

Papakowhai School Board of Trustees
Minutes of the Meeting 16 February 2022 at 7.00pm held at Papakowhai School

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

Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		ADMINISTRATION	
2	Apologies	nil	
3	Confirm Chair	<ul style="list-style-type: none"> • Welcome to 2022 • Craig Brown took responsibility as Chair for the confirmation of Chair of BOT. Nominations for Chair for 2022 were called. Rodney Strong advised of his willingness to continue. No further nominations were received. <i>Motion: That Rodney Strong be confirmed as Chair for 2022 moved: CB, seconded MB Carried</i> RS was congratulated and continued as Chair for remainder of meeting.	
4	Previous Minutes	The Minutes of the Meeting of 7 December 2021 were reviewed Matters arising: <ul style="list-style-type: none"> • KIVA communication – KIVA units started in classroom. Will be in newsletter this term • 2021 Annual Report - complete • New class blessing – Carried out by Mark Kairua • New classroom – communication undertaken for those using these rooms • Production – Still expecting changes from traditional productions due to size of school and Covid issues. Further discussions to be held • Pathways with Aotea for the Arts – part of Production discussions • 2022 Annual Plan confirmation <ul style="list-style-type: none"> - no further changes to be made - to be sent to MOE by 1 March <i>Motion: That the BOT confirm the 2022 Annual Plan Moved CB, seconded AG, Carried</i>	

		<i>Minutes confirmed</i> <i>Moved CB, Seconded AG Carried</i>	
5	Conflict of interest	<ul style="list-style-type: none"> • Call for conflict of interests – none declared 	
6	Traffic Management	<ul style="list-style-type: none"> • The newsletter this week contained outline of expectations for traffic management and children’s crossing of roads • Currently Spey Place is being managed to acceptable level but some of the problems have moved to Yarrow Place which is becoming an issue for the Kindergarten • Continuing to monitor • Moving March is being planned but Covid Red has impacted on plans <ul style="list-style-type: none"> - Still aiming for Walking to School bus to start in March but level of commitment will be limited to March for time being • School bus for terms 2 and 3 still to be explored • Start and finish times have changed and is making an impact. Good for school but Kindergarten have issues. Will provide feedback at end of term • Changes to footpaths – working with Wellington Regional Council and PCC 	
7	Home and School	<ul style="list-style-type: none"> • Next meeting 21 February – Marc Byres volunteered to attend • MS met with Rose Crawford and provided the schools list of priority purchases to seek whether H&S keen to assist • Fundraising impacted by Code Red but looking at other opportunities 	
8	BOT Comms	<ul style="list-style-type: none"> • Aiming to do a welcome back to school newsletter soon • Will do a plug for traffic safety to support school’s information 	
	In Committee	<ul style="list-style-type: none"> • The BOT went into committee at 7.30 and returned to the meeting at 7.35pm 	
9	Continuity Planning	<ul style="list-style-type: none"> • The BOT elections are 2022 and have been moved to September • Possibility of completely new BOT this year so are keen to recruit or seek interest of new members for continuity reasons • One current member may leave end of term one due to relocating • Will include in BOT comms 	RS- to seek interest for 2022 elections
		MONITORING	
10	Principal’s Report	<ul style="list-style-type: none"> • Referred to Principal’s report in BOT papers – including Contingency Planning, Code Red Plan and Camp at Red • Code Red: <ul style="list-style-type: none"> - Staff and children doing remarkably well with mask wearing - Have provided initial communication re online learning including information on devices and hard packs -Business Continuity Plan prepared and discussed -Decision regarding closure will be made by MOE at this stage- if insufficient staff school can close -Returning to school after closure will be complex • Delegations <ul style="list-style-type: none"> - MS has clear delegations and the Business Continuity Plan has ordered list of those who would undertake the role of Principal should MS not be capable. It would go to the next available listed 	

		<p>person. Delegations that would transfer would include financial delegations</p> <p><i>Motion: That the BOT agree that the delegation of the role of Principal be provided to those in the order listed in the Business Continuity Plan should the role be unable to be carried out</i></p> <p><i>Moved AC, Seconded MB , carried</i></p> <ul style="list-style-type: none"> • Have limited staff meetings and changed to online presentations to assist in limiting numbers gathering • Camp is continuing at this stage with the possibility of postponing up until Sunday 20 Feb. • Student Numbers – see report <ul style="list-style-type: none"> - Totara classes have high numbers - Lower numbers in the year 1 cohort expected - Had a few families leave at end of 2021 moving within NZ -Expect roll to end at around same as 2021 • Teacher registrations all current <ul style="list-style-type: none"> Police vetting for support staff current All staff compliant with Covid Passes 	
11	Property Update	<ul style="list-style-type: none"> • Staffroom project <ul style="list-style-type: none"> – Expecting completion by 24 Feb -Windows replaced in other areas of office need to be redone due to incorrect profiles -No significant variations • 4 Classroom Project <ul style="list-style-type: none"> -All classrooms now occupied -Few minor issues to be resolved -Pooling of water under rooms is being investigated further • Toilets in Hall <ul style="list-style-type: none"> -Freear Phillip will commence this once staffroom complete -MOE have advised they will pay the additional \$18K required -Awaiting PCC consent • Playgrounds <ul style="list-style-type: none"> -Further delays in getting equipment - Net will be about a month and slide mid Mark • 5YA Planning <ul style="list-style-type: none"> - MS, CB and RS met with the MOE’s consultants The Greenstone Group to discuss the needs and wants of school -Weather tightness issues will take 50% of the 5YA funds leaving around \$270K available over the 5 years, plus can use \$200K of accelerated funding (from the following 5YA allocation) - Noted the health and safety work required has already been completed - Noted that the MOE (Lucy Ross) confirmed that any weather tightness costs for Block W would not be BOT liability • The areas for discretionary spending are: <ul style="list-style-type: none"> - J Block (Rata) – move to more individual or double class teaching spaces and internal refurbishment including art bays. Possibility this could be done in stages - Heating and Ventilation - Currently heating is not evenly distributed despite boiler being reasonable. Replacing with heat 	

		<p>pumps would be costly but could be done in instalments. Also includes replacement of all wooden windows with Aluminium window frames – expect to be costly</p> <ul style="list-style-type: none"> -Block H refurbishment – due to weather tightness this could not be done until re-clad • BOT concerned at the lifespan of Rata and subsidence issues – the costs to do likely to exceed 5YA • Could explore options to reduce costs of heat pumps such as EECA and solar panels. Possibility of getting grants or assistance in fundraising <p><i>Motion:</i> <i>That the BOT's preference to be provide to the MOE for 5YA funding is in the following order:</i></p> <ul style="list-style-type: none"> - Heat and ventilation -Block J (as much as is able to be upgraded) -Block H – internal configuration <p><i>Moved MB, seconded CB carried</i></p>	<p>MS to advise MOE or order of preference for 5YA</p> <p>RS to start discussions with H&S re solar costs</p> <p>CR to initiate discussions with other schools who use solar</p>
12	Finance	<ul style="list-style-type: none"> • Referred to the 2022 Budget and Analysis of Variance in the BOT papers • 2022 Budget -Only one change made since December, to remove Hearing sound system from 2022 (due to extensive delays in obtaining the one ordered in 2021 – still waiting) and add back in the fencing that had been in 2021 but had been omitted from 2022 budget. No change to bottom line <p><i>Motion: That the 2022 Budget as included in the BOT papers for this meeting be approved</i></p> <p><i>Moved MB, seconded CB carried</i></p> <ul style="list-style-type: none"> • The Analysis of Variance for 2021 sits beside the 2021 annual accounts and forms part of the annual report – no changes since presentation in December <p><i>Motion: That the 2022 AOV as included in the BOT papers for this meeting be approved</i></p> <p><i>Moved CB, seconded MB carried</i></p> <ul style="list-style-type: none"> • ASC for 2022 is in vulnerable position given Code Red. Less numbers attending currently and staffing not yet changed so at times overstuffed. Will review in March. Not expecting any major disruption from new toilet project – can work around it. 	
13	Policies	<ul style="list-style-type: none"> • Agreed to review NAG's 2 and 3 before next BOT meeting • Meeting date set for 22 February 2022 with MS, AH, FW and AC attending • NAG's 1 and Governance Policies to be reviewed this term also 	
		STRATEGIC	
		OTHER BUSINESS	
14	Grant Applications	<ul style="list-style-type: none"> • Nothing to report 	
13	Next meetings	<ul style="list-style-type: none"> • Draft schedule of meeting referred to • Next BOT meeting TUESDAY 15 March 2022 	All – to review suggested dates and report back

	<ul style="list-style-type: none"> • Finance Friday 11 March • Property Monday 14 March • Whether these meetings will be in person or by zoom yet to be determined 	next meeting if change required
Meeting closed at	9.00pm	

BOT dates and Subcommittees for 2022

Term	BOT Dates TUESDAYS 7.00 pm	Property Sub Committee MONDAYS before BOT meeting	Finance Sub Committee FRIDAYS before BOT meeting	Policy Sub Committee AS REQUIRED	Health and Safety AS REQUIRED
1	15 March Week 7	14 March	11 March		
1	12 April Week 11	11 April	8 April		
2	17 May Week 3	16 May	13 May (April accounts)		
2	21 June Week 8	20 June	17 June (May accounts)		
3	9 August week 3	8 August	5 August (June accounts)		
3	6 September week 7	5 September	2 September (July accounts)		
	ELECTIONS	5-23/9/22			
3	27 September week 10	26 September	23 September (August accounts)		
4	1 November week 3	31 October	28 October (September account)		
4	29 November week 7				
4	6 December week 8				

 17/3

