


Papakowhai School Board of Trustees
Minutes of the Meeting 8 February 2017 2018
at 7.00pm in the staffroom

BOT Present	<p>Gary Tonkin (Chair)- GT Craig Brown -CB Mark Smith (Principal)-MS Melanie Richardson-MR Craig Hill- CH Kerry Weir-Smith – KWS Nathan Grennell- NG Andrew Graham Staff Rep - AG</p>
Ministry of Education	<ul style="list-style-type: none"> - Kayne Good = Kayne.Good@education.govt.nz - Deborah Leaupepe = Deborah.leaupepe@education.govt.nz - Ian Hill = Ian.Hill@education.govt.nz - Elspeth Maxwell = Elspeth.Maxwell@education.govt.nz <p>Martin Roundill was also in attendance at the meeting as a data expert. Martin is a Ministry contractor and any contact with him needs to be brokered through the Ministry.</p>

Agenda Item	Topic	Information	Action
1	Karakia		
2	Apologies	John Schwalger - JS	
3	<p>The Enrolment Zone process was tabled and explained. There is an A3 document that outlines the process.</p> <p>The MOE won't approve a scheme without evidence of formal consultation. Evidence could include:</p> <ul style="list-style-type: none"> • Newsletters • Letters to the community • Facebook posts • Adverts in newspapers • Letters responding to feedback <p>The MOE will support us with feedback. Deborah will be our point of contact.</p> <p>There is currently no decision on a new school in Aotea</p> <p>The enrolment scheme is an iterative process and can be changed on an annual basis</p> <p>Some concerns were raised that we do not want to be adjusting the zone annually.</p> <p>Templates for communication can be provided by the MOE</p> <p>The MOE and BOT will agree on a draft zone before it goes out for formal consultation.</p> <p>We are aiming for a 1 January 2019 implementation of the new zone.</p> <p>We want the new zone formally agreed in Term 2 2018.</p> <p>A successful consultation includes:</p> <ul style="list-style-type: none"> • Do it early and in a timely way • Get other schools on board 		<p>MOE to provide information regarding:</p> <ul style="list-style-type: none"> • Updated dot map with 2018 enrolments and new entrants for 2018 • Guidance on more rigorously enforcing the home zone, including advice on annulling enrolments of children who only spend a brief time living in zone.

	<ul style="list-style-type: none"> • Gather a range of positive and negative feedback • Give a reasonable timeframe to respond • Make it as transparent as possible. <p>Data was shared with BOT including a dot plot of where children enrolled in March 2017 were living.</p> <p>Discussion about more rigorously enforcing the home zone and annulling enrolments of children who move out of zone shortly after enrolment. It was mooted that perhaps the number of enrolments could be managed by excluding all out of zone enrolments and annulling the enrolments of children who move out of zone shortly after enrolments.</p> <p>It was proposed that the ideal number of new entrants for 2019 was in the range 50 -60. The range over the last 4 years has been 60 -70.</p> <p>We are looking to reduce the number of enrolments by at least 10.</p> <p>The BOT will meet again on Feb 14th to review the data and develop a criteria for determining which areas could be excluded from the home zone. We will also develop a strategy for informal consultation.</p>	<ul style="list-style-type: none"> • Any additional data on Year 0-5 children living in the zone • How out of zone numbers affect ongoing property maintenance funding
Meeting closed at	8:30pm	


14.02.18