

**Papakowhai School Board of Trustees**  
**Minutes of the Meeting 15 March 2022 at 7.00pm held via video conferencing**

<b>BOT Present</b>	Mark Smith (Principal) – MS Rodney Strong- RS (Chair) Aruna Hill- AH Marc Byres- MB Craig Brown – CB Alice Camaivuna –AC Frances Williams – FW Andrew Graham – AG Chris Robinson - CR Heather Turner (minute secretary)
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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 February 2022 were reviewed            Matters arising:</p> <ul style="list-style-type: none"> <li>• 2022 BOT elections – information put into BOT comms. Further promotion to be undertaken</li> <li>• 5YA order of preference – provided to The Greenstone Group</li> <li>• Solar power               <ul style="list-style-type: none"> <li>– Home and School enthusiastic about becoming involved</li> <li>-RS and CR visited Newlands Intermediate to view and get understanding</li> <li>-Been referred to Clifton Terrace School</li> </ul> </li> <li>• BOT dates- no issues identified  <i>Minutes confirmed</i>  <i>Moved MB, Seconded CB Carried</i></li> </ul> <p>The Minutes of the In Committee Meeting of 16 February 2022 were reviewed- no issues  <i>Minutes confirmed</i>  <i>Moved CB, Seconded AG Carried</i></p>	<b>RS to report further about solar power</b>
4	Conflict of interest	<ul style="list-style-type: none"> <li>• Call for conflict of interests – none declared</li> </ul>	
5	Traffic Management	<ul style="list-style-type: none"> <li>• Walking to school bus started well with up to 60 children. Need to seek interest in continuing</li> <li>• Traffic issues in Spey Place been diminished by current Pandemic situation</li> <li>• Further investigation into school bus to be undertaken. Considering mornings only due to complexities of managing handing over of children.</li> <li>• More children being dropped further away and walking</li> <li>• Yarrow Place issues – issues settled but will continue to monitor</li> </ul>	<b>MS to seek interest in walking to school bus for term2</b>

		<ul style="list-style-type: none"> <li>• Only MS monitoring traffic currently – will upscale if becomes necessary</li> <li>• More children/families walking around cul-de-sac</li> <li>• School start and finish times to be reviewed at end of term1 (as agreed)</li> </ul>	<b>MS to seek feedback from staff re start finish times</b>
6	Home and School	<ul style="list-style-type: none"> <li>• RS attended meeting- few new members for 2022</li> <li>• Struggling to hold events due to Covid level restrictions- start of year events cancelled. Still have plans for disco, quiz Calendar art fundraisers</li> <li>• Currently \$29K in bank of which \$20K set aside for pool facilities upgrade</li> <li>• MB to attend next meeting on 28 March</li> </ul>	
7	BOT Comms	<ul style="list-style-type: none"> <li>• Next coms end of term 1 – to include feedback on start finish times</li> </ul>	<b>RS to prepare comms</b>
8	Continuity Planning	<ul style="list-style-type: none"> <li>• Elections due September –first step is to appoint Election Returning Officer. Diana Parker in school office has done last 2 elections. Agreed to ask her again</li> <li>• To determine whether do voting by electronic methods, paper or combination</li> <li>• Two BOT members resigning. <ul style="list-style-type: none"> <li>- AG (staff rep) moving schools - Agreed that need to replace staff rep but unsure of whether formal process required given short time until election. Agreed that staff should be consulted in process.</li> <li>-Parent Rep leaving district – does not need replacing due to number of parent reps currently on BOT</li> </ul> </li> <li>• To continue to seek interest in BOT with community</li> </ul>	<b>MS to ask Diana Parker to be returning officer</b>  <b>AC to advise on requirements re staff rep appointment</b>  <b>MS to seek interest for staff BOT rep</b>
		<b>MONITORING</b>	
9	Principal's Report	<ul style="list-style-type: none"> <li>• Referred to Principal's report in BOT papers</li> <li>• Student Numbers – see report <ul style="list-style-type: none"> <li>- Number of new entrants low for term 1</li> <li>-1 Out of Zone child (approved 2021) stated – 19 Out of zone total</li> </ul> </li> <li>• Staffing <ul style="list-style-type: none"> <li>- Andrew Graham has resigned . Been at Papakowhai over 10 years and provided strong leadership for Kauri syndicate</li> <li>-Team Leader position has been advertised (closes 16 March) with internal and external applications to date. Expect to make appointment within a week</li> </ul> </li> <li>• Reporting on Initiatives- all initiatives listed in written report. Reporting against these will be undertaken in April</li> <li>• Continuation of classes in Pandemic: <ul style="list-style-type: none"> <li>-with increasing numbers of children and staff absent the aim is to use existing part time staff and regular relievers as much as possible</li> <li>-Where large number of teachers sick will move to combining classes. Goal is to provide children with as much continuity and stability as possible.</li> <li>-Number of children away is stabilising. Currently have 22 children with Covid19, 16 self-isolating and 31 children being kept home with no household contacts. Most classes have only up to 2 cases</li> </ul> </li> </ul>	<b>MS- do newsletter item re covid numbers in classes</b>

		<p>but 2 have more- so some community transmission is occurring. Agreed to provide numbers to community.</p> <ul style="list-style-type: none"> <li>-Will continue to monitor</li> <li>-Online learning is being undertaken as required. Can be adjusted when necessary</li> <li>-Business continuity plan has been refreshed –feedback welcomed.</li> </ul> <ul style="list-style-type: none"> <li>• Attendance report <ul style="list-style-type: none"> <li>-MOE provided report for term 4 2021.</li> <li>-Had on average 94% attendance – slight improvement on 2020</li> <li>- 85% of children attended 90% or more of the time (Noted national average is 60%)</li> <li>-Maori attendance highest level</li> </ul> </li> <li>• 1 March Roll Return <ul style="list-style-type: none"> <li>-In dropbox for review</li> <li>-Noted that the number of year 1's was 28 – normally would be in the 40's</li> <li>-The declining numbers could have implications for the future-but is positive for those concerned with rising roll</li> <li>-Tables for funding types (Maori Language Learning and Pacific Language Learning ) in dropbox for review</li> </ul> </li> <li>• Senior student opportunities <ul style="list-style-type: none"> <li>- The 2022 plan included providing more opportunities for senior students</li> <li>-Pandemic has meant less EOTC opportunities (other than camp which was a success) but there have been increased leadership opportunities made available for students</li> <li>-Continuing to look for further opportunities</li> </ul> </li> </ul>	<p><b>MS – newsletter item about what opportunities could be provided in community for senior students</b></p>
10	Property Update	<ul style="list-style-type: none"> <li>• Staffroom project <ul style="list-style-type: none"> <li>-All finished – staff happy</li> <li>-Staff to be involved in styling</li> <li>-The delay in start date impacted on contingency. Overall BOT funding (including remodelling resource room into DP office) is \$18K</li> </ul> </li> <li>• 4 Classroom Project <ul style="list-style-type: none"> <li>-Just few issues to be resolved – including pooling of water under building</li> </ul> </li> <li>• Toilets in Hall <ul style="list-style-type: none"> <li>-Illness has delayed start</li> <li>- Completion date could be impacted by Covid and material shortages</li> </ul> </li> <li>• Playgrounds <ul style="list-style-type: none"> <li>-Expect slide to be installed 21 March</li> <li>- Climbing net expected soon (on wharf)</li> <li>- Noted children enjoying new equipment on far side of field</li> </ul> </li> <li>• Rata Block – teachers provided their feedback</li> <li>• Carpet Replacement <ul style="list-style-type: none"> <li>-insurance claim but being managed as an MOE project</li> <li>-Expected in April holidays</li> </ul> </li> </ul>	

11	Finance	<ul style="list-style-type: none"> <li>Referred to the Finance Committee meeting minutes of 11 March</li> <li>2021 Draft accounts in dropbox for review. With the auditor</li> <li>February 2022 accounts provided <ul style="list-style-type: none"> <li>- ASC risk area with low numbers- will need to monitor. Fortunate having the MSD OSCAR grant</li> <li>-Asset purchasing well underway – Noted that sound system ordered mid 2021 finally arrived</li> <li>-Fire Alarm project – \$2k to be BO funded being 50% of hall costs</li> <li>-Donations down – will continue to track and encourage</li> <li>-MOE Grant budgeted at \$776 but expect to be \$20K down due to roll drop</li> <li>-Camp in/out ok</li> <li>-Relief teacher spending expecting to be higher with increased need for relievers</li> <li>-Balance Sheet remains strong</li> </ul> </li> <li>Insurance to be reviewed as low figure for hall. Aiming to renew conversation with MOE re ownership</li> </ul>	HT- newsletter for payment options to encourage payment
12	Policies	<ul style="list-style-type: none"> <li>NAG's 2 and 3 reviewed by committee – few tasks to be finalised before approving – to be on next agenda for approval</li> <li>Next polices for review are NAG 1 and Governance polices – to meet on Tuesday 29 March</li> </ul>	RS- To add NAG's 2 and 3 for approval on next agenda
13	Health and Safety	<ul style="list-style-type: none"> <li>Report tabled</li> <li>1 staff concern regarding height of microwaves</li> <li>Spate of fractures – all accidents</li> <li>Nothing significantly different than previous years but more Rimu deck incidents</li> </ul>	
		<b>STRATEGIC</b>	
		<b>OTHER BUSINESS</b>	
	Student Management System	<ul style="list-style-type: none"> <li>Now using MUSAC Edge</li> <li>Transition has gone relatively well- over the first phase</li> <li>Reports next part to be set up</li> </ul>	
14	Grant Applications	<ul style="list-style-type: none"> <li>Nothing to report</li> </ul>	
13	Next meetings	<ul style="list-style-type: none"> <li>Next BOT meeting TUESDAY 12 April 2022 (week 11)</li> <li>Finance Friday 8 April</li> </ul>	
Meeting closed at		9.00pm	

#### BOT dates and Subcommittees for 2022

Term	BOT Dates TUESDAYS	Property Sub Committee	Finance Sub Committee	Policy Sub Committee	Health and Safety
	7.00 pm	MONDAYS before BOT meeting	FRIDAYS before BOT meeting	AS REQUIRED	AS REQUIRED

