

**Papakowhai School Board of Trustees**  
**Minutes of the Meeting 19 September 2018**  
**at 6.30pm in the staffroom**

<b>BOT Present</b>	Gary Tonkin (Chair)- GT Caine Webster (Acting Principal)-CW Craig Hill- CH Nathan Grennell- NG Kerry Weir-Smith - KWS John Schwalger –JS (arrived 7.30pm) Melanie Richardson-MR Heather Turner (Minute Secretary)
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Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		<b>ADMINISTRATION</b>	
2	Apologies	Craig Brown – CB Andrew Graham- AG	
3	Previous Minutes	<p>The Minutes of the Meeting of 8 August 2018 were reviewed.</p> <p><b>Action points arising:</b></p> <ul style="list-style-type: none"> <li>• Have received advice on converting special needs facilities – discussed further in Property Committee</li> <li>• Traffic issues discussed with Police Officer working at school for KOS – she identified a number of issues. Noted however that issues slightly improved lately. Should improve further with proposed P2 changes. Have staff monitor standing on driveway at peak times.</li> <li>• Home and School website page is set up on school website</li> <li>• MOE provided with enrolment zone change minutes and advert.</li> <li>• BOT newsletter issued to support for strike and school closure</li> <li>• All strike action completed</li> <li>• Pool plans submitted to Ashby’s and reply provided to BOT</li> <li>• Maori/Pacifica Hui postponed until term 4</li> <li>• All financial audit documentation completed</li> </ul> <p><i>Minutes confirmed</i>  <i>Moved CH, seconded NG carried</i></p>	

		<b>MONITORING</b>	
4	Principals Report	<p>Referred to report in dropbox.</p> <p><u>Roll</u></p> <ul style="list-style-type: none"> <li>• Roll now 488</li> <li>• Students with birthdays in December are being encouraged to start in T1 2019 but will accommodate if request 2018 start</li> <li>• No further new entrant classes required at this stage</li> </ul> <p><u>Compliance</u></p> <ul style="list-style-type: none"> <li>• No issues</li> </ul> <p><u>Report on Goals 3 and 4 ( Community and Respect)</u></p> <p>See full report in drop box</p> <ul style="list-style-type: none"> <li>• Need to review Maori Action Plan for success- aim is to incorporate this into the Hui which will be held in term 4</li> <li>• Identified need to also engage Asian families as growth in number of Asian students (64 students identify as Asian). Noted that there are specific issues relating to this group. Timeframe expected to be early 2019</li> <li>• Engaging community support with reading in Kauri has been successful and aim to extend to Totara</li> </ul> <p><u>Attendance</u></p> <ul style="list-style-type: none"> <li>• Term 2 results show that most groups (except Maori/Pacifica) had improved attendance</li> <li>• Unaware of why Maori/Pacifica no improvement</li> <li>• Aware that overseas holidays do contribute towards attendance issues and both positive and negative influences these have on child's learning</li> </ul>	
5	Staff Wellbeing	<ul style="list-style-type: none"> <li>• Recent staff meeting held on managing stress with discussion on positive and negative impacts.</li> <li>• Staff completed a wellness survey- summary of findings presented</li> <li>• Staff meeting on Mindfulness provided with techniques that could be applied personally and in class</li> <li>• BOT communication to staff identified as an area where improvement could</li> </ul>	<b>CW/AG (staff rep) to get feedback from staff as to</b>

		be made. BOT interested in clarifying what issues are and how can improve	how BOT could improve their commitment/communication
6	Health and Safety	<ul style="list-style-type: none"> <li>• Data provided for review</li> <li>• Two staff accidents- burn from glue gun and broken foot from falling paint tin</li> <li>• All other reported incidents of a minor nature – no issues</li> </ul>	
7	Finance	<ul style="list-style-type: none"> <li>• Meeting of 6 September referred to (in drop box)</li> <li>• July 2018 accounts presented <ul style="list-style-type: none"> <li>- Emphasis to forecast being given</li> <li>- Special needs continue to be monitored – expecting excess \$15K spending – aim to change budget method for 2019</li> <li>- Donations slightly below budget</li> <li>- ASC doing well – will review in August accounts as to whether will apply a discount</li> <li>- Relief teacher costs low but expect term 4 will see switch to bulk grant payments which will reduce banked staffing liability</li> <li>- Hearing equipment grant received-gear paid for</li> <li>- Good cash position with \$182K uncommitted</li> <li>- Spending for library undertaken but likely to be under budget</li> <li>- Purchased the sound system for Totara and have applied for grant for one for Kauri</li> <li>- Continue monitoring school donations. 84% of budget collected but only 60 % of collectable amount</li> </ul> </li> </ul>	
8	Property Committee	<ul style="list-style-type: none"> <li>• Minutes of meeting 17 Sept referred to</li> <li>• Totara – still awaiting final accounts. Unsure as yet of final impact on 5YA</li> <li>• Library garden seating still to have stones changed. Caretaker drawn up plans for another seat (different design)</li> <li>• Kauri veranda water tightness to be fixed during term break (along with some door repairs)</li> <li>• P2 parking to be extended- need to advise community when council</li> </ul>	<b>MR to inform H&amp;S of plans for another garden seat</b>

		<p>approval gained</p> <ul style="list-style-type: none"> <li>• ESOL teaching space deferred until MS returns-dependent on outcome of Aotea School, and to work out costings of options available</li> <li>• Finger protectors installed in Rimu</li> <li>• Hall floor being brought forward for consideration for Christmas holidays. Had one site visit –await quote</li> <li>• Building WOF inspections undertaken-remedial work undertaken</li> <li>• Pool- likely to cost more as existing changing rooms need to be demolished if wall built- need to wait and access when have all info</li> </ul>	
	Home and School	<ul style="list-style-type: none"> <li>• Small meeting held</li> <li>• Looking into investment account</li> <li>• Logo review for school and Home&amp;School Committee being undertaken. School logo being decided with designer and working with CW/HT at same time. Logo to be used on gazebo purchase (NB- Also discussed proposed tee-shirt changes as links with changes to logo. Number of designs put forward and discussed)</li> <li>• BOT acknowledgment of commitment from Home and School Committee to be provided.</li> </ul>	<b>GT/MR to determine how BOT commitment to be shown (e.g. Christmas meeting supper)</b>
		<b>STRATEGIC DISCUSSION</b>	
9	Enrolment Zone	<ul style="list-style-type: none"> <li>• Welcome to Shannon McAlpine and Shelley McDonald-parents of students at Papakowhai School</li> <li>• Ms McAlpine and Ms McDonald outlined the impacts of the amended school zone on their families- from being in zone in 2018 but out of zone from 2019. Both have children turning 5 in 2020.</li> <li>• A change to the zone in terms of application are being sought- a grandfather clause is requested. A grandfather clause would allow siblings of current Papakowhai School children reaching school age within 5 years of a zone change being given automatic entry into the school. Hence providing families with certainty that any child born prior to the zone</li> </ul>	

		<p>change would have entry to school where siblings attend.</p> <ul style="list-style-type: none"> <li>• Ms McAlpine presented information to show that such clauses have been adopted by other schools and have been allowed by MOE previously.</li> <li>• It was acknowledged that the BOT did act upon the MOE advice provided.</li> <li>• Section 11P(2) (b) of the Education Act and its guidelines was referred to by our visitors as being where there is leeway for a grandfather clause.</li> <li>• BOT acknowledged that they have received the OIA request for information on the numbers of children of such cases.</li> <li>• The BOT thanked Ms McAlpine and Ms McDonald for coming to the meeting to explain their request.</li> </ul>	<p><b>CW to organise gathering of information for OIA request (to be completed by 2 October)</b></p> <p><b>GT to add to next agenda</b></p>
10	Community Consultation	<ul style="list-style-type: none"> <li>• The draft 2018 community consultation survey was presented and discussed</li> <li>• Agreed that some of the questions were redundant – noted on original copy</li> <li>• Agreed to add Skool Loop as another method of communication</li> <li>• Agreed that a question similar to that on sports be added to reflect the Arts, Music and Performing Arts</li> <li>• Discussed whether need further questions similar to those focused on Maori and Pacifica families for Asian students/families. Agreed to leave this year but to consider once there has been further discussions with this group</li> <li>• Question on donations to be reworded to determine whether paying a donation is preferred over significant fundraising</li> <li>• Home and School to be asked whether want specific questions</li> </ul>	<p><b>MR to ask H&amp;S if want specific question for survey</b></p> <p><b>CW to issue community survey by end term 3</b></p>
		<b>OTHER BUSINESS</b>	
13	Upcoming meetings	<ul style="list-style-type: none"> <li>• Next BOT meeting 24 October Wednesday 7pm</li> </ul>	
Meeting closed at		9.15pm	

<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>WEDNESDAYS 7.00 pm</b>	<b>MONDAYS before BOT meeting</b>	<b>THURSDAYS before BOT meeting</b>	<b>AS REQUIRED</b>	<b>AS REQUIRED</b>
4	24 October	22 October	19 October  (NB Changed to FRIDAY )		
4	14 November	12 November	8 November		
4	5 December (part 1)	3 December	29 November		
4	12 December (part2)				

  
31-10-18