

Papakowhai School Board of Trustees
Minutes of the Meeting 14 February 2018
at 7.00pm in the staffroom

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| BOT Present | Gary Tonkin (Chair)- GT Mark Smith (Principal)-MS Craig Brown – CB John Schwalger –JS Melanie Richardson-MR (arrived 7.30pm) Craig Hill- CH Nathan Grennell- NG Andrew Graham- AG Heather Turner (Minute Secretary) |
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| Agenda Item | Topic | Information | Action |
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| 1 | Karakia | Meeting commenced with Karakia | |
| | | ADMINISTRATION | |
| 2 | Apologies | Kerry Weir-Smith - KWS | |
| 4 | Previous Minutes | <p>The Minutes of the Meetings of 6 December 2017 were reviewed.</p> <p>Action points arising:</p> <ul style="list-style-type: none"> • AOV reviewed – no issues raised. Will be presented to MOE by 1/3/18 • Business plan and budget – see agenda items 9 and 11 • Depreciation on IT review – table presented and discussed. Spending on average around \$30K and depreciation on average a similar figure. • Donation and fees communication advice completed • Invitation to MOE to discuss zone – completed, meeting held 7 February <p><i>Minutes confirmed</i> <i>Moved NG, seconded CB carried</i></p> <p>The Minutes of the Meetings of 7 February were reviewed.</p> <p>Action points arising:</p> <ul style="list-style-type: none"> • Minutes have been sent to MOE so they can fulfil their agreed actions • No changes have been requested <p><i>Minutes confirmed</i> <i>Moved NG, seconded CB carried</i></p> | |
| 3 | Confirm Chair | <p>Craig Brown took responsibility as Chair for the confirmation of Chair of BOT.</p> <p>Nominations for Chair for 2018 were called.</p> <p>Gary Tonkin advised of his willingness to</p> | |

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| | | <p>continue. No further nominations were received. <i>Motion: That Gary Tonkin be confirmed as Chair for 2018 moved: CB, seconded CH Carried</i></p> <p>GT continued as Chair for remainder of meeting</p> | |
| | | MONITORING | |
| 6 | Principal's report | <p>Mark Smith presented his report (full report in the dropbox)</p> <p>Roll</p> <ul style="list-style-type: none"> • The roll as of today is 447 • Class numbers are high overall • Have 12 out of zone currently with 2 more to come • 17 more new entrants expected in term one – another class will start in two weeks • Roll at year end expected to be 490. Based on past experience with comings/goings of students we are confident with projection at this stage. Papakowhai has capacity and structure to support 490 students. <p>Compliance</p> <ul style="list-style-type: none"> • No issues • Some of the National Standard reporting requirements no longer required <p>Staffing</p> <ul style="list-style-type: none"> • Fully staffed currently • Next appointment expected to be in June for the next new entrant class • All current teachers registrations are up to date <ul style="list-style-type: none"> - one on leave yet to complete -have 4 beginning teacher registrations and 4 subject to confirmation • Police vets current <ul style="list-style-type: none"> Awaiting completion of vetting for on-site builders | MS to follow up police vetting forms for Totara builders |
| 7 | Property | <p>Property Committee have not met in 2018</p> <p>Totara Upgrade</p> <ul style="list-style-type: none"> • Pleased with the health and safety on site and how the building team are interacting with the school • Site meeting held today. <ul style="list-style-type: none"> -completion expected to be end of week 1 of term 2 -timing dependent on joinery -aiming to make up time delays incurred by late start | |

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| | | <ul style="list-style-type: none"> • There is a \$51 K contingency built in and currently have 30% (\$19K) committed • Project funding is \$330K from MOE capital projects, \$405K from 5YA funds (had to take 15K from prefab upgrade project • No funding required from BOT at this stage • Building will be completely re-clad | |
| 8 | Health and Safety report | <ul style="list-style-type: none"> • Had first fire evacuation practice. Important given pathways to field out of action due building on site • All went well • Noted that bells not easily heard in Rata – have addressed this several times • Other drills will be taken later in term | MS to contact security company about bells |
| 9 | Finance | <p>2018 Budget</p> <ul style="list-style-type: none"> • Only change since budget presented in December is the addition of software licence costs for the Seesaw programme – assisting with reporting to parents. Cost expected to be around \$3.5K but is offset against savings in admin area through printing, stationery for portfolios and staff time. No change to bottom line • 2018 budget is for a \$278 surplus • Question whether the government announcements regarding donation will impact upon the 2018 donation collection. As there is no certainty with announcement and based on knowledge to date we cannot predict any change so budget acceptable. Noted that have collected \$35K to date in donations – similar to previous years. • Agreed that there are risks with the budget but need to base it on information have at time. Potential also for more Operational funding if student number rise above those funded for <p><i>Motion: That the 2018 budget be approved Moved AG, seconded CB carried</i></p> | |
| | | STRATEGIC DISCUSSION | |
| 10 and 11 | National standards and Strategic and Business 2018 | <p>National Standards</p> <ul style="list-style-type: none"> • Referred to the Expected Curriculum Progress document in dropbox • With removal of National standards, the reporting will move towards the expected level of the curriculum. • For 2018 the same measuring methods and targets will be retained | |

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| | | <ul style="list-style-type: none"> • Awaiting more guidance from MOE before changing further • Expect to add more interest in other areas of the curriculum such as science and technology • Will continue to monitor Maori and Pacifica progress and will also need to look at other ways to monitor progress. The current methods have worked well. Need to be able to track and compare. Do have Seesaw and COL achievement standards to help with this. • Impact of national standards removal on COL not yet discussed. <p>Strategic and Business Plan</p> <ul style="list-style-type: none"> • Most changes made to plan are minor replacing the words National standard to expected levels • All feedback received from BOT has been considered and incorporated. • Most changes just minor or clarification of targets and responsibilities. • Needs to be with the MOE by 1 March so still time to review further if wish to. • Agreed to approve in principle subject to any minor changes. <p><i>Motion: That the BOT approve in principle the 2018 Strategic and Business plan subject to minor adjustments prior to 1 March 2018. Moved CH, seconded CB carried</i></p> | <p>All – to become familiar with plan and to advise MS if want any minor changes</p> |
| 5 | Enrolment Zone | <ul style="list-style-type: none"> • Had informative meeting with MOE on 7 February. • MOE have provided map of current zone with number of children and where they live to assist with identifying potential impacts when considering options for change. Map is divided into specific sections. • Noted that still awaiting information requested from Ministry about the number of under 5's living within the zone • The BOT considered that a criteria be set to guide decision making. • Criteria agreed to: <ul style="list-style-type: none"> - Need to be conservative in approach - The proximity to Papakowhai School -The proximity to other schools -Whether the area is zoned for another school -The potential impact on Papakowhai School | |

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| | | <p>roll</p> <ul style="list-style-type: none"> - Potential impact if a school in Aotea was built. -Where the natural boundary is -A timeframe for review (avoid making significant changes annually) • Need to take into account MOE requirement for zones in terms of: <ul style="list-style-type: none"> - No islands are to be created - Avoid restricting to one side of a street • Noted that there will be a need to enforce the zone strictly from 2019: <ul style="list-style-type: none"> -ensure only genuine residents enrolled (noted that we are still awaiting advice from MOE as to how we can enforce this) -Consider no enrolments of out of zone students (including siblings of existing students) • Using this criteria, a number of scenarios were worked through and considered. The option that the BOT considered best met the criteria was: <ul style="list-style-type: none"> -Sections A and C remain in zone (as no other zoned school) -Sections G and J remain (as otherwise would create an island) -Sections B, D, F, I and L be considered out of zone • The impact, if this option was approved, would be approximately 11 students less in 2019. • Before proceeding further there is a need to confirm whether there is any further available information about children under 5 – awaiting MOE to respond to our request for information. • There will be formal consultation with the community prior to a zone change being approved. • Informally consult with the community on the criteria. • Timeline from now: <ul style="list-style-type: none"> - Await more MOE info (expected within two weeks) - Communicate basic criteria and that are looking at a conservative approach- need to determine a method to consult with stakeholders <p>Correspondence</p> <ul style="list-style-type: none"> • A letter has been received by the BOT | |
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| | | <p>requesting information on the proposed zone change</p> <ul style="list-style-type: none"> • BOT chair to respond including advising: <ul style="list-style-type: none"> - That it was a MOE requirement that the Rangikura zone not only take the unzone Aotea areas (as this would have created an island). - The BOT is aware that Rangikura has capacity issues and is seeking to address these through the enrolment zone change - The BOT acknowledge and agree that the effect of the zones for both school's impact upon each other. - In terms of asking how many current BOT will be out of the zone cannot be answered as the zone has not yet changed. It is also not relevant to our consideration of the zone. | <p>MS/HT to ensure that all BOT minutes and Strategic Plan are up to date on website</p> <p>GT to respond to correspondence</p> |
| | | OTHER BUSINESS | |
| 12 | Home and School request to sell alcohol | <ul style="list-style-type: none"> • The H&S are considering selling craft beer and wine as a fundraiser and are seeking BOT approval • BOT unable to do so as there is no alcohol policy currently and this would need to be in place prior to agreement with proposal. • BOT will look at drafting a policy but acknowledge that community consultation would be required. • Concern raised as to whether H&S are moving towards more of a selling strategy which raises concerns about potential impact on school donations. | MS to seek examples of selling alcohol policies. |
| | Pool development | <ul style="list-style-type: none"> • Awaiting further information about other products that may be available | GT to add pool redevelopment to next agenda |
| 13 | Upcoming meetings | <ul style="list-style-type: none"> • Need to set dates for remainder of year • Also need to reconsider Friday committee meetings as there is Te Reo training for staff in Friday mornings • Policy meetings need to be scheduled. • Next meeting 14 March Wednesday 7pm | <p>HT to contact Mark Byres to see if alternative day suits for Finance meeting</p> <p>HT to come up with proposed dates (attach to minutes)</p> |
| Meeting closed at | | 9.00pm | |

See below for proposed dates

DRAFT 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 | 14 March | 12 March | 8 March | | |
| 1 | 4 April | 26 March *NB a week before BOT due to Ester | 29 March | | |
| 2 | 16 May | 14 May | 10 May | | |
| 2 | 13 June | 11 June | 7 June | | |
| | NB no meeting due to fall of school holidays | | | | |
| 3 | 8 August | 6 August | 2 August | | |
| 3 | 12 September | 10 September | 6 September | | |
| 3 | 24 October | 22 October | 18 October | | |
| 4 | 14 November | 12 November | 8 November | | |
| 4 | 5 December (part 1) | 3 December | 29 November | | |
| 4 | 12 December (part2) | | | | |

MD
14.03.18