

**Papakowhai School Board of Trustees**  
**Minutes of the Meeting 16 May 2018**  
**at 7.00pm in the staffroom**

<b>BOT Present</b>	Gary Tonkin (Chair)- GT Mark Smith (Principal)-MS Craig Brown – CB Melanie Richardson-MR Craig Hill- CH Andrew Graham- AG Heather Turner (Minute Secretary)
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Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		<b>ADMINISTRATION</b>	
2	Apologies	John Schwalger –JS Nathan Grennell- NG Kerry Weir-Smith - KWS	
3	Previous Minutes	<p>The Minutes of the Meeting of 4 April 2018 were reviewed.</p> <p>Action points arising:</p> <ul style="list-style-type: none"> <li>• Pool- on agenda</li> <li>• Absence data – on agenda</li> <li>• Aotea Bus – have been in discussions with Mana Coach Services – they do not have any buses available at present to do this run. They will be in contact when change in capacity</li> <li>• Zone change proposals – communicated</li> <li>• Report on goals for achievement and success – reading data updated</li> <li>• Special Needs spending – discussion in Finance committee</li> <li>• Maori Hui – Caine Webster and Rangi Halbert working together and organising number of events- aware that this needs action</li> <li>• Blessing of Totara opening – due to delays hasn't been finalised. Getting support from Rangi Halbert on what to do.</li> <li>• Health and safety on Astroturf- discussed with staff</li> <li>• Door closers- in property committee</li> <li>• Allergy policy – on agenda</li> <li>• Discounts for ASC – discussed under Finance</li> <li>• Card design – on agenda</li> </ul> <p><i>Minutes confirmed</i>  <i>Moved CB, seconded AG carried</i></p>	

		<b>STRATEGIC DISCUSSIONS</b>	
4	Enrolment Zone	<ul style="list-style-type: none"> <li>• Have met and discussed feedback from proposal communicated. Agreed at that discussion to seek guidance from MOE on two points:               <ol style="list-style-type: none"> <li>1. Whether the criteria for selecting out of zone places can be adjusted to give priority to those siblings of children who have moved from being in zone to out of zone – MOE have replied that this is not permitted</li> <li>2. Whether the MOE would consider it appropriate to change the proposed zone from excluding the Fjord area and adding in Aotea Drive odd numbers 1-23 inclusive, Te Puia Drive odd numbers 1-39 inclusive and Tararua Close– the MOE have replied that they agree with this amendment and have drafted a map to show this.</li> </ol> </li> <li>• Board had full discussion on which of these two areas (in short called the Fjord or Aotea Drive) should be deemed out of zone. Discussion was framed around the original criteria set for determining areas to be in or out of zone.                In summary on the criteria of:               <ul style="list-style-type: none"> <li>-A conservative approach – BOT agreed that either of the areas could be made out of zone but did not consider that both areas could be deemed out of zone</li> <li>-The proximity to Papakowhai School- agreed that using the driving distance to school the Fjord area was closer than the Aotea Drive area</li> <li>-The proximity to other schools – The Aotea Drive area is closer to Rangikura school than the Fjord area</li> <li>-The potential impact on the zone – BOT revisited the projection and Rodney Strong’s data and concluded that the potential impacts are similar</li> <li>-The potential impact if an Aotea School was built – It would appear likely that only the Fjord area would stay with Papakowhai School</li> <li>-Using natural geographical boundaries – both are similar however consider that the Fjord has more of a natural boundary than the Aotea Drive area.</li> <li>- Avoiding one side of the street – this is something which the MOE would now accept and have agreed that having odd numbers for</li> </ul> </li> </ul>	

		<p>part of a street could be excluded from the zone.</p> <p>-Avoiding creating an island – neither form an island</p> <ul style="list-style-type: none"> <li>• Overall agreed that very similar against the criteria originally considered – marginal differences</li> <li>• The MOE also have indicated that they would prefer an area of a few streets rather than just 2 (Abel Glen and Fiordland)</li> </ul> <p>Agreed that an additional criterion, brought up in the feedback received to date, needs to be given consideration, being - the safe access to and from school. The Aotea Drive area has safer and easier access to Rangikura School than the Fjord area. Noted that from the Fjord there is no footpath for the children to use without crossing the road, if using a car there is difficulty turning right nor is there an easy way to turn around at the bottom of Whitford Brown if turn left.</p> <ul style="list-style-type: none"> <li>• BOT to request information from Porirua City Council as to any roading changes planned so can take into consideration.</li> <li>• Overall the BOT agreed that a change to the proposal was warranted to exclude the Aotea Drive area from the zone and for the Fjord area to remain in zone - based predominantly on two reasons: <ul style="list-style-type: none"> <li>-the acceptance by the MOE to not oppose a zone to change on one side of the street</li> <li>-the safety aspect of accessibility (BOT will consider any information from PCC if identified)</li> </ul> </li> <li>• BOT also reviewed Routeburn Street to clarify the zone. It was agreed that the side closest to Rangikura School should be deemed out of zone. This was not clear originally but was intention so needs to be specified.</li> <li>• When making any change also need to emphasise that maintaining one area in zone may not necessarily be permanent as the zone will need to be addressed again for 2020.</li> <li>• BOT to seek advice from MOE as to next stage – whether to communicate this change as part of the informal consultation and allow additional time for feedback (allowing fair opportunity to community) or whether we now move into formal consultation.</li> <li>• Noted that formal consultation must take</li> </ul>	<p><b>MS to consult with PCC</b></p> <p><b>MS to consult MOE as to next stage of process- reply then to be provide to BOT and decision to be made on next step</b></p>
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		<p>four weeks.</p> <p>In summary – the BOT have agreed in principle to change the proposed zone changes to maintain the Fjord area in zone and to exclude the Aotea Drive area specified (being odd numbers 1-23 inclusive, odd numbers 1-39 Te Puia Drive and including Tararua Close). BOT will consider any further information from the PCC if received. BOT also seeking advice from MOE as to next steps.</p>	
		<b>MONITORING</b>	
5	Principals Report	<p>Referred to report in dropbox</p> <p><u>Roll</u></p> <ul style="list-style-type: none"> <li>• Roll now 466</li> <li>• Expecting to finish on 495</li> <li>• On cusp of starting next new entrant class</li> </ul> <p><u>Report on Goals 3 (Community) and Goal 4 (Respect)-</u></p> <p>See report in drop box for full report</p> <p>Community:</p> <ul style="list-style-type: none"> <li>• Good progress being made on communication with the introduction of the Skool loop App, the increased use of the website and facebook , and the new reporting tools</li> <li>• The move away from a paper newsletter has not caused concern</li> <li>• Still need attention with the consultation meetings for: <ul style="list-style-type: none"> <li>- Additional learning needs</li> <li>-Pacifica and Asian</li> <li>- Maori community</li> </ul> </li> <li>• The connection and parental involvement is still strong particularly with sport and inquiry help</li> <li>• Connection with pre-schools is mixed with good relationship with the kindergarten and continue to try with the early childcare centres</li> </ul> <p>Respect:</p> <ul style="list-style-type: none"> <li>• Good progress being made with KIVA program</li> <li>• Teachers induction working well</li> <li>• Te Reo Maori learning supported by Rangi Halbert going extremely well</li> <li>• Visits for Matariki to Takapūwāhia Marae being arranged for 20 June</li> </ul>	

		<p><u>Term 1 attendance data</u></p> <ul style="list-style-type: none"> <li>• Information in drop box</li> <li>• 78% of students attended more than 90% of days in term 1</li> <li>• Number of children had significant number of days off school</li> <li>• DP working with teachers on approach to take</li> </ul> <p><u>PAT assessment data</u></p> <ul style="list-style-type: none"> <li>• Referred to report to BOT</li> <li>• Went through results of all PAT and STAR testing</li> <li>• Some areas of concern being identified and working through reasons.</li> <li>• Management team to work through data and determine action required</li> </ul>	
6	Property Committee	<ul style="list-style-type: none"> <li>• Special Needs room completed and PE shed changed, plus new storage shed added – all just under budget</li> <li>• Lighting of driveway completed</li> <li>• Hall ceiling tidy up completed</li> <li>• Totara upgrade proceeding with expected completion now at 29 May</li> <li>• Kauri bag storage weather tightness still to complete</li> <li>• Garden seating change of stones still to be completed</li> <li>• PCC are currently consulting with community about extending P2 area</li> <li>• Looking at getting protection barriers put into doors at Rimu (for start) to protect fingers from crushing. BOT requested a quote and further information on maintenance/life span of these and whether discounts could be obtained.</li> <li>• Starting to think longer term and need for a space for ESOL teaching and also for upgrade of hall facilities. Request that BOT start to think how/when this could be done</li> <li>• Suggestion also provided about creating an indoor/outdoor area between sandpit and DP office</li> </ul>	<p><b>HT to obtain quote and information on door closers</b></p>
7	Health and Safety report	<ul style="list-style-type: none"> <li>• Data provided for review</li> <li>• Nothing requiring action identified</li> <li>• Camp went well and noted improvement in Camp Kaitoke processes</li> <li>• Swim sports went well – no issues</li> <li>• Cross country planned with two qualified first aiders on field.</li> </ul>	

8	Finance	<ul style="list-style-type: none"> <li>• Meeting of 10 May referred to (in drop box)</li> <li>• March 2018 accounts reviewed <ul style="list-style-type: none"> <li>-expect approx. \$30K additional Operations grant overall</li> <li>- Hall hire doing OK</li> <li>-Donations up to 65% collected</li> <li>-Relief teacher costs down due to banked staffing surplus at end of 2017</li> <li>-Special needs will be over budget due to needs but will continue to be monitored</li> <li>-Looking at transferring storage costs to Totara project</li> </ul> </li> <li>• After School Care data reviewed and found error in reports used to predict income. Been fixed. Still need to review for potential discounts but need to weigh up against potential increased demand as at capacity</li> <li>• Have looked into getting bus reinstated but no capacity currently at bus company.</li> <li>• 2017 Audit progressing – to be completed by 31 May</li> </ul>	<p><b>HT to prepare information on potential discounts for ASC</b></p>
		<b>OTHER BUSINESS</b>	
9	Swimming Pool	<ul style="list-style-type: none"> <li>• Shown drawing of latest design- involves brick wall with carbon fibre clear sheets as full glasshouse arrangement</li> <li>• Cost unknown as yet but expected to be high</li> <li>• Undertaking feasibility study with engineer</li> <li>• Will need BOT review when feasibility information obtained</li> </ul>	<p><b>GT – add pool to agenda</b></p>
10	Policy	<p><u>Allergy Policy</u></p> <ul style="list-style-type: none"> <li>• Draft amendment to Allergy Policy discussed</li> <li>• Has been adapted to meet current needs</li> <li>• Allows for some nut products and eggs to be brought to school</li> <li>• Emphasis on Rata Block students</li> <li>• Questions raised as to whether the policy sufficiently reflects food preferences especially for cultural or religious beliefs. Policy to be tidied up to reflect this</li> <li>• Allergy policy to be reviewed annually so meets current needs</li> </ul> <p><i>BOT approved the changes to the Allergy Policy subject to small changes required</i></p> <p><u>Alcohol Policy</u></p> <ul style="list-style-type: none"> <li>• Very little feedback</li> <li>• Home and School have reviewed and are fine with policy</li> </ul> <p><i>The BOT approved the Alcohol Policy</i></p>	
11	BOT cards	<ul style="list-style-type: none"> <li>• Draft designs reviewed</li> </ul>	<p><b>MR to contact Sara-</b></p>

		<ul style="list-style-type: none"> <li>Agreed on a simpler version</li> </ul>	<b>Jane Austen with changes required</b>
13	Upcoming meetings	<ul style="list-style-type: none"> <li>Next meeting 13 May Wednesday 7pm</li> </ul>	
Meeting closed at		9.40pm	

### **BOT dates and Subcommittees**

<b>Term</b>	<b>BOT Dates</b>	<b>Property Sub Committee</b>	<b>Finance Sub Committee</b>	<b>Policy Sub Committee</b>	<b>Health and Safety</b>
	<b>WEDNESDAYS 7.00 pm</b>	<b>MONDAYS before BOT meeting</b>	<b>THURSDAYS before BOT meeting</b>	<b>AS REQUIRED</b>	<b>AS REQUIRED</b>
2	13 June	11 June	7 June		
	NB no meeting due to fall of school holidays				
3	8 August	6 August	2 August		
3	12 September	10 September	6 September		
3	24 October	22 October	18 October		
4	14 November	12 November	8 November		
4	5 December (part 1)	3 December	29 November		
4	12 December (part2)				