

**Papakowhai School Board of Trustees**  
**Minutes of the Meeting 22 October 2019 at 7.00pm in the staffroom**

<b>BOT Present</b>	Mark Smith (Principal) – MS Craig Brown – CB 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	
		<b>ADMINISTRATION</b>	
2	Apologies	Caine Webster-CW  BOT thanked Rodney and teaching staff for stunning job done on the book launched at school today.	
3	Previous Minutes	<p>The Minutes of the Meeting of 24 September 2019 were reviewed.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> <li>• Home and School meeting- MB attended -Home and School have sourced free rugby posts and will fund pads</li> <li>• Strategic plan supporting documents – provided and read</li> <li>• MOE zoning ballot guidelines obtained and followed, ballot completed.</li> <li>• Grant applications and whether QS information would be sufficient- no information found to date.</li> </ul> <p>The Minutes of the “In Committee” Meeting of 24 September 2019 were reviewed-no action points</p> <p><i>Minutes of both meetings confirmed</i>  <i>Moved AG, CB carried</i></p> <p>Proposal put forward to change approving method of minutes to make quicker and to make accessibility earlier.</p> <ul style="list-style-type: none"> <li>• Minutes to be completed as soon as possible (within a week if possible) and circulated by email to all BOT members for review and change or approval</li> <li>• All suggested changes to be sent to HT who will amend and once complete will send out final version</li> <li>• New method to be trialled from this meeting</li> </ul>	<p><b>AH to contact grant organisations to ask about viability of QS info in applications.</b></p> <p><b>HT to follow new process for approval of minutes</b></p>
4	Conflicts of Interest	<ul style="list-style-type: none"> <li>• Call made to declare any conflict of interest – none offered</li> </ul>	
5	BOT comms	<ul style="list-style-type: none"> <li>• Agreed to prepare another BOT communication to include:             <ul style="list-style-type: none"> <li>- A high level overview of the community survey – with links to the graphs</li> <li>- Request for feedback as to how can improve survey or other ways for BOT to communicate</li> </ul> </li> </ul>	<b>MS/RS to draft newsletter and circulate to BOT for comment</b>

6	Out of Zone Places for 2020	<ul style="list-style-type: none"> <li>• Process completed with ballot drawn by Police Officer and waiting list determined</li> <li>• All successful and unsuccessful families have been contacted</li> <li>• Awaiting end of 2-week period for acceptances to be received</li> <li>• Out of Zone process to be communicated via BOT comms</li> </ul>	<p><b>AC to provide copy of the declaration used for living within zone</b></p> <p><b>RS to add to comms about out of zone process</b></p>
7	10 year property plan	<ul style="list-style-type: none"> <li>• A new 10-year property plan has been drawn up by Ashby Property Management after consultation with school management- focus is on painting the school</li> <li>• Copy provided in dropbox</li> <li>• Discussed how painting is being phased over time so that all school will have been fully painted by 2023</li> <li>• Plan supported by Property Committee</li> </ul> <p><i>Motion: That the BOT approves the revised 10 year property Plan Moved CB, seconded MB approved</i></p> <ul style="list-style-type: none"> <li>• Have met with Ashby's to discuss progress of the new MOE funded projects <ul style="list-style-type: none"> <li>-Drainage project – consultants being engaged to scope extent of the drainage related issues in the school</li> <li>-Fire and Security – project required due to health and safety issues. Ashby's proceeding with project.</li> <li>-Warm water project only relates to toilets within prefabs but project on hold until weather tightness matters finalised</li> </ul> </li> </ul>	
8	Principal's Report	<ul style="list-style-type: none"> <li>• MS presented his report – copy in dropbox</li> <li>• Roll <ul style="list-style-type: none"> <li>- currently at 526 – no more new entrants to start (parents have decided to start children with birthdays from now in 2020)</li> <li>-Expect to finish on 528</li> <li>-Awaiting information of an operations grant review</li> </ul> </li> <li>• 2020 roll <ul style="list-style-type: none"> <li>-Expect to have 494 by 1 March 2020 and grow to 546. Provision for one additional teaching space is yet to be determined</li> </ul> </li> <li>• Staffing – About to interview for 2 positions for 2020 – had 30 applicants</li> <li>• Reporting against goal 5-Showing innovation, current thinking and digital leadership. MS referred to report in dropbox and highlighted number of points including <ul style="list-style-type: none"> <li>-mentoring being undertaken</li> <li>-working within budget</li> <li>-achieving bronze status as an Enviro School</li> <li>-continued roll pressure</li> <li>-completed policy review</li> <li>-Kahui Ako training</li> </ul> </li> </ul>	
9	Strategic Plan	<ul style="list-style-type: none"> <li>• BOT continued discussion on drafting the Strategic Plan</li> </ul>	
<b>OTHER BUSINESS</b>			
18	Next Meetings	<ul style="list-style-type: none"> <li>• BOT 19 November at 7.00pm</li> <li>• Strategic Planning Wednesday 3 November 6.00pm</li> <li>• Finance Thursday 14 November 8.00am</li> <li>• Property Monday 18 November 8.00am</li> </ul>	

Meeting closed at	9.30pm
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**BOT dates and Subcommittees**

<b>Term</b>	<b>BOT Dates</b>	<b>Property Sub Committee</b>	<b>Finance Sub Committee</b>	<b>Policy Sub Committee</b>	<b>Health and Safety</b>
	<b>TUESDAY 7.00 pm</b>	<b>MONDAY before BOT meeting 8.00am</b>	<b>THURSDAY before BOT meeting 8.00am</b>	<b>AS REQUIRED</b>	<b>AS REQUIRED</b>
4	19 November (week 6)	18 November	14 November (aim for October accounts)	TBA	TBA
4	3 December (part 1) (week 8)	TBA if required	28 November (if required for October accounts/budget)	TBA	TBA
4	10 December (part2) (week 9)	TBA if required	5 December (budget meeting- may need to meet prior also)	TBA	TBA

  
5/11/19