

Papakowhai School Board of Trustees
Minutes of the Meeting 19 November 2019 at 7.00pm in the staffroom

BOT Present	Mark Smith (Principal) – MS Caine Webster-CW Craig Brown – CB Andrew Graham – AG Rodney Strong- RS (Chair) Aruna Hill- AH Frances Williams – FW Alice Camaivuna –AC Marc Byres- MB Heather Turner- HT (Minute Secretary)
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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 22 October 2019 were circulated and approved by email - no amendments were identified. Minutes have been signed by BOT Chair.</p> <p>Agreed that new process of emailing minutes when completed is working. For future minutes we should provide a deadline for changes, and that no reply is deemed approval.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> • Grants for pool <ul style="list-style-type: none"> -Various organisations contacted and have indicated that feasibility studies can qualify -any applications would need to show commitment of funds spent to date and set aside -MOE not able to advise whether changes to changing sheds would or would not have any impact on the footprint of the school for future building works -need to engage MOE approved project manager -MS meeting with Ashby's later in week and will have discussion about next steps and process to work through • Minutes of meeting to be approved via email – done • BOT comms – done • Declaration used for living within zone – done. Discussed further in agenda item 8 	
4	Check in	<ul style="list-style-type: none"> • No issues of concern • Referred to the recent Govt announcements regarding changes to BOT responsibilities re zoning (summary included in dropbox) and impacts upon BOT's <ul style="list-style-type: none"> -Agreed that need to take into consideration but that as timing of changes not communicated BOT needs to continue to manage zone until then 	
5	Conflicts of Interest	<ul style="list-style-type: none"> • Call made to declare any conflict of interest • CB and AC advised of friendship with family whose correspondence to be discussed in item 10. • No other conflicts of interest declared 	

6	Home and School Attendee	<ul style="list-style-type: none"> • Not required until 2020 	
7	BOT comms	<ul style="list-style-type: none"> • Had some complimentary feedback from a parent and Home and School committee • Agreed to do another BOT comms before end of year. To include information of strategic plan and out of zone placements for future 	RS to draft comms and distribute for comment
8	Zoning	<ul style="list-style-type: none"> • Discussed potential need to reduce zone for 2021 and the various steps needed in order for that to be achieved within the required timeframes. Background to the 2019 changes discussed • Agreed that while projected numbers are expected to decline from 2022 there is no verifiable data to support this and BOT needs to take action to try to reduce roll to 500 • Need to also have discussions about projected growth with MOE with aim of finding a suitable solution • MS to start process of zone change by advising MOE that we are keen to start process for a 2021 change and also to seek clarification on the Govt announcement re zone changes • Need to communicate with parents that zone concerns remain an issue for BOT • Declaration of residency in zone to be adopted in principle- final wording to be clarified <p><i>Motion: That the BOT approves the adoption of a declaration of in-zone residency to apply from 2020</i> <i>Moved AH, seconded AC, carried</i></p>	<p>MS to discuss with MOE starting of re-zoning process</p> <p>AC and MS to formalise declaration form</p>
9	Strategic Plan	<ul style="list-style-type: none"> • Draft plan to date was communicated via newsletter and put on website. One positive response received • Draft plan has been discussed in full with senior leadership team and copy emailed to all teachers • BOT indicated that happy with process and progress to date • Discussed areas still in progress and suggested changes noted. Goals can be determined once wording of plan agreed to • Plan to be discussed with budget on 10 December meeting 	MS to put paper copy of draft SP in staffroom
10	Correspondence	<ul style="list-style-type: none"> • Two letters to the BOT have been received • BOT discussed both in committee <p>BOT went "in committee" at 7.58pm and returned to meeting at 8.34pm</p>	
		<i>MONITORING</i>	
11	Principal's Report	<ul style="list-style-type: none"> • MS presented his report – copy in dropbox • Roll <ul style="list-style-type: none"> - currently at 528 - have 18 out of zone students • Compliance <ul style="list-style-type: none"> -No issues • Staffing – refer to report for details <ul style="list-style-type: none"> 2 new permanent full time staff appointed Have 5 staff finishing - 2 full time and 3 part time Noted that Alison Tennant is leaving after working at the school for 16 years in full time and part time capacities • Teacher only days 2020 <ul style="list-style-type: none"> Advised that required as part of teachers collective agreement Considering: <ul style="list-style-type: none"> Term 2 2020 – Tuesday following Queen's Birthday Weekend 2 June 	

		<p>Term 3 2020 – Monday 24th August (mid-point in the term) Term 4 2020 – Tuesday following Labour Day 27 October BOT approved the Term 2 date and other dates can be confirmed at later date Agreed need to advise community asap</p>	
12	Property Committee	<ul style="list-style-type: none"> • No meeting held • Discussions have been held with Ashby's for the commencement of the drainage, electrical switchboards, and security system projects • Meeting planned with MOE to discuss new funding for sustainability projects – will include boiler replacement and LED lighting 	
13	Health and Safety	<ul style="list-style-type: none"> • AG presented report • Increased injuries with opening of new bike tack – including 1 broken arm. Safety measures have been communicated. Further painting and signs yet to be completed • Small safety issue on Rainbow track identified and fixed • No matters of concern 	
14	Finance Committee	<ul style="list-style-type: none"> • Meeting held on Friday 15 November – see dropbox for minutes • September accounts presented <ul style="list-style-type: none"> -similar position to August with \$60K surplus predicted -few movements between accounts – Special needs continues to be an area with increased spending due to increased needs -ASC remains strong -Fixed asset purchasing mainly completed (some to be paid in October accounts) -Banking staffing liability reported as at pay period 13 but being reduced with additional staffing - Totara project now all complete -Questioned whether need to purchase any bikes given that students bringing own gear – however part of memo of understanding that gear is purchased (part of budget for 2020) • 2020 budget being prepared and will be presented at meeting on 10 Dec. The approach to donations and ASC were discussed. 	
15	Grant Applications	<ul style="list-style-type: none"> • Nothing additional 	
		OTHER BUSINESS	
16	Next Meetings	<ul style="list-style-type: none"> • BOT 3 December at 7.00pm- 2019 Annual Report presented • BOT 10 December at 7.00 – 2020 Plan and Budget presented • Finance Friday 29 November at 8.00- TBC 	
	Meeting closed at	9.06pm	

BOT dates and Subcommittees

Term	BOT Dates	Property Sub Committee	Finance Sub Committee	Policy Sub Committee	Health and Safety
	TUESDAY 7.00 pm	MONDAY before BOT meeting 8.00am	Friday before BOT meeting 8.00am	AS REQUIRED	AS REQUIRED
4	3 December (part 1) (week 8)	TBA if required	29 November (if required for October accounts/budget)	TBA	TBA

4	10 December (part2) (week 9)	TBA if required	6 December (budget meeting- may need to meet prior also)	TBA	TBA
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29/11/19