

Papakowhai School Board of Trustees
Minutes of the Meeting 26 October 2021 at 7.00pm held at Papakowhai School

BOT Present	Mark Smith (Principal) – MS Rodney Strong- RS (Chair) Aruna Hill- AH Frances Williams – FW Marc Byres- MB Craig Brown – CB Alice Camaivuna –AC Andrew Graham – AG Heather Turner (minute secretary)
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Agenda Item	Topic	Information	Action
		BOT had walk around the building projects happening at school	
1	Karakia	Meeting commenced with Karakia	
		ADMINISTRATION	
2	Apologies	Chris Robinson - CR	
3	Previous Minutes	<p>The Minutes of the Meeting of 21 September 2021 were reviewed</p> <p>Matters arising:</p> <ul style="list-style-type: none"> • Grant applications for leavers books- AH applied for 3 grants, have heard back from 2, with 1 being successful for \$1650. • Netball fundraising – discussed under Fundraising policy • Kea Crossing/Lines on footpath – MS has not contacted Porirua City Council separately –preferences will be included in the management plan due to PCC at end of this week • Mapping of survey questions – this was completed, and survey to be issued this week • Playground development– second quote obtained from Park Supplies. Initial quote from Playground Creations was cheaper and they have been chosen. -Home and School have confirmed that they will contribute \$20K. Should however they be successful in their grant applications and receive over \$20K then they will review their contribution. -Installation process checked – slide must go in first. Also agreed to go with astroturf over shockpads for ground surface as recommended for health and safety - Date for installations stalled by extended Covid restrictions as based in Waikato. Expecting to be completed by start of 2022. • Communication of works during holidays – the neighbourhood and school community were informed. No problems arose • 2022 term dates – advised in school newsletter. Confirmed that starting on Thursday 3 February 2022 <p style="text-align: center;"><i>Minutes confirmed</i> <i>Moved AG, Seconded AH 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"> • FW attended latest meeting • Contribution of \$20K for playground confirmed • Events coming soon <ul style="list-style-type: none"> - Quiz night - Wellness Talk - End of Year BBQ on 15 December • Books for leavers discussed. Home and School expressed their views regarding BOT deciding to provide Leavers books when Home and School had decided to change to giving a kowhai tree. Points raised: <ul style="list-style-type: none"> - Expectations of leavers and families of getting books – no communication to advise of changes - Disruptions and limited opportunities for leavers this year due to covid restrictions - Having to restrict Leavers celebration to students only - Not having a final assembly due to number restrictions - Grant obtained • Role of Home and School and how links with Papakowhai School discussed. Need to clarify position in 2022 as expect new chair • Funds remaining after commitments \$40K • MS will attend next meeting on 29 November 	MS to contact Home and School and explain reasoning for books this year
6	Camp 2022	<ul style="list-style-type: none"> • AG presented paper on the planned 2022 camp at YMCA Kaitoke for year 7 and 8's • Communication to parents will need to provide information on Covid immunisation expectations – that all camp employees will be vaccinated along with all teachers and parent helpers • Police vetting on parent helpers will need to be completed asap to allow time for processing • Papakowhai School will be only school on site during the booked time • AG thanked <p><i>Motion: That the BOT approve the year 7 and 8's attending a school camp at the YMCA facility at Kaitoke in February 2022 – as per the information provided to the BOT at this meeting</i></p> <p><i>Moved CB seconded AC carried</i></p>	AG to obtain assurance from camp that all staff will be fully vaccinated AG to amend information to parents to include information of Covid vaccinations
STRATEGIC			
7	Zoning	<ul style="list-style-type: none"> • Confirmed that there will be no out of zone places being offered for 2022 • Consider that action in past couple of years of having to go through the ballot process could be a deterrent on moving out of zone 	
8	Consultation re traffic proposals	<ul style="list-style-type: none"> • Feedback from consultation reviewed <ul style="list-style-type: none"> - 1 person had a very negative response - Most others were very supportive of suggested changes - A few questioned whether the suggested changes would have sufficient impact - Overall the overwhelming response was that they happy that something is being done and would appreciate it being undertaken asap. 	

		<ul style="list-style-type: none"> • Staggered finish times discussed – while won't assist those with children in other syndicates any impact can be an advantage to move some of traffic away. Changes to times proposed are 8.50am start (which will reduce lunch time by 5 minutes) 2.50 finish for all except Rata which can finish at 2.45 Students to be allowed on site from 8.20am - Noted that this should not have any staffing issues -Maybe small impact upon ASC • Education of parents is a vital part of the plan – this can be assisted by children being aware of issues and rules • Walking school bus will be planned for terms 1 and 4. Will draft up what is involved and request volunteers. Will arrange the walking bus around what volunteers can manage • Private bus for winter months will be explored • P2 zone – will seek to change to a drop off only zone • Response to Porirua Council is due end of this week and will include the community education proposals and changes needing approval by council- <u>Community education proposals</u> include: <ul style="list-style-type: none"> - walking around cul-de-sac - Walking bus - Incentivising walking -Starting/Finishing time changes -Bus in winter • <u>Council related proposals</u> include: <ul style="list-style-type: none"> -Changing P2 to drop off - Extending P2 -Painting on footpath for directional flow • RS and MS will draft response to PCC. As it is a response to a draft it does not become the final document 	<p>MS/RS to respond to PCC – and to provide copy to BOT</p>
		<p>MONITORING</p>	
9	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 553 and expecting 4 more new entrants for 2021 • Expecting Rata 6 to finish with 19 students • 2021 had approx. 50 new entrants • No more out of zone students to start. Currently have 23 out of zone which will reduce by 2 in 2022 • Currently finalising numbers for 2022. Have 52 pre-enrolments to day • Any changes in immigration or relaxing of MIQ could have impact on numbers • 3 older students enrolled for 2022 – 2 coming in at year 7 from St Theresa's and 1 lives in zone but was attending another school <p><u>2022 Staffing</u></p> <ul style="list-style-type: none"> • In 2021 we were funded for 58 staff. In 2022 it has been confirmed that we will be funded for 571 • With expected declining roll staff numbers will need to be managed carefully • Staff organisation for 2022 shared – number of placement changes 	

		<ul style="list-style-type: none"> • Gael Brown is stepping down as syndicate leader but will continue to have a part time role at the school. Karen Siwalette has appointed as her replacement • Two new male staff members appointed for 2022. Had many applicants of good calibre • Class locations discussed given increased size of Totara and Matai. Matai will relocate to new 4-room block on field Kauri will stay in their block and old library Totara will be in current block and also use what tis now Matai 3. Matai 1 will not be used as a classroom unless needed for roll growth later in year Matai 2 will become a resource room <p><u>Student Management System</u></p> <ul style="list-style-type: none"> • Have confirmed changeover to MUSAC Edge and transitioning commenced • Initial training on enrolments and rolls undertaken – rolls being marked on Edge from Wednesday 	
9	Property	<p><u>4 Relocatable Classrooms</u></p> <ul style="list-style-type: none"> • Classrooms delivered over holidays • Niche Builders have advised handover expected to be 16 November <p><u>5YA Planning</u></p> <ul style="list-style-type: none"> • Zoom meeting held with consultants from Greenstone Group who have been engaged by MOE to undertake the preparation of the 5YA and 10YPP • Will do a site visit when lockdown provisions reduced (based in Waikato) • Part of process is they will engage 5 specialists to review roofing, plumbing, electrical, drainage +1 other • Also undertaken a walk around the school to identify issues to be raised <p><u>Staffroom Project</u></p> <ul style="list-style-type: none"> • Underway and going ok • Asbestos removal went well • Still wanting to see if a change to the resource room could be added to the project to add an office for DP or as a small meeting room. Had been part of initial thinking. Noted that current position of DP/AP office is not ideal AP (Lesley Hodge) is able to relocate to Rata. Would like that office to be used as an ESOL room as would provide an office suitable to allow the teacher to return to work as per a plan. Currently seeking a price and will determine if an be added as a variation to contract. BOT agreed to continuing to explore this option. <p><u>Insurance repairs to carpet in Totara</u></p> <ul style="list-style-type: none"> • Due to availability of installer carpet replacement was unable to be completed during holidays • Will be undertaken during the Christmas holidays <p><u>Container for bikes</u></p> <ul style="list-style-type: none"> • Currently have one 20 metre container on site for bikes 	<p>MS to inform BOT of cost to alter resource room in admin block</p>

		<ul style="list-style-type: none"> • Original recommendation was to have a 40 metre container but that size was no viable for transporting to site • Now have the need to get another 20 metre container as bikes on site unable to be stored satisfactorily • Have opportunity currently as part of the 4 classroom project to get placed where would be most suitable • Initial cost provided by SEA Containers is \$14K but due to supply issues we would need to order now to ensure available for 2022 • MS requested BOT pre approval to include this in the 2022 budget and to order now so can get the process underway. <p><i>Motion that the BOT approve \$14K being included in the 2022 budget for a container for bike storage, and that this process to source a suitable container be started immediately</i> <i>Moved RS carried</i></p> <p><u>Signage</u></p> <ul style="list-style-type: none"> • New signage work has started. Still more to come <p><u>Painting</u></p> <ul style="list-style-type: none"> • Painting of admin block had to be deferred due to staffroom extensions and replacement of wooden windows • Over summer period Totara, Kauri and Admin will be painted 	
11	Finance	<ul style="list-style-type: none"> • Finance Committee met on 21 October –minutes and accounts referred to (included in dropbox) • September 2021 accounts reviewed • Currently forecasting \$65K surplus • Year to date surplus high but most income for year in with number of expenses sill to come • Biggest risk for 2021 is if ASC gets disrupted by Covid restrictions as still \$50K to come • Building projects underway and all ok • Staffing for 2022 is positive • Banked staffing for 2021 is currently \$5K – expect to be able to diminish by year end • 2022 budgeting process starting <ul style="list-style-type: none"> - will need to review ASC charges - EOTC contributions to be reviewed as receiving 2/3rds of amounts requested -Library needs to be determined • Audit proposal for 2021-23 included in dropbox and discussed <ul style="list-style-type: none"> -Current auditor to remain -Minor increase in fees – not unexpected -Finance Committee recommend that the BOT accept the auditor’s proposal <p><i>Motion: That the BOT approve the acceptance of the Proposal by the Auditor for 2021 – 2023 audits</i> <i>Moved MB seconded AG carried</i></p> <ul style="list-style-type: none"> • Grant application for leavers books to Mazda Foundation was successful. 	

12	Policy	<ul style="list-style-type: none"> • Policy group met on Tuesday 19 October to discuss NAG 4 policies • A new policy, Fundraising Policy, has been added to the NAG 4 policies <ul style="list-style-type: none"> -The background to this policy relates to the Nga Whetu Netball team who fundraised to go to the Aims games which were later cancelled. The team manager has advised that the team will not be returning the funds raised to the school for any future events of this nature and will be distributed amongst the team themselves. As no policy existed the return of funds while encouraged cannot be enforced. -To avoid a similar situation any fundraising, other than that by the Home and School will now go through the school accounts. -Agreed that Principal have delegation for policy unless deemed to be of a significant nature. -Wording of new policy discussed and two minor changes agreed to. -Agreed that this policy be shared with the Home and School and community <p><i>Motion: That the Fundraising Policy as agreed by the BOT, and with the minor changes discussed, be adopted</i> <i>Moved AC, seconded CB carried</i></p> <ul style="list-style-type: none"> • Hall user policy (Out of Hours School Use) was reviewed and it was recommended that the guidelines for non-profit groups be charged \$25 per hour and profit based groups \$35. <ul style="list-style-type: none"> -Discussion on how currently operated – judgement used currently as hall not fully accessible - Suggested need to consider length of relationship and number of hours hired for -Agreed to amend policy to reflect the two proposed rates and to review for current users as part of budget process <p><i>Motion: That the Out of Hours School Use Policy be amended to show the rates as \$25 for Non-Profit Groups and \$35 for Profit Based groups.</i> <i>Moved AC, seconded CB carried</i></p>	<p>AC to inform HT of amended wording for Fundraising Policy</p> <p>MS to inform H&S of new policy and put in newsletter</p> <p>HT to change Out of School policy to reflect the new \$25 and \$35 per hour rates</p> <p>HT/MS to advise users of changes to rates for 2022</p>
13	Health and Safety	<ul style="list-style-type: none"> • With construction on site space has been limited but it has meant less incidents also • Had one accident of broken collar bone but was accidental • No issues 	
OTHER BUSINESS			
14	Grant applications	<ul style="list-style-type: none"> • Successful grant of \$1650 from Mazda Foundation for leavers books • No other applications made 	
	Principals Appraisal	<ul style="list-style-type: none"> • AC, FW and RS are undertaking the appraisal this year • Process underway and expect to have interviews soon • Process will be discussed with MS 	
16	Next meeting	<ul style="list-style-type: none"> • Next meetings • BOT meetings: 	

		- Wednesday 1 December to review the 2021 Strategic Plan and achievement data - Tuesday 7 December for the 2022 plan and budget Property meeting TBA Finance Meeting -Thursday 25 November 8.00am	
Meeting closed at	9.20pm		

Term	BOT Dates	Property Sub Committee	Finance Sub Committee	Policy Sub Committee	Health and Safety
	TUESDAYS 7.00 pm	MONDAYS before BOT meeting	THURSDAYS before BOT meeting	AS REQUIRED	AS REQUIRED
4	WEDNESDAY 1 December (part 1) (week 7)	29 November, or as required	25 November or as required		
4	7 December (part2) week 8				


 1/72/21

