

Papakowhai School Board of Trustees
Minutes of the Meeting 18 May 2021 at 7.00pm held in the school office

BOT Present	<p>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</p> <p>Heather Turner (minute secretary)</p>
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Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		ADMINISTRATION	
2	Apologies	nil	
3	Previous Minutes	<p>The Minutes of the Meeting of 13 April 2021 were reviewed. Matters arising:</p> <ul style="list-style-type: none"> • Principal’s goals- completed • Library project BOT contribution - further follow-ups with Ashby’s made- awaiting reply • Zoning communication – discussed under agenda item 6 • NPKA communication re zoning – discussed under agenda item 6 • Updates on relocatable buildings- BOT have been kept informed • Availability of prefab- Ashby’s advised potential costs and advised against proceeding • Health and Safety issue re clearlight on Matai veranda- work in progress to make appropriate repairs • Tree removal – Arborist booked in to provide plan of work required • Fall from chair- staff spoken to and additional ladders being provided <p><i>Minutes confirmed</i> <i>Moved MB, Seconded CB carried</i></p> <p>The Minutes of the In-Committee meeting of 13 April 2021 were confirmed <i>Moved MB, Seconded CB carried</i></p>	
4	Conflict of interest	<ul style="list-style-type: none"> • Call for conflict of interests – none declared 	
5	Home and School Attendee	<ul style="list-style-type: none"> • Next meeting of Home and School is on 21 June. RS to attend • CB gave report back from meeting held 10 May -\$47K in bank -Disco’s being held – will have three age group disco’s 	

		<ul style="list-style-type: none"> -Cybersafety talk on 9 June - Kowhai Trees for year 8 leavers sourced -Playgrounds-excited to work with BOT and school management 	
	Caine Webster appointment	<ul style="list-style-type: none"> • Congratulations provided to CW on appointment as Principal Pauatahanui School 	
		STRATEGIC	
6	Zoning	<ul style="list-style-type: none"> • Letter was sent to MOE outlining Papakowhai School specific concerns to the proposed zoning • MS has had discussions with MOE who have advised that the MOE have now put a halt to the zoning work being undertaken for time being • No timeframe provided as to when the MOE work on the zone will recommence • MS brought to the BOT's attention the situation of a family of one student recently enrolled who moved out of zone just after started. Circumstances of this were discussed: <ul style="list-style-type: none"> -family had resided in-zone at that property for 9 years prior to selling -Preference is to stay at Papakowhai but are looking into schools closer to new home -MS satisfied with explanation provided -BOT agreed no further action required 	
		MONITORING	
7	Principal's Report	<ul style="list-style-type: none"> • MS presented report (copy in dropbox) <p><u>Roll</u></p> <ul style="list-style-type: none"> • Noted that first time since lockdown we have a few families moving away and transferring in – have had 4 children recently leave and same number arrive • Rata 5 is now set up in staffroom and working well. Currently have 14 students • Rata 6 expected to start in June – will be set up in small room at back of Rata. Room can accommodate up to 10 students. Will review location from September – dependent upon arrival of new prefabs • Expected end of year roll to be just under 560 • Currently 23 out of zone students with 1 more to come <p><u>Compliance</u></p> <ul style="list-style-type: none"> • No issues <p><u>Staffing</u></p> <ul style="list-style-type: none"> • Caine Webster has resigned as Deputy Principal following his appointment at Pauatahanui School • One teaching assistant returning to work on staggered basis after extended sick leave • Appointed a teaching assistant to cover the extended sick leave and to provide additional support in Matai, on fixed term basis • Appointment of staff member for ASC – to replace staff member who retired 	

		<ul style="list-style-type: none"> • DP appointment process underway- good interest to date <ul style="list-style-type: none"> -appointment panel will include 3 from senior leadership team – will add a BOT member if internal applicants to be interviewed -expect to have minimum of 2 weeks without a DP due to 8 week notice period -BOT keen to have discussion with appointed DP prior to commencement • MS decided not to reapply for NPKA lead principal role for second term due to DP changes. Will consider again in future if have staffing capabilities <p><u>Attendance</u></p> <ul style="list-style-type: none"> • Term 1 attendance report provided and discussed • Overall good attendance • Worked well having interviews last week – any attendance issues discussed as well as impacts upon learning • Have 1 child with significant attendance issues – referred to MOE student attendance services <p><u>Whanau Hui</u></p> <ul style="list-style-type: none"> • Held on 14 April – notes from Hui provided • Reasonable turnout and number of apologies • Useful discussions on NPKA roles, Kapa haka, school signage, BOT support • Feedback provided and reported back • Looking into further opportunities – including Matariki. <p><u>Standardised Testing Reports</u></p> <ul style="list-style-type: none"> • Testing for maths and reading undertaken and report produced by NZ Council for Educational Research • On par with results from March 2020 • SLT discussed any issues although due to being snapshot of time cannot pinpoint issues to particular students • While report draws comparisons with all of NZ the time period of this is under question – as to whether the national figures have been updated since Covid. • More in-depth reporting next meeting – will have results from wider range of tests 	
8	Property Committee	<p><u>4 Relocatable Classrooms</u></p> <ul style="list-style-type: none"> • Some progress as contract now has been signed between MOE and Adbuild • Awaiting advice as to where Papakowhai fits into the work programme • No start dates provided as to preliminary ground work • MOE have agreed to pay for playground relocation • Awaiting reply from Lucy Ross as to MS inquiry regarding toilets for prefabs 	

		<p><u>Meeting with Barbara Edmonds MP</u></p> <ul style="list-style-type: none"> • MS and RS met with Barbara Edmonds and explained property issues facing Papakowhai School • Barbara Edmonds has offered to write to the Minister of Education on behalf of each school facing issues • BOT supportive of this as gives Papakowhai School specific issues rather than Northern Porirua as a whole <p><i>Motion: The BOT will provide information to support Barbara Edmonds writing a letter to the Minister of Education on our behalf</i> <i>Moved MB seconded AG Carried</i></p> <p><u>Media request</u></p> <ul style="list-style-type: none"> • MS has been contacted by Stuff about property issues • MS and RS will meet with journalist next week. • Agreed that MOE should be advised of this meeting <p><u>Staffroom redevelopment</u></p> <ul style="list-style-type: none"> • Currently out to tender – due to close in two weeks • Expect to be able to report back at June meeting <p><u>Playground relocations and upgrade</u></p> <ul style="list-style-type: none"> • MS has spoken to playground specialist- would cost \$5k to get a high level plan drawn up. • Has had walk around with Rob Sinclair – parent and architect to get opinions • Noted that quite a bit of potentially useable land in far left corner of field. MS has contact that may be able to assist in clearing • Unable to determine what actually needed until MOE advise area for relocation of existing playgrounds • Current funds for new playground may be less than required but can work with Home and School, and seek grants <p><u>Seating</u></p> <ul style="list-style-type: none"> • Have Urban Effects coming next week to give ideas for new seating – particularly for Matai and replacements of bench seats <p><u>Fire and Security</u></p> <ul style="list-style-type: none"> • Nearing completion of project <p><u>Ant problem</u></p> <ul style="list-style-type: none"> • Have had major issues with ants – including setting off alarms • Have had extermination contractor in 	<p>RS/MS to prepare information sheet for Barbara Edmonds</p> <p>MS to clarify what form of media is involved</p> <p>MS to advise MOE of media request</p> <p>MS/RS to prepare written statement for media</p> <p>MS to contact O’Sullivan family re clearing corner of field</p>
9	Finance	<ul style="list-style-type: none"> • Finance Committee met on 14 May-minutes referred to • March 2021 accounts reviewed <ul style="list-style-type: none"> - Aiming to get Library conversion project completed – awaiting advice as to why BOT contribution increased -Additional MOE funding for pay equity -Ops grant likely to reduce due to roll numbers -ORRS funding will increase due to new student 	

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		<ul style="list-style-type: none"> -ESOL funding expected to increase slightly -Locally raised funds doing well -ASC being monitored -OSCAR grant application in -Learning resource spending being monitored – slightly earlier spending -Relief teacher costs – accrual for 2020 missed • Overall doing fine and on budget • Water bill causing concerns – under investigation • Asset purchasing on track – seating only one to move on currently • All journals, bank recs, GST and payment schedules for March and April 2021 presented to Finance Committee • 2020 audit completed 	
10	Policy	<ul style="list-style-type: none"> • Policy Committee (AC, FW and MS) met on 11 May and reviewed 18 policies • Main changes will be to the dress code and playground supervision policies • All changes to be brought to next meeting for approval 	
11	Health and Safety	<ul style="list-style-type: none"> • Report provided in dropbox • Two broken arms <ul style="list-style-type: none"> -1 child before school on playground designated for older students - 1 child on playground missed catching bar and fell • No other issues of significance 	
	Principals Appraisal	<ul style="list-style-type: none"> • Appraisal Committee (RS, AC,FW) had first check in with MS • Have considered useful to do community and staff survey early on so can have two forms of reference • Agreed that having survey soon after reports and interviews would be good timing • All to consider which questions would be useful in initial survey • Aim to get out within couple of weeks – within term 2 	RS to review last survey and identify questions for proposed survey
		OTHER BUSINESS	
	Staff Appreciation Lunch	<ul style="list-style-type: none"> • BOT have decided to provide lunch to staff on Teacher Only Day • AC coordinating 	
12	Grant applications	<ul style="list-style-type: none"> • Nothing to report 	
13	Next meeting	<ul style="list-style-type: none"> • Next meetings <ul style="list-style-type: none"> BOT meeting week 9 Tuesday 29 June 2021 7pm Property meeting Monday 28 June 8:00am Finance Meeting Friday 25 June 8.00am Policy meeting TBA 	
Meeting closed at		9.00pm	

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	29 June Week 9	28 June	25 June		
3	17 August week4	16 August	13August		
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	WEDNESDAY 1 December (part 1) (week 7)	29 November	26 November		
4	7 December (part2) week 8				