

Papakowhai School Board of Trustees
Minutes of the Meeting 11 February 2020 at 7.00pm in the staffroom

BOT Present	Mark Smith (Principal) – MS Caine Webster-CW Andrew Graham – AG Rodney Strong- RS (Chair) Aruna Hill- AH Frances Williams – FW Craig Brown – CB Alice Camaivuna –AC Heather Turner- HT (Minute Secretary)
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Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		ADMINISTRATION	
2	Apologies	Marc Byres- MB	
3	Confirm Chair	<p>Welcome to 2020</p> <p>Craig Brown took responsibility as Chair for the confirmation of Chair of BOT.</p> <p>Nominations for Chair for 2020 were called.</p> <p>Rodney Strong advised of his willingness to continue.</p> <p>No further nominations were received.</p> <p><i>Motion: That Rodney Strong be confirmed as Chair for 2020 moved: CB, seconded AC Carried</i></p> <p>RS continued as Chair for remainder of meeting.</p>	
4	Previous Minutes	<p>The Minutes of the Meeting of 10 December 2019 were reviewed.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> • Amendments to the Strategic Plan and Annual Plan – amendments identified have been made • Information on donations – completed • Invitation to Alana McCorry provided <p><i>Minutes confirmed</i></p> <p><i>Moved CB Seconded AH carried</i></p>	
5	Rezoning	<ul style="list-style-type: none"> • Welcome to visitors Alana McCorry and Shelley Govier from MOE • Had in-depth discussion about continuing roll growth in Northern Porirua area with a particular focus on Papakowhai School and the process for reviewing zone again • MOE will support Papakowhai in zone review • Need to allow sufficient time to consult with community/other schools • Aim for new zone to be in place by August 2020 to allow adequate time for pre-enrolments • A ‘jigsaw’ of Papakowhai Zone provided but agreed that need greater division when reviewing zone – MOE to provide • MOE asked to provide a more detailed map of the Current Papakowhai School Enrolment area, including how many current Papakowhai Students fall into each of the sub areas • The Board requested data from the Ministry on children under school age in our zone • MOE support an enrolment declaration of living in zone 	MOE to provide further info to support BOT in zone review

6	Conflict of Interest	<ul style="list-style-type: none"> • Call for conflict of interests – none declared 	
7	Home and School Attendee	<ul style="list-style-type: none"> • AC volunteered to attend next meeting on 17 February 	
8	BOT comms	<ul style="list-style-type: none"> • Keen to keep up communication • Having mathematics/reading eggs/hapara as compulsory on MySchool website caused confusion and concern – has been amended and newsletter item being issued to explain • To include info on potential zoning change 	RS to draft comms
9	Strategic Plan	<ul style="list-style-type: none"> • Te Reo goals have been clarified with Anthony Irwin of Aotea College – all good • Have engaged Sara-Jane Austen to do graphics work • Is required to be with MOE by 1 March but can send in revised version if graphics not completed • Few minor changes made – explained and agreed to • Decided an opportunity to consult with community should be provided –agreed to have open invitation to meet on same evening as parent teacher interviews 	CB to prepare summary of strategic plan
		MONITORING	
10	Principal's Report	<ul style="list-style-type: none"> • Happy start to 2020 • Staff are overall happy with new plan • Teacher only days went well • New staff settling well • Student numbers are high with class numbers high also • New entrants to come will fill up Rata classes and then 2 more classes to start during year. Likely that will operate in current Library • Out of zone new entrants – 5 places provided – 2 started so far • No compliance issues • Teacher Registrations and police vetting up to date • Reporting schedule for reporting on strategic goals was tabled • 2019 Analysis of Variance – few minor changes made. To be with MOE by 1 March 	All – to review Analysis of Variance –any issues to MS
11	Property Committee	<ul style="list-style-type: none"> • Reports from Ashby Property tabled • Several projects on go: <ol style="list-style-type: none"> 1. Pool <ul style="list-style-type: none"> -Quantity Surveyor should have information by end of week -Need to review and then seek grants 2. Electrical switchboards <ul style="list-style-type: none"> - part of 5YA funding 3. Drainage Project <ul style="list-style-type: none"> -5YA project 4. Fire Alarms and security <ul style="list-style-type: none"> -5YA project 5. Warm water project <ul style="list-style-type: none"> -parked as part of leaky building report 6. Library classrooms <ul style="list-style-type: none"> - Been allocated \$90K to make improvements to library to accommodate 2 new entrant classes -Includes removing Kauri toilets and reconfiguring other spaces to include more toilets -Moving library to current Rata 5 -Unsure of how long this temporary measure will be required -Ashby's are managing and have engaged a designer 	

		<p>7. Staffroom -\$341K allocated to redevelop staffroom</p> <p>8. Sustainability projects -MS applied for grant to replace gas boiler with heat pumps and to replace lighting with LED's -Await outcome of application process</p>	
12	Finance	<ul style="list-style-type: none"> 2020 Budget discussed – no changes since presented at last meeting of 2019 -possibly some of fixed assets planned for staffroom may not be required but need to await work on the staffroom project <p><i>Motion: That the 2020 Papakowhai School budget be adopted</i> <i>Moved MS, seconded CB carried</i></p>	
13	Out of Zone places	<ul style="list-style-type: none"> AC has developed a declaration form to accompany enrolments. Requires families to advise school if change address within specific time period. Agreed that time period should be 12 months. Noted that one family previously out of zone has moved into zone. Full discussion on whether having that change could allow 2 of those who missed out on places in the 2019 ballot could be allowed in. Noted that did not affect current numbers as expected those families would move into zone if not given placements. <p><i>Motion: That 2 additional out of zone places be offered to 2020 new entrants (following the priority listing per the 2019 ballot) as a direct result of a family moving from out of zone to in zone.</i> <i>Moved AH, Seconded CB carried (noted one abstained due to conflict of interest)</i></p>	
		OTHER BUSINESS	
15	Next Meetings	<ul style="list-style-type: none"> Draft schedule of dates provided Moving Finance meetings to Friday mornings Change 16 June to 9 June MB to review Further meetings for enrolment zone discussions may be added when required 	<p>HT to make amendments</p> <p>All to review and advise of any changes required</p>
Meeting closed at		9.30pm	

BOT dates and Subcommittees

Term	BOT Dates	Property Sub Committee	Finance Sub Committee	Policy Sub Committee	Health and Safety
	TUESDAYS 7.00 pm	MONDAYS before BOT meeting	FRIDAYS before BOT meeting	AS REQUIRED	AS REQUIRED
1	10 March Week 6	9 March	6 March		
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				