

Papakowhai School Board of Trustees
Minutes of the Meeting 12 May 2020 at 7.00pm via Zoom

BOT Present	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)
--------------------	---

Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		ADMINISTRATION	
2	Apologies	Andrew Graham – AG	
3	Previous Minutes	<p>The Minutes of the Meeting of 21 April 2020 were reviewed. Matters arising:</p> <ul style="list-style-type: none"> • Communication with parents – new entrants have been included in emails • Health and safety plan – issued and feedback provided <p>Minutes were circulated to all and changes made as required. <i>Minutes confirmed</i> <i>Moved MB Seconded AH carried</i></p> <p>The Minutes of the Meeting of 14 April 2020 were reviewed. Matters arising:</p> <ul style="list-style-type: none"> • Changes to strategic plan – completed • Quotes for sound system – difficult to contact NZ agents. Will continue to try • MOE contacted regarding zoning change- advised by Shelley Govier that can go as late as you like. Will need to review original plans as MOE opposed to suggestion • Vulnerable workers – have worked on this and work continues as move to Level 2 • BOT comms – issued <p>Minutes were circulated to all and changes made as required. <i>Minutes confirmed</i> <i>Moved AC Seconded MB carried</i></p>	
4	Conflict of Interest	<ul style="list-style-type: none"> • Call for conflict of interests – none declared 	
5	Alert level 2	<p><u>Level 2 draft organisational pan for Papakowhai School.</u></p> <ul style="list-style-type: none"> • MS explained the plan and noted: • School will be ready to open on Monday 18 May • Guidance from MOE is sensible and not too rigid • Advice regarding the ‘breath zone’ is something children will relate to • Not sure as yet as to numbers not intending to return on Monday but parents required to advise the school • Teachers will return to teaching only in classrooms- online teaching will finish. Support for those required by Public Health to self-isolate will be made available 	

		<ul style="list-style-type: none"> • There will be a low threshold as regards sick children – but a common sense and consistent approach will be taken • Focus will be on being safe and kind • Three staff have indicated they are unable to return under level 2 <ul style="list-style-type: none"> - 1 full time classroom teacher - 1 part time teacher - 1 support staff <p>MOE advice being followed. Aiming to work out suitable solutions but may require further advice from School Trustees Assn</p> <p><u>Public Health Guidelines</u></p> <ul style="list-style-type: none"> • The public health guidelines were reviewed and discussed- points noted - Additional care to be taken in attendance registers - All visitors and staff to be registered - Limiting numbers of parents on site - Will not have any large gatherings - Playgrounds will be open during school hours for school children - Staggered finish times being considered - Alternative pick up points can be suggested - Entry and exit times to be clearly advised and adhered to - Children to eat in classrooms with hygiene requirements - Limited access to staffroom and office - ASC will operate with safety procedures in place - Staff meetings will be limited (noted significant PD undertaken lately with online learning) - No field trips until further notice – working with year 7-8 families regarding Plimmerton Tech Centre - Noted zoom parent teacher interviews this week fit with guidelines and that MS very proud of staff in trying circumstances - Emphasis will be on keeping things as normal as possible - BOT keen to hear if any additional support mechanisms required for staff/students 	<p>MS to keep BOT informed of any staffing issues</p> <p>MS to update playground signage</p> <p>MS/CW to document any additional support needs</p> <p>MS to email updated level 2 plan to BOT</p>
6	Principals Report	<p><u>Roll</u></p> <ul style="list-style-type: none"> • When restart on 18 May will have 525 students – same number as end of year 2019 • Many students physically attending for first time next week • 35 new entrants still to start • Expecting to finish on 560 – had planned for few to move away but unsure of any changes to this <p><u>Staffing</u></p> <ul style="list-style-type: none"> • Advertised for another full time fixed term new entrant teacher to start in term 3 applications close this Friday • Teachers done so well during lockdown levels • Parents also very generous and supportive • Acknowledged children also done so well • BOT to thank all in comms. <p><u>Out of Zone placements for 2020</u></p> <ul style="list-style-type: none"> • Correspondence received from parent of child still on wait list for 2020 and requesting BOT reconsideration • BOT fully discussed including <ul style="list-style-type: none"> - current situation re Covid 19 	<p>RS to add thanks to staff in next BOT comms</p>

		<ul style="list-style-type: none"> - background into waiting list -student numbers -classrooms at full capacity (including proposed new classroom deferred due to Covid 19 restrictions) -whether could hold till 2021 ● Overall BOT decided that there can be no additional places offered this year. Main reason is no additional capacity <p><u>Out of Zone placements for 2021</u></p> <ul style="list-style-type: none"> ● Have had 4 enrolment forms received from parents living out of zone with at least one child at Papakowhai and with a child due to start school in 2021 ● BOT discussed whether could allow any out of zone places for 2021. Discussion included: <ul style="list-style-type: none"> - Student numbers expected to finish at 560 with only 50 children leaving in year 8 - Capacity is an issue - Do not yet have accurate figures of 2021 expected number of new entrants - 2020 new entrant numbers were larger than predicted and largest cohort to date at 85+ - Immigration is expected to decrease in 2020/21 (result of lockdown changes) - Desire to advise community of decision as soon as possible - Whether there is sufficient time to shrink zone for 2021 and to allow sufficient time for that process - Negative perception that could shrink zone but then allow out of zone placements - Community aware that moving out of zone could result in siblings unable to attend and need to reinforce this position ● Decided to defer decision as to whether will have any out of zone placements for 2021 until June BOT meeting to allow time to gather information about expected new entrant numbers for 2021 ● Comparisons of expected v actual would also be useful tool 	<p>RS to reply to parent</p> <p>MS to gather info about new entrant numbers for 2021</p> <p>RS to add out of zone placements to next agenda</p> <p>MS to determine expected v actual numbers</p>
		MONITORING	
7	Finance	<ul style="list-style-type: none"> ● Finance Committee met 5 May 2020. Minutes referred to <p><u>2020 Finances</u></p> <ul style="list-style-type: none"> ● Main focus has been on reviewing the 2020 budget by preparing a new forecast ● Went through the impacts of the lockdown on the profit and loss, how savings could be made and where purchasing can be deferred ● Fundraising will be impacted considerably particularly with ASC, but also on miscellaneous donations and school donations. ● Impact increased by MOE direction to maintain staff wages during lockdown ● Savings being made by reducing curricular costs, potential savings in use of relievers and in staff development ● Will need to review forecast regularly ● Aim is to try to minimise deficit to under \$10K. This deemed acceptable given surplus have been made in past few years 	

		<ul style="list-style-type: none"> Have reviewed asset purchase plan and only planning those deemed required this year. Others deferred till 2021. Reduction in assets purchased will free up cashflow. <p><u>2019 Audit</u></p> <ul style="list-style-type: none"> Audit process has been worked through and is nearing completion Adjustment will be made for the gymnastic programme not yet invoiced <p><u>Other business</u></p> <ul style="list-style-type: none"> Unaware of any financial relief available for the school OSCAR funding – additional funding grant of \$1500 being provided BOT fees to be reviewed at June meeting 	MS to ask MOE if any funding available to decile 8-10 schools whose donations are impacted
10	Next Meeting	<ul style="list-style-type: none"> BOT meeting 9 June 2020 7.00pm in staffroom Finance Meeting Friday 5 June 8.00am Property Committee Monday 8 June 8.00am 	
Meeting closed at		9.07pm	

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
2	9 June Week 9	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				