

**Papakowhai School Board of Trustees**  
**Minutes of the Meeting 10 March 2020 at 7.00pm in the staffroom**

<b>BOT Present</b>	Mark Smith (Principal) – MS Caine Webster-CW Rodney Strong- RS (Chair) Aruna Hill- AH Frances Williams – FW Craig Brown – CB Marc Byres- MB Alice Camaivuna –AC 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	Andrew Graham – AG (at school camp)	
3	Previous Minutes	<p>The Minutes of the Meeting of 11 February 2020 were reviewed.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> <li>• MOE information for zone- provided</li> <li>• BOT comms- issued</li> <li>• Strategic plan summary – no longer required</li> <li>• Review of Analysis of Variance- has been sent to MOE</li> <li>• Dates for BOT meetings- new dates reflected in list attached to minutes</li> </ul> <p>Minutes were circulated to all but did not get sufficient replies to confirm via email. BOT members are requested to review and confirm/request amendments within two days of receiving minutes.</p> <p><i>Minutes confirmed</i>  <i>Moved AC Seconded FW carried</i></p>	
4	Conflict of Interest	<ul style="list-style-type: none"> <li>• Call for conflict of interests – none declared</li> </ul>	
5	Rezoning	<ul style="list-style-type: none"> <li>• Papers/Maps provided by Alana McCorry and Shelley Govier of MOE are in dropbox</li> <li>• Estimate from MOE is that there are 312 0-4yr olds within Papakowhai School zone – consider this needs further expansion to identify where in the zone these children live</li> <li>• Discussed the concern that the Aotea Lodge is being used as temporary housing and the impact this potentially could have on school in terms of enrolments.</li> <li>• Current new entrant enrolments around 70 per year – some fluctuations but has been high. 50 NE is preferred number</li> <li>• To share the criteria used previously to assist in determining which areas to be excluded from zone – can be used as starting point for zone decision making.</li> <li>• Agreed to do a drive around to view zone next week</li> </ul>	<p><b>MS to request from MOE further expansion as to where the 0-4yrs olds live</b></p> <p><b>MS to share criteria used previously</b></p>
6	Strategic Plan	<ul style="list-style-type: none"> <li>• Provided opportunity for community to view and discuss at parent &amp; teacher interviews</li> <li>• Reviewed visual overview of plan. MS noted the few minor changes with heading and font. To follow up with designer</li> <li>• Strategic Plan document was sent to MOE by due date (1 March)</li> </ul>	<b>MS to contact designer with changes noted</b>

		<ul style="list-style-type: none"> <li>Noted that it is a working document which can be changed when deemed necessary</li> <li>Reporting on term 1 progress on the strategic goals will be included in the April BOT meeting</li> </ul>	
7	Kahui Ako	<ul style="list-style-type: none"> <li>The 2019 Evaluation of the North Porirua Kahui Ako Achievement Plan (2017-2019) in dropbox <ul style="list-style-type: none"> <li>-Achieved goals set</li> <li>-Positive work been undertaken in Maori language and science</li> </ul> </li> <li>Having had foundations laid in that Achievement Plan the new (2020-2022) plan is now more into action taking place</li> <li>MS presented the 2020 NPKA Achievement Challenge, its various trends and measurements. More emphasis being placed on: <ul style="list-style-type: none"> <li>- Early childhood education and transition to primary</li> <li>- Special Needs</li> <li>-The Learning Progression framework</li> <li>-Digital technology and fluency professional development</li> </ul> </li> <li>MS aware that it is increasingly important that he reports back on work of NPKA</li> <li>MS also reports to the NPKA Principals on monthly basis</li> <li>MS looking into stewardship of the KA – will report further later</li> <li>Congratulations to MS for the work he is doing</li> </ul>	
8	Principal Appraisal	<ul style="list-style-type: none"> <li>As this of an employment nature BOT moved into committee at 7.46pm and returned at 8.24pm</li> <li>MS, CW and HT were released from meeting during in-committee phase</li> </ul>	
9	Covid 19	<ul style="list-style-type: none"> <li>As at BOT meeting the latest MOE information was dated 6 March</li> <li>There is a pandemic plan in place but timely to review</li> <li>School has taken steps to ensure sufficient supplies</li> <li>Will continue to update staff and parents as information comes to hand</li> </ul>	
10	BOT representation	<ul style="list-style-type: none"> <li>Discussed how could better interact with Maori/Iwi</li> <li>Number of suggestions were included in paper in dropbox</li> <li>NPKA work closely with Ngatit Toa Iwi - who have indicated that is the way they prefer to liaise rather than with each school separately</li> <li>NPKA held hui recently with Papakowhai children attending – be good to get their feedback to the BOT</li> <li>Need to ensure have a good balance between formal and informal approaches</li> <li>Have next Papakowhai hui on 31 March –agreed that there should be BOT members attend</li> <li>To discuss BOT representation at Papakowhai Hui</li> </ul>	<p><b>CW to coordinate Hui and add to agenda about representation</b></p> <p><b>ALL – to advise RS if attending the hui on 31 March</b></p> <p><b>CW to ask students who attended NPKA hui to provide brief presentation to next BOT on 7 April</b></p>
		<b>MONITORING</b>	
11	Principal's Report	<ul style="list-style-type: none"> <li>Roll currently 501</li> <li>Very full in most areas of school and in particular Rimu with year 3 &amp;4</li> <li>Expecting to pass 550 at year end</li> <li>Have 23 out of zone students – as expected</li> <li>No compliance issues</li> <li>Roll return as at 1 March 2020 tabled</li> <li>Pressure on classroom space discussed- BOT will be kept informed if any more enrolment pressures</li> </ul>	



		<ul style="list-style-type: none"> <li>Financial Management Guidelines reviewed by committee <ul style="list-style-type: none"> <li>-Minor change made to reflect current practice regarding reimbursements to staff – not limited to a value</li> <li>-confirmed that current practice for reviewing bank recs and GST is working fine – no changes sought</li> </ul> </li> <li>Donations- 2020 income is in line with previous years. Has not been any significant influence in the Government contribution in lieu of donations for lower decile schools <ul style="list-style-type: none"> <li>-Moved to emailing statements</li> </ul> </li> <li>2019 accounts <ul style="list-style-type: none"> <li>-reviewed the summary P&amp;L as well as the annual report</li> <li>-Only issue currently is not having received an invoice for gymnastics sessions held in 2019- have made several attempts to acquire (estimate to be around \$10K)</li> <li>-Banked staffing was not owing anything at end of balancing period</li> <li>-Agreed that happy to proceed to audit and that the final accounts be authorised by MS and RS- however any material changes need to be referred to the BOT</li> </ul> <p><i>Motion: That the 2019 annual report be approved to be presented to the auditor (as undertaken by Accounting for Schools)</i></p> <p><i>Moved MB, seconded CB carried</i></p> <p><i>Motion: That once the audit has been completed that the 2019 annual report be signed by MS and RS (subject to material changes being notified to the BOT)</i></p> <p><i>Moved MB, seconded CB carried</i></p> </li> <li>The payments schedules, bank reconciliations and manual journal reports up to end of February were provided to Finance Committee for review.</li> <li>Additional funding is being provided by the MOE to fund support staff increase in pay as per collective agreements.</li> </ul>	
14	Health and Safety	<ul style="list-style-type: none"> <li>Nothing major to report</li> </ul>	
		<b>OTHER BUSINESS</b>	
15	Grant Application	<ul style="list-style-type: none"> <li>No applications put through</li> <li>Considering applying to Hutt Mana Charitable Trust for a Hearing Sound System for Kauri – quotes being sought</li> </ul>	<b>CW to seek quotes for hearing sound system</b>
16	Next Meetings	<ul style="list-style-type: none"> <li>Drive around 17 March 6.30pm</li> <li>BOT Tuesday 7 April</li> <li>Finance Thursday 2 April</li> <li>Property Monday 6 April</li> </ul>	
17	Update	<ul style="list-style-type: none"> <li>Meeting went into committee at 9.40pm</li> </ul>	
	Meeting closed at	10.00pm	

**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>TUESDAYS</b> <b>7.00 pm</b>	<b>MONDAYS before BOT meeting</b>	<b>FRIDAYS before BOT meeting</b>	<b>AS REQUIRED</b>	<b>AS REQUIRED</b>
1	7 April Week 10	6 April	3 April		
2	12 May Week 3	11 May	8 May		
2	9 June Week 7	8 June	5 June		
3	28 July week2	27 July	24 July	TBA	TBA
3	25 August Week 6	24 August	21 August	TBA	TBA
3	22 September week 10	21 September	18 September	TBA	TBA
4	20 October week 2	19 October	16 October	TBA	TBA
4	17 November week 6	16 November	13 November	TBA	TBA
4	1 December (part 1) (week 8)				
4	8 December (part2) week 9				