

Papakowhai School Board of Trustees
Minutes of the Meeting 20 June 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 Aruna Hill- AH Frances Williams – FW Alice Camaivuna –AC Marc Byres- MB Heather Turner (Minute Secretary)
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Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		ADMINISTRATION	
2	Apologies	Nil	
3	Election of Chair	<p>FW took lead as acting Chair FW welcomed all FW called for nominations for position of Chair for the remainder of 2019. RS put name forward. No other nominations received.</p> <p><i>Motion: That the BOT elect Rodney Strong as Chair for the remainder of 2019</i> <i>Moved FW Seconded AH Carried</i></p> <p>RS took over as Chair of meeting.</p>	
4	Previous Minutes	<p>The Minutes of the Meeting of 14 May 2019 were reviewed.</p> <p>Noted that an email had been received by outgoing Chair, Gary Tonkin, who agreed that the minutes were an accurate record of the meeting.</p> <p>Others present who at that meeting also agreed that it was a true and accurate record of the meeting.</p> <p>Matter arising:</p> <ul style="list-style-type: none"> • MS to follow up with Jim Greening to get official approval for grandparenting clause <p>MS spoken Alaina McCory of MOE who advised that will on the official website</p>	

		<p>as soon as possible.</p> <ul style="list-style-type: none"> • MS /CW to advise parents on how can download info from Seesaw Was recorded in newsletter and will be put on website <p><i>Minutes confirmed</i> <i>Moved CB Secoded AH carried</i></p>	
5	Board Membership	<ul style="list-style-type: none"> • Discussions have been held with CB as to whether he would be willing to be co-opted onto the Board for the next three years. CB advised his agreement <i>Motion: That Craig Brown be co-opted to the Board of Trustees for this current term</i> <i>Moved RS Secoded AH carried</i> • Latest copy on Trusteeship booklet provided to all members. • Members encouraged to ask questions at meetings. Will be useful to have AC on BOT given her work at NZSTA 	
6	Board Committee Membership	<ul style="list-style-type: none"> • Each of the Committee roles was explained including how each meeting was run and how links with main BOT meetings. Volunteers called for each • Finance Committee will comprise MB, FW and AH along with MS, CW and HT. Meetings will generally be held Thursdays before the BOT meeting at 8.00am • Property Meeting will include CB, AH and MB, along with MS, CW and HT. Meetings will generally be held on Mondays before the BOT meeting at 8.00am • Policy meetings have been more on an adhoc basis but there is a work plan to work through and the link with the strategic plan. Committee will include CB, AC and FW. MS and CW also involved. • The Home and School Liaison person will start off as being RS but agreed that it could be done on a rotational 	<p>RS: To advise dates of Home and School Meetings HT: To devise a roster of BOT members to attend H&S</p>

		or shared basis.	meetings
		MONITORING	
7	Principal's report	<p>MS presented the Principal's report which was in the dropbox.</p> <p><u>Roll</u></p> <ul style="list-style-type: none"> • Preferred class sizes for each age groups were advised being: 18 in year 1 classes, 23 for year 2, 26-27 for year 3-4, and 29 in year 5-8. • Three new enrolments for year 2 which means classes may go over preferred size • 493 students currently enrolled • 1 more new entrant for term 2 • 17 new entrants starting in term 3. Expecting another 15 to end of November. • Could have up to 23 in last new entrant class but likely some will start in 2020 • Expect to end on 528 • Explained funding year concept. Papakowhai uses T1 start and move to year 2 following year. • Staffing roll explained – based on 489. Can change if have evidence of more to come. Complex process to manage staffing. • Children will not be moved from current class. Expect next new entrant class to start on 26 August in Rata 5. • 16 out of zone children currently with 2 more to come. Explained that the out of zone children will all have been siblings of existing students. <p><u>Staffing</u></p> <ul style="list-style-type: none"> • Kylie August will be finishing fixed term for maternity reasons. Her release times will be covered by existing staff initially • 26 August Kate Coughlan returning full time from maternity leave and starting the NE class <p><u>Compliance</u></p> <ul style="list-style-type: none"> • Explained need to comply with the National Administrative Guidelines (NAG's). MS went through report in dropbox 	

		<ul style="list-style-type: none"> • Strategic plan needs review and is on work plan. Last reviewed in 2016. Expecting that this next review will be more extensive. • No compliance issues <p><u>Reporting against Goals 5 Showing innovation, current thinking and digital leadership.</u></p> <ul style="list-style-type: none"> • Referred to report in dropbox – discussed • In past were looking future focused for 500 pupils but now at that level so a change in focus • All new staff been through induction process • Matai syndicate started for year 2's- has been effective for staff management as well • Focus in budget on PD – on digital skills development • Provided additional release for teachers in terms 1 and 3. Papakowhai provides more than required • Key part of budget for 2019 was enhancing learning environments and hall • Pool – progressing with plans. • Looked at School docs for policies- quite costly and having specific policies for school is preferable. • Annual reporting-surveys still to be undertaken • Seesaw and BYOD successful which indicate connectedness. 	
8	Property Meeting	<ul style="list-style-type: none"> • CB delivered report of what Property Committee have been working towards in 2019 and explained about how and why putting investment back into school. Need for all weather play areas has been a focus given the phase of building new classrooms is complete • Property Matrix explained and discussed. • Junior playground has been agreed to. Cost \$30K. Will allow more children to enjoy the area. Aiming for July installation. • Not proceeding with senior playground at this stage – due to cost. • Sandpit taken away from Rata and put 	

		<p>up to Rimu area. Covered and shade sail planned. Open to all age groups</p> <ul style="list-style-type: none"> • Rainbow track has been completed – aim was to keep open all year around. Looking great and well used. • Flattened area at end of rainbow track provides a platform for tables which provides additional outdoor learning space • Outdoor seating – need less now as caretaker has built a seat by library and purchase of picnic tables on rainbow area. • Storage Container – brought on site behind Rata • Conversion of Coal Shed to PE Shed recently completed and came in under budget. • Hall kitchen – upgrade required. Looking at two providers. Need to consider age and construction of hall as well. Required to get MOE approval also. • Hall toilets – may need to wait depending on other costs. • Bike Track-was considered for additional all weather play area. Since approval given have been provided \$40K additional funding from Bikes in Schools, meaning the Board can now extend to 2m wide. Looking at containers to store bikes and where could be placed. Aiming for July holidays but weather dependant. Agreed to keep bike flat rather than sloped. Suggested to have road markings added as well. Will continue to monitor for Health and Safety issues. 	
9	Health and Safety Report	<ul style="list-style-type: none"> • AG delivered report • One near miss – child nearly had fingers jammed. Question of whether can bring forward Kauri finger protectors • 19 trips and falls • Nothing unusual to report 	AG to compile report of showing which age group accidents occurring at
10	Finance	<ul style="list-style-type: none"> • MS presented finance report. Information provided in dropbox for review • Background information provided 	


		<p>including</p> <ul style="list-style-type: none"> - income sources- Ops grant, Teacher salaries, donation and fundraising, Before and After School Care, Hall hire and interest, Special needs. -Aim of budget is to maximize spending on learning. • Accounts presented for April • \$326K working capital available but have made commitments as advised. • Ops grant will get more-expect around \$10K • Hall hire down-have times still available • Local fundraising – An ‘athon’ is held every two years. Aim to balance budget • Donations tracking well. At end of May had \$84.K. Budget \$109K • ASC going well. Budget is to make \$75K surplus. Tracking to get more • Special needs overspending likely of around \$10K. • Relief teacher salaries continually monitored- tracking ok currently. • Assets purchases against budget reported – outdoor equipment (as per property discussion), possibly could have savings in digital area (may not need replacement chromebooks and TV monitors). • 2018 Annual accounts have been audited and send to MOE as required. • Three recommendations on management report <ul style="list-style-type: none"> - signing of committee minutes - new policy on gift giving -BOT agreement with 10 year property plan 	
		STRATEGIC DISCUSSIONS	
11	2019 Business Plan	<ul style="list-style-type: none"> • Copy provided for all 	RS- keep on agenda for next few meetings
12	2019 BOT work plan	<ul style="list-style-type: none"> • To be discussed at next meeting 	Same as above
		OTHER BUSINESS	
13	Grant Applications	<ul style="list-style-type: none"> • Discussed the possibility of applying for grants to assist with costs of: <ul style="list-style-type: none"> -Purchase of junior playground (have two quotes) -Upgrade of hall kitchen (seeking two quotes) 	

		<ul style="list-style-type: none"> The following resolutions were put forward: <ol style="list-style-type: none"> <i>That the Papakowhai School Board of Trustees apply for \$10000 from the Pelorus Trust for the purchase of the new junior playground.</i> <i>That the Papakowhai School Board of Trustees apply for \$10000 from the Pelorus Trust for the purchase of the upgrade of the hall kitchen.</i> <i>That the Papakowhai School Board of Trustees apply for \$10000 from the Infinity Foundation for the purchase of the new junior playground</i> <i>That the Papakowhai School Board of Trustees apply for \$10000 from the Infinity for the purchase of the upgrade of the hall kitchen.</i> <p><i>Moved CB, seconded AH carried</i></p> 	
14	COL Leadership Position	<ul style="list-style-type: none"> Congratulations to MS as being appointed to Leader of the North Porirua COL CW will be co-Principal for 2 days per week Funding provided by MOE MS yet to meet to discuss administration processes Discussion on legal process on appointment of acting principal for 12 months. Question of Health and Safety issues 	<p>MS to contact Amanda Frater regarding the process for the COL and appointment process.</p> <p>MS – to get the template letters sorted by end of term.</p> <p>MS to prepare a memo of understanding for BOT as to logistics.</p>
11	BOT Training	<ul style="list-style-type: none"> Training for BOT members available Agreed that 22 July suits most 	<p>MS to register as many on 22 July as can (any remaining will put to August) CB to advise whether can ✓ attend.</p>
11	Next Meetings	<ul style="list-style-type: none"> BOT Tuesday 30 July 7pm Property 29 July at 8.00am Finance 25 July 8.00 am 	

		<ul style="list-style-type: none"> Policy Tuesday 2 July 6.30pm (Governance Policies) 	
	BOT Communication	<ul style="list-style-type: none"> RS advised need for BOT to be visible in community – all to consider how 	All- how to promote visibility of the BOT- to add on to next agenda
Meeting closed at		9.20pm	

BOT dates and Subcommittees

Term	BOT Dates TUESDAY 7.00 pm	Property Sub Committee MONDAY before BOT meeting 8.00am	Finance Sub Committee THURSDAY before BOT meeting 8.00am	Policy Sub Committee AS REQUIRED	Health and Safety AS REQUIRED
3	30 July (week2)	29 July	25 July (May and June accounts)	TBA	TBA
3	27 August (Week 6)	26 August	22 August (July accounts)	TBA	TBA
3	25 September (week 10)	24 September	19 September (August accounts)	TBA	TBA
4	22 October (week 2)	21 October	17 October (September accounts)	TBA	TBA
4	19 November (week 6)	18 November	14 November (aim for October accounts)	TBA	TBA
4	3 December (part 1) (week 8)	TBA if required	28 November (if required for October accounts/budget)	TBA	TBA
4	10 December (part2) (week 9)	TBA if required	5 December (budget meeting- may need to meet prior also)	TBA	TBA


30/7/19