

**Papakowhai School Board of Trustees**  
**Minutes of the Meeting 24 September 2019 at 7.00pm in the staffroom**

<b>BOT Present</b>	Mark Smith (Principal) – MS Craig Brown – CB Andrew Graham – AG Rodney Strong- RS (Chair) 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  Welcome to Ian Barnes who was a visitor.	
		<b>ADMINISTRATION</b>	
2	Apologies	Caine Webster-CW	
3	Previous Minutes	The Minutes of the Meeting of 27 August 2019 were reviewed.  Matter arising: <ul style="list-style-type: none"> <li>• Home and School funding model – CW has communicated with the Home and School and been talking to staff and those who run various groups within school</li> <li>• NZSTA Training – undertaken</li> <li>• Communication on surveys – BOT newsletter sent electronically</li> <li>• Out of Zone places – on agenda</li> <li>• Surveys – action completed and issued to community</li> <li>• Goals 1 and 2 – no further questions</li> <li>• Meeting with Ashby’s for 5YA projects – undertaken – update in Property</li> <li>• Meeting with MOE on property – held</li> </ul> <i>Minutes confirmed</i> <i>Moved MB, CB carried</i>  <i>BOT moved “Into Committee” at 7.10pm- visitor left meeting during this time</i> <i>BOT returned to meeting at 7.25pm</i>	
4	Check In	<ul style="list-style-type: none"> <li>• No issues</li> </ul>	
5	Conflicts of Interest	<ul style="list-style-type: none"> <li>• Call made to declare any conflict of interest – none offered</li> </ul>	
6	Home and School Attendee	<ul style="list-style-type: none"> <li>• Meeting held but no BOT member present</li> <li>• Next meeting being held 14 October – Mark Byres to attend</li> </ul>	<b>MB to attend Home and School meeting 14 Oct</b>
7	NZSTA Training	<ul style="list-style-type: none"> <li>• Discussed NZSTA training held at Papakowhai School on 17 September-Agreed that it provided good training and tools to assist BOT’s- Also agreed good to mix with other schools</li> <li>• Upcoming training – Effective Leading of BOT’s – RS to attend</li> </ul>	
8	BOT comms	<ul style="list-style-type: none"> <li>• Have advised about community surveys</li> <li>• Next to include some of the results</li> </ul>	

9	Strategic Plan	<ul style="list-style-type: none"> <li>• Process to develop strategic plan discussed including options for having a committee and dates for starting</li> <li>• All indicated interest in being involved</li> <li>• This will not be a review of the current strategic plan – intended to me a completely new one</li> <li>• Things which will assist <ul style="list-style-type: none"> <li>- Community survey results</li> <li>-Staff survey results</li> <li>- Staff meeting feedback (meeting held)</li> <li>-COL strategic direction</li> <li>-MOE 30 year plan</li> <li>-Training notes from NZSTA training</li> </ul> </li> <li>• Once have general direction will be important to discuss with other stakeholders including Home and School Ctee</li> <li>• First meeting set at Wednesday 9 October and 6.00pm – working dinner/meeting</li> <li>• Next BOT meeting on 22 October will be focussed on the Strategic Plan</li> </ul>	<p><b>MS – to issue survey results to BOT, send COL strategic plan and provide copy of current SP</b></p> <p><b>BOT – to read all info and come prepared for meeting 9 October.</b></p>
10	Out of Zone Places	<ul style="list-style-type: none"> <li>• Significant discussions on how many places would be offered in 2020 as out of zone places</li> <li>• Points discussed included: <ul style="list-style-type: none"> <li>- Papakowhai School has had a zone for approx. 10 years</li> <li>- Rangikura also zones for Aotea community</li> <li>- Adjustment to zone made from 1 January 2019 but families living in the affected streets with children born before then are covered by the grandparented clause and are deemed in zone</li> <li>-In past have managed to take all siblings of existing students but no others</li> <li>-Impact upon property funding</li> <li>-Current numbers and forecast numbers/roll predictions (research undertaken but acknowledge the difficulty to predict number of new entrants and students at other levels)</li> <li>- class numbers</li> <li>-Number of leavers for 2019, 2020 and beyond</li> <li>-Unlikely to be funded for any additional classrooms</li> <li>-Impacts upon families</li> <li>- Potential of future years out of zone applications and consequences</li> <li>-Desire for early awareness and communication to families</li> <li>-Need to signal changes required to manage roll</li> <li>- Need to follow set process by MOE</li> <li>-Consequences if no out of zone were taken</li> <li>- Option to limit the places to first half for year</li> <li>-Already had 8 enrolment forms for out of zone but could potentially be more</li> <li>- Numbers of out of zone enrolments accepted previous years (2019 up to 6- highest level)</li> <li>- Size of school and impact on physical resources</li> <li>-Need to be seen as being fair</li> <li>-Whether need to readdress size of zone again</li> </ul> </li> <li>• BOT all agreed that could not offer 8 places</li> <li>• Agreed that should accept up to 5 places for 2020 and go to a ballot (following procedures)</li> </ul>	<p><b>MS to get MOE advice as to any guideless regarding timing of out of zone places</b></p> <p><b>MS:</b></p> <ul style="list-style-type: none"> <li>- place notice in Kapimana newspaper</li> <li>-communicate with the 8 families who have put in enrolment papers,</li> </ul>

		<ul style="list-style-type: none"> <li>• Need for clear communication to all families that if move out of zone there are consequences for children yet to be enrolled</li> </ul> <p><i>Motion: That the BOT offer up to 5 out of zone places in 2020 for siblings of current students</i> <i>Moved MB, seconded CB carried</i></p> <ul style="list-style-type: none"> <li>• BOT to review the zone again in November meeting</li> </ul>	<p><b>-to determine when can hold ballot</b></p> <p><b>MS &amp; RS -to issue a school newsletter</b></p> <p><b>RS to add zoning to November agenda</b></p>
11	Staffing for 2020	<ul style="list-style-type: none"> <li>• Two teachers have put in resignations with effect from end of the year to travel overseas <ul style="list-style-type: none"> <li>- Have placed advertisement for at least 1 teaching position – closing on 16 October and appointments by Labour weekend</li> </ul> </li> <li>• Three part-time staff not returning in 2020</li> <li>• Lesley Hodge will be released for first part of 2020 and will start a new entrant class mid-year</li> <li>• Continuing to staff SENCO, reading recovery and ELL</li> </ul>	
12	Surveys Update	<ul style="list-style-type: none"> <li>• Reminders regarding surveys have been sent</li> <li>• Hoping for at least 100</li> <li>• Results to be issued to BOT during holidays</li> <li>• Questions as to whether there are other ways to best capture community's response – e.g., earlier in year, be undertaken at parent/teacher evenings</li> </ul>	
		<b>MONITORING</b>	
13	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"> <li>• Roll currently 514 with 3 leaving at end of term</li> <li>• 15 children due to start first day of term 4</li> </ul> <p><u>Compliance</u></p> <ul style="list-style-type: none"> <li>• No issues</li> </ul> <p><u>Reporting of Goals 3(Community) and 4 (Respect)</u></p> <ul style="list-style-type: none"> <li>• Referred to Principal's reporting on goals in dropbox Items referred to included (amongst others):</li> </ul> <p><u>Community</u></p> <ul style="list-style-type: none"> <li>- Website work being done so can easily be changed</li> <li>-School calendar working but needs to be promoted more</li> <li>-444 interviews with parents undertaken (90% )</li> <li>-Art show this week</li> <li>-Mindfulness evening being considered</li> <li>-Whanau Hui held and new Te Reo Maori curriculum proposal discussed</li> <li>-Surveys out</li> <li>-Many helpers within the school</li> <li>-Story book launch in term 4</li> <li>-NPKA (COL) helping to support communities</li> </ul> <p><u>Respect</u></p> <ul style="list-style-type: none"> <li>- Good health and safety record</li> <li>- Sexuality education had good feedback</li> <li>-Good feedback regarding school from Plimmerton Tech Centre</li> <li>-Pacific Language weeks well received</li> </ul>	

		<p><u>COL</u> Report provided in dropbox for review</p>	
14	Property Meeting	<ul style="list-style-type: none"> <li>• See report in dropbox</li> <li>• Work being undertaken in holidays on bike track and hall kitchen</li> <li>• Met with MOE to discuss issues with the school</li> <li>• 5YA funding – Stephen Cross responded to BOT letter – BOT acknowledge the letter and note that there will not be any further action. BOT accept offer for strategic planning assistance</li> <li>• Other 5YA projects – meeting held with Ashby’s to discuss starting of projects for drainage and fire/security. Warm water project in prefabs on hold.</li> <li>• Pool facilities – still work in progress- Await advice as to whether can extend footprint of school. Need to consider costs for 2020 budget</li> <li>• 10YPP – met to discuss. Awaiting action from Ashby’s to review plan so can be presented at next BOT meeting</li> </ul>	<p><b>AH – to seek advice as to whether QS info sufficient for grant applications, and to seek ideas of grants availability</b></p>
15	Health and Safety Report	<ul style="list-style-type: none"> <li>• AG delivered report</li> <li>• Very few incidents recently</li> <li>• Consider that additional play areas have made difference</li> <li>• Will have a health and safety plan in place for new bike track</li> </ul>	
16	Finance	<ul style="list-style-type: none"> <li>• MB delivered the report and referred to minutes and documents in dropbox</li> <li>• Minutes of previous committee meeting read, accepted and signed</li> <li>• August accounts reviewed <ul style="list-style-type: none"> <li>- no concerns - relatively tracking to July predictions</li> <li>- \$58K surplus projected (\$50K due to grants)</li> <li>- Have been movements in relief teacher salaries and ESOL to more accurately reflect where costs are</li> <li>- Curriculum costs on track</li> <li>- General maintenance up on budget – need to review for 2020</li> <li>- Banking staffing liability reflected in balance sheet notes</li> <li>- Invoices for Totara redevelopment finally coming through – will be more than funds available but expect to receive more</li> <li>- Asset purchases reviewed – expect few more purchases of iPad but not expecting to purchase TV’s (request again in 2020)</li> <li>- Donations doing ok – aiming for \$105K</li> <li>- ASC remains strong – is a risk area for school and need for a contingency if could not operate (e.g. hall out of action)</li> <li>- All batches and bank reconciliation reviewed and signed</li> </ul> </li> </ul>	
		<b>OTHER BUSINESS</b>	
17	Grant Applications	<ul style="list-style-type: none"> <li>• Put in application for \$15K for hall kitchen to Infinity but no funds available</li> <li>• Put in application for \$2400 to Hutt Mana Community Trust for Kapa haka uniforms – granted \$1K</li> </ul>	
18	Next Meetings	<ul style="list-style-type: none"> <li>• 9 October 6.00pm – strategic planning</li> <li>• BOT 22 October at 7.00- focus on Strategic Plan</li> <li>• Unlikely to have Finance or Property meeting prior to BOT meeting</li> </ul>	
Meeting closed at		9.20pm	

**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>TUESDAY 7.00 pm</b>	<b>MONDAY before BOT meeting 8.00am</b>	<b>THURSDAY before BOT meeting 8.00am</b>	<b>AS REQUIRED</b>	<b>AS REQUIRED</b>
4	22 October (week 2)			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