

**Papakowhai School Board of Trustees**  
**Minutes of the Meeting 13 April 2021 at 7.00pm held in the school staffroom**

<b>BOT Present</b>	Mark Smith (Principal) – MS Rodney Strong- RS (Chair) Aruna Hill- AH Frances Williams – FW Marc Byres- MB Craig Brown – CB Alice Camaivuna –AC Andrew Graham – AG Caine Webster-CW  Heather Turner (minute secretary)
--------------------	---

Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		<b>ADMINISTRATION</b>	
2	Apologies	nil	
3	Previous Minutes	<p>The Minutes of the Meeting of 16 March 2021 were reviewed.            Matters arising:</p> <ul style="list-style-type: none"> <li>• Issues with the long term plan – met with MOE to discuss</li> <li>• Projected roll numbers for proposed zone – have requested from MOE who have said will be available by 3 May 2021</li> <li>• Meeting with Rangkiura and Paremata Schools re zones – both schools keen to meet but have paused as MOE to again meet with Principals’ and BOT’s on 12 May</li> <li>• Papakowhai’s approach to zone – was discussed with the North Porirua Kahui Ako (NPKA) Principals’</li> <li>• MS role with the NPKA – on this agenda</li> <li>• MS 2021 goal re stakeholders – to carry forward</li> <li>• Principals appraisal – on agenda</li> <li>• 5YA funding for weather tightness – have had advice – discussed under Property</li> <li>• Increased BOT funding for library – Ashby’s have been asked – no response – to follow up</li> <li>• Insurance coverage of bikes in unalarmed lockup – have confirmed that bikes are covered by MOE risk management scheme</li> <li>• Camp permission forms – have been updated</li> </ul> <p><i>Minutes confirmed</i>  <i>Moved CB, Seconded MB carried</i></p>	<p>c/f -MS to change 2021 goal to be more specific about stakeholders ✓</p> <p>c/f- HT to follow-up increased BOT contribution for Library project ✓</p>
4	Conflict of interest	<ul style="list-style-type: none"> <li>• Call for conflict of interests – none declared</li> <li>• AC advised of her return to the NZ School Trustees Association</li> </ul>	
5	Home and School Attendee	<ul style="list-style-type: none"> <li>• Next meeting of Home and School is on 10 May. CB</li> <li>• AC advised of her return to NZ School Trustees Association</li> </ul>	

		<p>The BOT moved to “in committee” at 7.30pm, and returned at 7.55pm</p> <ul style="list-style-type: none"> <li>The BOT confirmed that they support MS applying for the role of NPKA lead principal and for CW being acting principal when MS on NPKA duties.</li> </ul>	
		<b>MONITORING</b>	
8	Principal's Report	<ul style="list-style-type: none"> <li>MS presented report (copy in dropbox)</li> </ul> <p><u>Roll</u></p> <ul style="list-style-type: none"> <li>531</li> <li>On track with expected numbers</li> <li>Currently 22 out of zone students with 2 more to come – only 3% of roll will be out of zone</li> </ul> <p><u>Compliance</u></p> <ul style="list-style-type: none"> <li>No issues</li> </ul> <p><u>Staffing</u></p> <ul style="list-style-type: none"> <li>One Teaching Assistant remains extended sick leave</li> <li>Another teaching assistant returning to Papakowhai School- there was a lot of interest in this role</li> <li>Saras Madams from ASC retiring this week</li> <li>MOE have noted to MS the difference between confirmed staffing and roll numbers. Any further permanent teaching appointments would require MOE approval.</li> </ul> <p><u>Reporting on Initiatives</u></p> <ul style="list-style-type: none"> <li>See Principals report in dropbox for full report</li> <li>Term one progress reported.</li> </ul>	
9	Property Committee	<ul style="list-style-type: none"> <li>Property Committee met 12 April – minutes referred to <u>4 Relocatable Classrooms</u></li> <li>MS and RS met with Lucy Ross and others from MOE- issue now with Adbuild going into Voluntary liquidation</li> <li>Unsure of impact on our project – have been told we will hear from MOE by 19 April</li> <li>In meantime having Darren O’Leary provide advice on how to provide accessible toilets</li> <li>Need to proceed on basis that project will not go ahead this year</li> <li>Looking into options for providing one additional classroom space for 2021- options include bringing in 1 prefab, closing library, reshuffling classrooms for space capacity</li> </ul> <p><u>Weather Tightness Reports</u></p> <ul style="list-style-type: none"> <li>Have been advised the hall is not a leaky building</li> <li>Of those classrooms needing recladding BOT not liable for cost for Rimu 5 and Matai 3</li> <li>Total costs for recladding Matai 1, 2 and current library would be limited to 50 % of the cost up to a maximum of 50% of the 5YA budget</li> <li>Agreed that need to get clearlight replaced in Matai 1 and 2 with a cheaper alternative for health and safety reasons</li> </ul> <p><u>Fire/Security Upgrades</u></p> <ul style="list-style-type: none"> <li>Work proceeding. No cost overruns will be requested</li> </ul>	<p><b>MS to keep BOT informed of progress of relocatable project</b></p> <p><b>MS to request Ashby's to look for suitable prefab</b></p> <p><b>MS to arrange replacement of to</b></p>

15	Next meeting	<ul style="list-style-type: none"> <li>Next meetings</li> <li>BOT meeting Tuesday 18 May 2021 7pm</li> <li>Property meeting Monday 17 May 8:00am</li> <li>Finance Meeting Friday 14 May 8.00am</li> <li>Policy meeting Tuesday 11 May 2021 7pm</li> </ul>	
Meeting closed at		9.30pm	

Term	BOT Dates	Property Sub Committee	Finance Sub Committee	Policy Sub Committee	Health and Safety
	<b>TUESDAYS</b> 7.00 pm	<b>MONDAYS before BOT meeting</b>	<b>FRIDAYS before BOT meeting</b>	<b>AS REQUIRED</b>	<b>AS REQUIRED</b>
2	18 May Week 3	17 May	14 May	11 May	
2	29 June Week 9	28 June	25 June		
3	17 August week4	16 August	13 August		
3	21 September week 9	20 September	17 September		
4	26 October week 2	21 October  (Note change to Thursday week before due to Labour weekend)	22 October		
4	<b>WEDNESDAY 1</b> December (part 1) (week 7)	29 November	26 November		
4	7 December (part2) week 8				



18/5