, seconded CH carried</i></p>	
		MONITORING	
5	Principal's report	<p>MS presented his Principal's report- copy provided in drop box</p> <p><u>Roll</u></p> <ul style="list-style-type: none"> • Roll currently 465- 3 more to start • Expected to finish on 468- will not need to start a further class this year. Rata 7 will finish on 17 students. • Currently 14 out of zone places – will increase to 16 in 2018 <p><u>2018 Staffing</u></p> <ul style="list-style-type: none"> • As communicated to the BOT by email: - Mitchell Smith and Kate Coughlan have been appointed to permanent positons for 2018 -Eryn Street will be on full time fixed term contract for 2018 <p><i>Motion: That the appointment of Mitchell</i></p>	

		<p><i>Smith, Kate Coughlan and Eryn Street be confirmed</i> <i>Moved GT, seconded KWS</i></p> <ul style="list-style-type: none"> • Lisa Smith and Shauna Cory-Wright are moving from part time to full time permanent employees • Brenda Laird has advised that she has retired from teaching so will not be returning • Laura Gallant is transferring to Newtown School. Replacement appointment pending – applications close on Monday 6 November. • Have provided a draft of the teacher/classroom placements for next year but currently reviewing especially in regard to Totara/Kauri • Will have a teacher assigned to Totara and Kauri for release • Hetty Boonen will be returning in 2018 • Jill Clibborn is easing back into work (has been on extended sick leave) <p><u>2018 Roll</u></p> <ul style="list-style-type: none"> • Expected to start on 440 and grow to 495 <p><u>Reporting on Goal 5 – Future Focus</u></p> <ul style="list-style-type: none"> • Referred to Principals report in drop box 	
6	Property Committee	<ul style="list-style-type: none"> • Property Committee minutes of meeting 26 October referred to • Special Needs Room <ul style="list-style-type: none"> -Quote for alteration was \$68K, plus need suitable PE/Storage - Number of alternative options discussed -Preferred option is to consider extending standalone classroom (Rata 7) -To continue exploring this option • Lighting of Pathway <ul style="list-style-type: none"> -Completed • Totara Refurbishment/Roll growth class <ul style="list-style-type: none"> -Yet to have communicated how much MOE paying for roll growth class and how much from 5YA budget. Will advise as soon as hear -Cladding has been an issue- looking at getting a waiver to clad in material (similar to Kauri)- potential to add more costs -currently about 1.5 weeks behind schedule • Library Garden <ul style="list-style-type: none"> - underway • Signage <ul style="list-style-type: none"> -New signs have been ordered as out of date 	MS to request an estimate of extending Rata 7

		<ul style="list-style-type: none"> • P2 Parking -Community support exists to extend P2 area- will be exploring further 	
7	Finance	<ul style="list-style-type: none"> • Minutes of meeting 27 October presented • September accounts were presented to Committee and discussed <ul style="list-style-type: none"> - Donations are predicted to come in about \$5K less than budget -ASC doing well- BSC making difference as has grown -PD reliever costs explained- covers several reasons for reliever costs -Phone high – suggested getting cell phone to make cell calls -Overall predicted to break even -Cash position is \$278K unallocated – noted that need to consider what required for special needs room an also contribution towards pool development (\$5K already committed for designs) -Asset purchases mostly completed. Noted that have exceeded budget in some areas (block furniture and fittings and computers). Noted that most of overspend equates to the change in accounting policy that requires teacher laptop leases to be accounted as finance leases and need to be capitalised. • Pool – need to progress further • 2017 Audit process to commence soon • 2016 Audit completed – no further action required • 2018 Budget underway • Journals for August and September discussed at committee 	<p>GT to contact Rose Crawford to progress pool redevelopment further</p>
8	Health and Safety	<ul style="list-style-type: none"> • Report included in drop box for perusal • No major concerns identified. Did have ambulance called but due to existing medical condition • Red lines (out of bounds) repainted • Still need to ensure all syndicates have a first aid trained person. 	<p>MS/AG to ensure each syndicate to have a first aid trained person</p>
9	Home and School	<ul style="list-style-type: none"> • Meeting held • Hoodie options being explored- if goes ahead do want assurance that should a uniform be introduced at some stage it will form part of that • Logo designs being sort- CW has provided latest to them • \$8 remains in account • Co le of fundraisers still in pipeline for year 	

un allocated

		STRATEGIC DISCUSSION	
10	Roll Growth	<ul style="list-style-type: none"> No formal consultation has yet been requested from Papakowhai School Nothing more can be done as yet. When feedback is received it is to be shared with community 	
11	Out of Zone places	<ul style="list-style-type: none"> Discussion not required- all places matched with enrolments 	
12	Digital Professional Development Proposal	<ul style="list-style-type: none"> Proposal included in drop box for review Links with the plan to make Totara BYOD Need this professional development to enable learning to be appropriate Have met with Core Education who can provide the training Similar cost to Maths PD last year Will be the prime focus for 2018 Proposal discussed in full <ul style="list-style-type: none"> - determined that need tighter evaluation process and outcomes -Staff commitment to this is essential -Agreed it links with digital curriculum -Given the cost it would be good to have check points along the way 	MS to go back to CORE ED to discuss evaluation, outcomes and cost checks.
13	Community Consultation	<ul style="list-style-type: none"> Summary in drop box referred to Children's Survey <ul style="list-style-type: none"> -overall pleasing -does provide some areas to focus on and explore further Parent Survey <ul style="list-style-type: none"> - Fairly consistent results -Provides areas to review including reports, P2 parking and uniforms and the res uniforms maon 	ALL to review results and to prepare for 2018 plan
		OTHER BUSINESS	
14	Grant Application	<ul style="list-style-type: none"> Application being sought to help fund a new server – existing one at end of life Seeking funding from Trust House <p><i>Resolution: The Board agrees to apply to the Trust House Community Enterprise for funding of \$4480 to purchase and install a replacement computer server.</i></p> <p><i>Moved:CB, seconded CH carried</i></p>	
15	Update on Principal Appraisal	<ul style="list-style-type: none"> The process for the appraisals is underway with Mark Sweeny having met with selected teachers Draft should be with BOT by early December 	
14	Next Meetings	<ul style="list-style-type: none"> BOT 29 November at 7pm- focus on 2017 student achievement 	

		<ul style="list-style-type: none"> • BOT 6 December at 7pm-focus on 2018 draft budget and 2018 plan 	
Meeting closed at		9.45pm	

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
4	29 November (part 1)	TBA	TBA		
4	6 December (part2)				

[Handwritten signature]
29.11.17