

Papakowhai School Board of Trustees
Minutes of the Meeting 25 August 2020 at 7.00pm held in the school staffroom

BOT Present	Mark Smith (Principal) – MS Rodney Strong- RS (Chair) Aruna Hill- AH Frances Williams – FW Marc Byres- MB Craig Brown – CB Andrew Graham – AG Heather Turner- HT (Minute Secretary)
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Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		ADMINISTRATION	
2	Apologies	Caine Webster-CW Alice Camaivuna –AC	
3	Previous Minutes	<p>The Minutes of the Meeting of 28 July 2020 were reviewed. Matters arising:</p> <ul style="list-style-type: none"> • Out of zone placements for 2021 – BOT has responded to all families who provided feedback. In addition, a ballot for placeholders has been undertaken and all those affected have been notified • Grandparenting for zone changes- This was communicated via newsletter. Note: the BOT not proceeding with changes to the zone for 2021 • MOE property meeting – this was held • MS to review personal goals- completed and discussed with Mark Sweeney • Meeting with MOE directors – forms part of property discussion • Release of letter of complaint to MOE- not yet released but MOE made aware of complaint <p>The Minutes were circulated to all and changes made as required. <i>Minutes confirmed</i> <i>Moved MB Secoded FW carried</i></p> <p>The “In Committee” minutes of 11 August and 18 August were reviewed <i>Minutes confirmed</i> <i>Moved MB Secoded CB carried</i></p>	
4	Conflict of Interest	<ul style="list-style-type: none"> • Call for conflict of interests – none declared 	
5	2021 Roll	<ul style="list-style-type: none"> • BOT have notified community that will not be proceeding with changing the zone change for starting in 2021. No feedback from community about this • MS provided an update on the projected roll (see Principal’s report). Current projections are: <ul style="list-style-type: none"> - 1 March to have 524 pupils (which is 20 more than 2020) -1 October the roll is projected to be 555 • Expected to need 2 more classrooms for 2021 – will depend upon how will use the old library. First new classroom will be needed start of term 2 	

		<ul style="list-style-type: none"> • Aiming to staff children in year 1 at 1:16 so looking at 6 classes of year 1's for 2021 • Awaiting MOE information on roll growth classes, expecting information by end of August and a meeting is planned for 3 September • Further action will depend on outcomes from the MOE meeting. A draft letter to Director of Education for Wellington Roy Sye to be prepared if outcome not meeting needs. 	<p>RS to draft letter to Roy Sye – to hold until outcome of meeting 3 Sept.</p>
6	Community Consultation	<ul style="list-style-type: none"> • Community survey usually undertaken in September each year • Despite 2020 being a different and difficult year it is considered worthwhile to gather information this year as well as being a compliance requirement • The written answers provide reasons but numbers assist in determining extent of any issue- valuable to have both • Aiming to limit number of questions and time commitment for responders • Having some form of questions regarding the Covid response could be useful for future planning • Value in having wellbeing, communication and academic based questions • Linking questions to current strategic plan would be valuable • Timing of survey –to have information back by end of term • Agreed to meeting on 1 Sept to formulate 2020 survey 	<p>All – to read survey summary, question etc. ready for meeting on 1 Sept.</p>
		MONITORING	
7	Principals Report	<p>MS referred to report in drop box</p> <p><u>Attendance Report</u></p> <ul style="list-style-type: none"> • The term1 and 2 Attendance Analysis was tabled (in dropbox) • Term 1 attendance was 92.7%- the lowest attendance was at start of Covid level changes • Term 2 was exceptionally high in first weeks as all students marked present over lockdown when undertaking home learning. Overall attendance in term 2 was 96.2%. Percentage reduced as number of parents kept children home over level 2 and due to illness • Term 3 is heading towards high attendance – no issues as few holiday absences and higher illness absence • No issues showing through with year level or ethnicities • Overall pleased with attendance – higher than national average • Any attendance issues that arise are handled by CW through telephone conversations <p><u>Roll</u></p> <ul style="list-style-type: none"> • Roll currently 546 • All out of zone placements have started • Qualify for additional staffing for new pupils (but currently delays in processing) • Have noted reduced numbers of pupils starting in other year levels in 2020 <p><u>Staffing</u></p> <ul style="list-style-type: none"> • Looking at needing 1 more classroom teacher for start of 2021 – currently have 1 teacher on fixed term <p><u>Review of Strategic Goals- Targets</u></p> <ul style="list-style-type: none"> • Referred to interim report in dropbox • Wellbeing in Schools survey undertaken – overall results positive but has identified some areas for changes, improvement or 	

		<p>further investigation. Useful to analyse with nationwide/Kahui Ako figures</p> <ul style="list-style-type: none"> • Covid 19 has impacted upon the targets particularly in areas where collaboration required • Undertaking a targeted Science PAT – yet to be analysed • Transitions to schools is area where further work planned in terms on NE integration to school and from year 8 to College. Useful for planning for future 	<p>All- encouraged to read interim target report (with view to link with survey)</p>
8	Policy Group	<ul style="list-style-type: none"> • Three policies identified as requiring review <ul style="list-style-type: none"> - Health and Safety Plan -Emergency Evacuation Procedures -Cyber Security and Internet Agreements • To be discussed in meeting on 1 September 2020 	
9	Finance	<ul style="list-style-type: none"> • Finance Committee met 21 August 2020 – minutes in dropbox • Number of finance papers also in dropbox • Slight variation from previous month – looking at a \$2kdeficit • ASC continues to be monitored- reduced numbers/time at ASC impacting on forecast • Potential upside with reduced spending for external professional development – consider PD needs still being met • Parent donations going well • Cashflow is stable • Challenge will be for the 2021 budgeting process- need to consider additional income streams to supplement ASC and parent donations • Any changes to fundraising need to be communicated well to understand why and where funds appropriated • Credit card policy reviewed in light that current practice not meeting needs of Syndicate leaders. Draft in dropbox – to add reference back to code of conduct and to consider consequences of breaches. 	<p>MS to have conversation with Home and School on fundraising</p> <p>HT to amend draft credit card policy</p>
10	Health and Safety	<ul style="list-style-type: none"> • H&S report included in dropbox • Noticeable drop in tripping accidents • One before school incident invoicing child using equipment unsupervised. All students advised no before school use of hall and supervision required in hall at all times • Noted that staff, children and families are going through stressful times – need for all to be aware • School has a hazard register (risk register) that all hazards are documented in. Need to update annually and include the hot water under veranda potential issue. • Annual fire survey recently carried out – no major issues – deemed to be compliance • Hall capacity is 550 – so need to be aware and split into smaller groups for assemblies 	<p>MS to review Hazard register – add hot water pipes</p>
11	Property	<ul style="list-style-type: none"> • Met with architect and Ashby's for initial planning of administration upgrade. Another meeting to take place in couple of weeks • Meeting held via zoom with Stephen Cross and Katelyn King from MOE Property. Summary of meeting in dropbox • Await further meeting on 3 September 3.30pm . Reports on Strategic Property Review and Weather-tightness reports expected prior to meeting 	
		OTHER BUSINESS	

13	Grant Applications	No action	
10	Next Meetings	<ul style="list-style-type: none"> • BOT meeting – Policy and Survey focus- Tuesday 1 September 7.00pm • BOT meeting Tuesday 22 September 7.00pm: NOTE CHANGE BEING CONSIDERED • Finance Meeting Friday 18 September 8.00am • Property Committee Monday 21 September 8.00am 	
Meeting closed at		9.00pm	

BOT dates and Subcommittees

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
3	Wednesday 23 September week 10 (may need date change)	21 September	18 September	TBA	TBA
4	20 October week 2	19 October	16 October	TBA	TBA
4	17 November week 6	16 November	13 November	TBA	TBA
4	Wednesday 2 December (part 1) (week 8) (may need date change)				
4	8 December (part2) week 9				

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