

Papakowhai School Board of Trustees
Minutes of the Meeting 1 December 2021 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 Andrew Graham – AG Chris Robinson - CR Heather Turner (minute secretary)
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Agenda Item	Topic	Information	Action
		BOT had a walk around the building projects happening at school	
1	Karakia	Meeting commenced with Karakia	
		ADMINISTRATION	
2	Apologies	Frances Williams – FW	
3	Previous Minutes	<p>The Minutes of the Meeting of 26 October 2021 were reviewed</p> <p>Matters arising:</p> <ul style="list-style-type: none"> • MS attended Home and School meeting. All good with donation for Leavers books. • Camp staff vaccination status- having difficulty making contact with camp staff. Consider it all will be fine as otherwise unable to operate. Have included vaccination status as part of camp notice • Traffic consultation – Response to Porirua City Council was sent via MOE. Not heard back • Alterations to resource room- Cost emailed to BOT and has been approved. Will not impact on completion of staffroom project • Amendments to Fundraising Policy – the agreed amendments have been made. Home and School happy with policy. • Amendment to out of school policy – agreed change to rates included in policy and noted for 2022 budget. <p><i>Minutes confirmed</i> <i>Moved MB, Seconded CB Carried</i></p>	
4	Conflict of interest	Call for conflict of interests – none declared	
5	Home and School Committee	<ul style="list-style-type: none"> • MS attended latest meeting and thanked them for their support this year • Quiz night went extremely well – thanks to Chris for being quiz master • All initiatives/events have been well supported in 2021 • Looking forward will aim to hold two events/activities per term • End of year BBQ has had to be cancelled • Will have a start of year BBQ which will be coordinated with meet the teacher opportunity 	

		<ul style="list-style-type: none"> • BOT found having the Home and School minutes available prior to BOT meeting useful • Next meeting will be 21 February 	
		STRATEGIC	
6	Consultation	<ul style="list-style-type: none"> • Information on the Community, Student and Staff surveys included in dropbox, presented and discussed • Community Consultation <ul style="list-style-type: none"> - only 53 responses - responses similar to staff survey – no disconnect - the timing of consultation and the assessment reports considered to impact on results - Having less opportunities to meet with parents this year may have had impact - what is acceptable behaviour and the challenges discussed, including space constraints in 2021 due to building works - zoning issues – noted that have heard nothing from MOE since October - Overall results are good • Student survey <ul style="list-style-type: none"> - Discussed comments regarding the interest in cultural backgrounds - the awareness when helping others noted - Overall – the results are good and teachers should be pleased with the results 	<p>MS- for 2022 – an explanation of KIVA in newsletter</p> <p>MS to thank staff on behalf of BOT for good results in all surveys</p> <p>RS to include thanks re surveys in BOT comms</p>
7	Annual Report	<ul style="list-style-type: none"> • The draft annual report was included in dropbox, presented and discussed • Report due to MOE on 1 March 2022 and will be included in 2022 first meeting • In presenting the report a number of highlights, successes and points for further discussion were brought to BOT’s attention • Overall – pleased with results and proud of children and staff for achievements in 2021. Most actions were completed or are being worked towards. • BOT encouraged to read all of report and ask questions • BOT thanked MS for the comprehensive report 	All – to read 2021 draft report- any questions to MS
		MONITORING	
8	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"> • Currently at 555 • 1 out of zone sibling application for 2022 has arrived and enrolment approved via email <p><u>Staffing</u></p> <ul style="list-style-type: none"> • One Teaching Assistant has resigned as has new job • Jemma Simpkins has been appointed Assistant Principal <p><u>Attendance Survey</u></p> <ul style="list-style-type: none"> • MOE have started providing full reports each terms on attendance • In general attendance is very good – with follow-ups when required 	

		<p><u>Covid Protection Framework</u></p> <ul style="list-style-type: none"> Schools have approval not to move to new framework until 2022 Will be staying with current procedures except currently reassessing the final assembly for leavers on 16 December If hold Leavers Assembly as a vaccine only event need to check as to whether need vaccination certificates for year 8's BOT agree that change to a Vaccine pass only Leavers Assembly can go ahead subject to AC confirmation 	<p>MS/AC to confirm whether vaccination certificates required for year 8's attending</p>
9	Property	<p><u>4 Relocatable Classrooms</u></p> <ul style="list-style-type: none"> Handover delayed until Fire Systems all complete – expect in be able to occupy from next week A blessing will be undertaken before opening . Suggested Mark Kairua to bless buildings prior to occupancy Official opening to be at the start of year BBQ <p><u>Hall Toilets (ASC room)</u></p> <ul style="list-style-type: none"> All documentation for toilet addition completed Freer Phillip are available to do but we need MOE approval to go with that contractor <p><u>Staffroom Project</u></p> <ul style="list-style-type: none"> Going well – expecting handover on 4 February <p><u>Seating</u></p> <ul style="list-style-type: none"> Purchased from Home and School and BOT funds Caretaker installing. Doing great job <p><u>Playground</u></p> <ul style="list-style-type: none"> Expecting to be delivered and installed in January <p><u>5YA Planning</u></p> <ul style="list-style-type: none"> Had letter confirming \$750K - \$200K being accelerated from following 5YA allocation (same for every school) The costs for the weather tightness issues needs to come from the \$550K (to a maximum of 50% of the \$550K) Contactors currently doing an assessment of the site This next allocation of 5YA funds applies from 1 July 2021 	<p>MS to arrange a blessing of building</p>
10	Health and Safety	<ul style="list-style-type: none"> All going well considering the restricted play areas Had two broken arms – both accidents Had one staff member fall on uneven concrete – no injury. This has been remedied. 	
		OTHER BUSINESS	
11	Grant applications	<ul style="list-style-type: none"> No new grants at this stage 	
12	End of year staff celebration	<ul style="list-style-type: none"> BOT would like to thank staff for their contribution in 2021 Agreed to provide morning tea on Tuesday 14 December Celebration for Gael Brown's retirement on 10 December- BOT welcome 	
13	Next meeting	<ul style="list-style-type: none"> Next meetings BOT meetings: Tuesday 7 December for the 2022 plan and budget 	
Meeting closed at		9.15pm	

Term	BOT Dates TUESDAYS 7.00 pm	Property Sub Committee MONDAYS before BOT meeting	Finance Sub Committee THURSDAYS before BOT meeting	Policy Sub Committee AS REQUIRED	Health and Safety AS REQUIRED
4	7 December (part2) week 8				


7/12/21