

Papakowhai School Board of Trustees
Minutes of the Meeting 4 April 2018
at 7.00pm in the staffroom

BOT Present	Gary Tonkin (Chair)- GT Mark Smith (Principal)-MS Craig Brown – CB Kerry Weir-Smith - KWS Melanie Richardson-MR Craig Hill- CH Andrew Graham- AG Heather Turner (Minute Secretary)
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Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		ADMINISTRATION	
2	Apologies	John Schwalger –JS Nathan Grennell- NG	
3	Previous Minutes	<p>The Minutes of the Meeting of 14 March 2018 were reviewed.</p> <p>Action points arising:</p> <ul style="list-style-type: none"> • Police Vetting – need two forms of ID to meet requirements. Have assurance that at all times there will be at least one fully vetted supervisor on site. • Pool- the be carried forward • Communication of absences- will wait until have the end of term 1 data and will communicate that early in term 2. Having national statistics as comparison could be useful. <p>Health fact sheet discussed – could be controversial.</p> <ul style="list-style-type: none"> • Aotea bus- Mana Bus Company have been contacted – just awaiting further information as to whether a bus could be allocated to this route. Carry forward • Entry gate has been fixed • Alcohol Policy draft was circulated to community. MS has discussed with Home and School. Will continue to be reviewed to ensure it is a workable policy. <p>Noted that an action point could have been added for school to contact Cricket Association- several attempts to do this has been undertaken with messages left.</p> <p><i>Minutes confirmed</i> <i>Moved CB, seconded AG carried</i></p>	<p>GT to add pool to next agenda</p> <p>MS to provide absences data to next BOT meeting</p> <p>MS to provide info on possibility of Aotea bus</p>


		<p>The Minutes of the "In Committee" Meeting of 14 March 2018 were reviewed.</p> <p>Noted the word "loose" should have been spelt "lose".</p> <p><i>Minutes confirmed</i></p> <p><i>Moved MR, seconded CB carried</i></p>	
		STRATEGIC DISCUSSIONS	
4	Enrolment Zone	<ul style="list-style-type: none"> • Draft zone was sent to MOE. • MS contacted by MOE to say authorised to go to consultation but was then asked to meet to discuss to be sure of what changes being made and impact of those. MS had the discussion over phone and MOE again agreed to go ahead to consultation phase. • Rodney Strong has provided information on under 5's that he has gathered • BOT keen to go ahead with consultation and are aware that it may be necessary to review the zone again at another time. • BOT went for a drive to ensure that all in attendance had same understanding of changes being proposed. <p><u>Next Stage</u></p> <ul style="list-style-type: none"> • The BOT agreed to share the draft map and wording of the zone with the Papakowhai and Aotea communities- with copy to Paremata and Rangikura Schools, • That document will need to include what issue is, what BOT know (including roll prediction), the criteria and next steps with timeline. Emphasis to be given that it is a draft change with final map and wording to be completed later. • The zone changes proposed are to be seen as a minimum • Timing of communication to be prior to the holidays • Feedback to be directed to BOT address but also to add a willingness to meet to discuss if requested (likely to be in May) • Will request information about 2019 out of zone children later – around June 	<p>MS to draft BOT communication on proposed zone changes</p> <p>MS to provide draft to Aotea Residents Assn prior to release to community</p>
		MONITORING	
5	Principals Report	<p><u>Roll</u></p> <ul style="list-style-type: none"> • Roll now 460 • 38 new entrants on books to come • Rata 6 is operating in Rata block but will move early in term 2 to own class. • Will have another class starting in June which 	

		<p>is expected to be full by September.</p> <ul style="list-style-type: none"> • Predicting finish on 498 • Totara and Kauri blocks very full <p><u>Staffing</u></p> <ul style="list-style-type: none"> • One new entrant teacher job closes tomorrow. Have identified that have at least one to interview <p><u>Report on Goals 1 (Achievement) and Goal 2 (Success)-</u> See report in drop box for full report</p> <ul style="list-style-type: none"> • Discussed area doing well and areas for improvement • Overall meeting expectations • Special needs area has good identification and strategies in place • 1 March roll return has provided an Operations Grant increase but need to be wary of 1 July return as could have decrease. • Maori Hui yet to be undertaken 	<p>MS to review numbers of year 7 and 8 for reading (error in report)</p> <p>MS to review Special Needs spending to see if additional funds required</p> <p>MS to check with Caine Webster as to when to hold Hui</p>
6	Property Committee	<ul style="list-style-type: none"> • No meeting held • Lighting of driveway is being considered – have had estimate for \$5.6K. BOT provided support to continue. • Totara refurbishment – Doors need to be redone. Expect end of week 1 of term 2. No unexpected large costs. Will arrange a blessing when complete 	<p>MS to arrange blessing of Totara</p>
7	Health and Safety report	<ul style="list-style-type: none"> • 1 broken arm on AstroTurf • Notable less stone and stick injuries • Trip and falls still happening but also been more outside play for children • 5 teaching staff have completed first aid certificates so have at least one qualified person within each syndicate • Doors safety signs have been put up and children reminded about door safety • Flu injections for staff organised • Peanut allergies – no Rata children with severe allergies currently • Epi pen training held 	<p>AG to ensure message to all staff about taking care on AstroTurf</p> <p>MS to find out about other doors closers</p> <p>GT to add review of Allergy Policy to next agenda</p>
8	Finance	<ul style="list-style-type: none"> • Meeting of 29 March referred to (in drop box) • 2017 Annual accounts have been completed by AFS and now been submitted to audit -\$31K surplus -Noted change in method of coding curricular spending with the budget and 2016 figures also including some of the reliever costs 	

		<ul style="list-style-type: none"> -Analytical reviews prepared • ASC being monitored- slightly down for BSC but up for ASC -looking into potential discount for families with more than one child • February accounts presented but early in year. Have had some saving with relievers due to banked staffing • Donations – have collected 60% of budget to date 	HT to prepare analysis of potential discounts for ASC
		OTHER BUSINESS	
	BOT card	<ul style="list-style-type: none"> • Discussed that would be handy to have set of cards that could be used by BOT for bereavements etc. 	MR to contact Sara-Jane Austen to see if can design a card
13	Upcoming meetings	<ul style="list-style-type: none"> • Next meeting 16 May Wednesday 7pm 	
Meeting closed at		9.35pm	

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
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)				

 16.05.18