

Papakowhai School Board of Trustees
Minutes of the Meeting 3 December 2019 at 7.00pm in the staffroom

BOT Present	Mark Smith (Principal) – MS Caine Webster-CW Andrew Graham – AG Rodney Strong- RS (Chair) Aruna Hill- AH Frances Williams – FW Alice Camaivuna –AC Marc Byres- MB Heather Turner- HT (Minute Secretary)
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Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		ADMINISTRATION	
2	Apologies	Craig Brown – CB	
3	Previous Minutes	<p>The Minutes of the Meeting of 19 November 2019 were circulated and approved by email - no amendments were identified. Minutes have been signed by BOT Chair.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> • BOT comms – draft to be distributed to BOT this week • Discussions with MOE on zoning – MS has spoken with Alaina McQuarrie – she is available in February for discussion with BOT • Within zone declaration form – yet to be finalised. Looking at introducing in 2020. • Strategic plan – all staff have been emailed a copy <p>The Minutes of the “In Committee” Meeting of 19 November 2019 were circulated and approved by email - no amendments were identified. Minutes have been signed by BOT Chair.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> • All actions completed 	
	Strategic	Review of Annual Plan for 2019	
4	Reading Achievement Data	<ul style="list-style-type: none"> • The Reading Achievement Report to the BOT was presented and discussed • Results come from testing with PAT and STAR tools • Points noted: <ul style="list-style-type: none"> - Nationally results have decreased with introduction of online testing - Changed from online to booklet tests for children below year 5 for second test of year - Have had 150 children start since 1 March 2018 - 15% of children at Papakowhai are children with English as a second language - Most goals have focus similar to National standards - Unable to compare with other schools due to differences in reporting • Overall pleased with results. Each of the school goals were referred to and discussed 	<p>MS to check - consistency of numbers with boys and girls</p> <p>MS – to add roll number for each year</p>

5	Writing Achievement Data	<ul style="list-style-type: none"> The Writing Achievement Report to the BOT was presented and discussed Results come from testing with the E-Asstle tool Points noted: <ul style="list-style-type: none"> Year 5 boys have room for improvement Year 1 and 2 doing particularly well but then start to decrease slightly ORRS children not included within results Overall pleased with results. Areas of improvement noted 	MS – to add roll number for each year
6	Maths Achievement Data	<ul style="list-style-type: none"> The Maths Achievement Report to the BOT was presented and discussed Points noted <ul style="list-style-type: none"> girls results have improved over the years and are operating at similar levels to boys Very pleased with results and consistency between focus groups. Proud of how the targeted areas for improvement have had positive results 	MS – to add roll number for each year
7	Digital PLD Evaluation Report	<ul style="list-style-type: none"> The Digital PLD Evaluation Report was presented and discussed Report was prepared with assistance of Katrina Lowry from CORE Education Agreed word clouds useful and would be good to have each year as means of comparison Have seen an increase in use of and sharing of digital work Overall proud of staff who have worked hard at digital learning Part of induction process is to upskill any digital needs Going forward to 2020 will be a continued embedding of digital curriculum. Will be working with the Kahui Ako in the introduction of the learning progressions framework. 	
8	Analysis of Variance	<ul style="list-style-type: none"> The draft Analysis of Variance (reporting against the strategic goals) was presented and discussed Final report to be with MOE by 1 March 2020 Went through each goal and outlined outcomes achieved, any reasons for not achieving and associated plans for 2020 Overall 2019 has been a successful year with lots achieved. BOT thanked for support 	ALL – to review and advise MS if any issue
		OTHER BUSINESS	
16	Next Meetings	<ul style="list-style-type: none"> BOT 10 December at 7.00 – 2020 Plan and Budget presented 	
Meeting closed at		9.45pm	

BOT dates and Subcommittees

Term	BOT Dates	Property Sub Committee	Finance Sub Committee	Policy Sub Committee	Health and Safety
	TUESDAY 7.00 pm	MONDAY before BOT meeting 8.00am	Friday before BOT meeting 8.00am	AS REQUIRED	AS REQUIRED
4	10 December (part2) (week 9)				



10/12/20