

Papakowhai School Board of Trustees
Minutes of the Meeting 27 August 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 (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	
		ADMINISTRATION	
2	Apologies	Nil	
3	Previous Minutes	<p>The Minutes of the Meeting of 30 July 2019 were reviewed. <i>Minutes confirmed</i> <i>Moved MB, CB carried</i></p> <p>Matter arising:</p> <ul style="list-style-type: none"> • BOT training – Any training opportunities are communicated to BOT as arrive. Property training attended and Finance training later this week. • Communication – BOT newsletter issued • Conflicts of interest register – agenda item • Gift policy – changes completed as agreed • 5YA issue – met with MOE and letter issued • 10ypp painting plan – met with Men in White to discuss plan – await changes agreed to. • Grant applications- HT and AH met • 2020 term dates- communicated to parents 	
4	Check In	<ul style="list-style-type: none"> • New agenda item to check on needs of BOT members • Moved into Committee at 7.03pm • Moved out of Committee at 7.25pm 	
5	Conflicts of Interest	<ul style="list-style-type: none"> • Call made to declare any conflict of interest – none offered 	
6	Home and School Funding Model	<ul style="list-style-type: none"> • Background to new model advised <ul style="list-style-type: none"> - Home and School have fundraised sufficient funds to allow school groups to apply for funding -Will have certain criteria to be met and guidelines • -Expect to be able to grant around \$500 per term <ul style="list-style-type: none"> -Aim is to reduce burden of fundraising on parents and to give back to community • Discussion on how this model could operate within the school <ul style="list-style-type: none"> -Agreed that school management need to have input into the process to be used -Management to be aware of grant applications and input into whether supported -Need to continue to have flexibility to fundraise in other ways also 	MS/CW to communicate with and encourage staff to come up with list of what funds required for

		<ul style="list-style-type: none"> -Not to have an impact upon curriculum activities -Aim to be a supplement to fundraising -Useful to buy small assets for school e.g. gazebos, BBQ's • Agreed it would be useful for a coordinated approach to be taken 	
7	NZSTA Training	<ul style="list-style-type: none"> • NZSTA training to be held at Papakowhai School on 17 September 	ALL – register if wish to attend training
8	BOT comms	<ul style="list-style-type: none"> • Had some good feedback from community • Will continue to do regular communication – but next will be sent out in same format as school newsletters • Next communication should refer to upcoming community surveys 	RS to prepare next comms with reference to surveys
9	Correspondence	<ul style="list-style-type: none"> • Letter from MOE received following letter sent regarding the \$1500 lump sum payments as a result of the Teachers Collective signing. Nothing can be done to recover funds paid through bulk grant. • Letter provided to MOE given regarding shortfall in funding for Totara Block refurbishment. Further discussion in agenda item 15 • Letter received from parent to request approval for child to attend Nature School – moved Into Committee at 7.45pm Moved out of committee at 7.55pm 	.
10	Out of Zone Places	<ul style="list-style-type: none"> • Known to have 8 out of zone requests from families with existing sibling present Papakowhai • Does not include those grandparented as they deemed in zone • As time to present enrolments not passed decision made to defer decision until next meeting 	RS to add Out of Zone places to next agenda
11	Attendance	<ul style="list-style-type: none"> • The school's attendance report for term 2 2019 was presented and discussed • Highest rate was 94.9% and lowest 91.5% of half days • On par with previous years • Overall shows Papakowhai Students attendance is higher compared to all schools around NZ 	
12	Leave request	<ul style="list-style-type: none"> • Carol Dacre has requested leave without pay for term 3 2020- is within the Collective Agreement conditions <i>Motion: That the BOT approve the leave without pay during term 3 of 2020 for Carol Dacre Moved AC, Seconded AH carried</i> 	
13	Surveys	<ul style="list-style-type: none"> • 4 surveys to be developed and to go out this term • Will have a committee determining and reviewing the questions to ask • AC, CB, FW and RS volunteered to be involved • MS to give guidance • Meeting to be held Tuesday 3 September at 7.00pm 	MS to circulate revised surveys when completed for comment of BOT
		MONITORING	
14	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"> • Roll currently 509 with 22 new entrants expected to year end • Staffing is at lower rate and will be applying for catch up as new entrants start <p><u>Compliance</u></p> <ul style="list-style-type: none"> • No issues 	

		<p><u>Reporting of Goals 1 (Achievement) and 2 (Success)</u></p> <ul style="list-style-type: none"> • Referred to Principal’s reporting on goals in dropbox Items referred to included: <u>Achievement</u> <ul style="list-style-type: none"> - reducing compliance on appraisals -Seesaw being used successfully -Digital PD gone well -Focus has been on wellbeing -Celebrated Pacifica language weeks -Plenty of activities and opportunities for children • <u>Success</u> <ul style="list-style-type: none"> - Need to celebrate our successes -Special Needs and ESOL are significantly over budget but needed. -Working with MOE for a more coordinated approach for Learner Support -Midyear reporting included for review -Leadership of North Porirua Kahui Ako (COL) report included for review 	<p>ALL – encouraged to read the Report of Goals 1 and 2, and COL leadership report</p>
15	Property Meeting	<ul style="list-style-type: none"> • CB delivered the Property Committee report and referred to information within the dropbox • MOE training evening attended by property committee • Bike Track – on track for October holidays <ul style="list-style-type: none"> - have had all approvals needed form MOE to proceed • Hall kitchen- have met with preferred supplier and have updated costs and plans. Initial budget \$25K so coming in slightly under (other supplier was approx. \$10K more) <ul style="list-style-type: none"> -Installation planned for October holidays -Need approval to proceed with contract <p><i>Motion: That the BOT approve the acceptance of the quote from David Ladd Joinery to proceed for installation Moved CB seconded AH Carried</i></p> • Hall toilets being deferred • 5YA issue with MOE <ul style="list-style-type: none"> -Met with MOE and provided with letter (yet to get reply) -prefabs as part of leaky building claim have been referred to legal team and weather tightness testing expected. Need to continue to follow up to ensure done -MOE advised that while funds taken for block S we should proceed with the drainage and security projects as they fall within Priority 2 funding. To engage Ashby’s to start on projects • Lack of infrastructure at Papakowhai – discussed with MOE at 5YA meeting. MOE to provide a template for determining needs of school. Property Committee consider the Admin/library area and the Rata/prefabs are main two issues. <ul style="list-style-type: none"> - To meet with MOE to work through process • 10Ypp for painting discussed – have met with Men in White (painting contractors) to determine needs of school and to design new plan • Pool – have moved away from a complete cover to more of an upgrade of facilities (changing rooms/showers/toilets) <ul style="list-style-type: none"> -Given costs will need MOE consent and process to be worked through -Need to be aware that would be a BOT asset with ongoing costs -Ashby’s will be consulted on this next week -Funding may be issue as to date Home and School are only funding for plans 	<p>MS to have meetings with Ashby’s to start drainage and security projects</p> <p>MS to advise of date of meeting and seek attendees</p>

16	Health and Safety Report	<ul style="list-style-type: none"> • AG delivered report • No staff issues • Low numbers of accidents • New playground has seen some accidents but noted that extremely well used 	
17	Policy Committee	<ul style="list-style-type: none"> • NAG 6 policies reviewed • Main change was in relation to search and seizure – was previously under privacy policy but now changed to stand alone policy <i>Motion: That Gael Brown be provided with the delegation to search and seize as per the guidelines stated moved AC seconded AG carried</i> • Most other changes of wordsmithing or tidying up nature • More delegations to senior leaders - provided and named <i>Motion: That the changes to NAG 6 policies as recommended by the Policy Committee be accepted Moved AC, seconded FW carried</i> 	
18	Finance	<ul style="list-style-type: none"> • MB delivered the report and referred to minutes and documents in dropbox • Minutes of previous committee meeting read, accepted and signed (audit requirement) • July accounts reviewed - overall forecasting a \$61K surplus mainly driven from grants to bike track and playground -additional funds received for Operations grant being absorbed by other costs like ESOL and Special needs • Cashflow good with current liabilities covered by current assets • Banked staffing liability will be added as note to accounts from August • No material issues – doing ok • Donations are doing fine • ASC remains strong • As procedure for paying creditors etc. has changed the July accounts also included details of all payments made and batch reports. • The Financial Management Guidelines were reviewed to ensure all agreed 	
		OTHER BUSINESS	
19	Grant Applications	<ul style="list-style-type: none"> • Planning to apply to Infinity Foundation for contribution towards hall kitchen <i>Motion: The Board agree that a request be made to Infinity Foundation for the funding of \$15,000.00 toward the refurbishment of the School Hall kitchen. Moved AH seconded FW carried</i> 	
	Enviro Schools	<ul style="list-style-type: none"> • A celebration is being planned and BOT members will be invited 	
	NZSTA	<ul style="list-style-type: none"> • Positions for the Regional Executive are being sought – to apply if interested 	
20	Next Meetings	<ul style="list-style-type: none"> • Finance Friday 20 September 8.00 am • Property Monday 23 September at 8.00am • BOT Tuesday 24 September 7.00pm • Survey Committee 3 September 7pm 7.00pm 	
Meeting closed at		9.30pm	

BOT dates and Subcommittees

Term	BOT Dates	Property Sub Committee	Finance Sub Committee	Policy Sub Committee	Health and Safety
	TUESDAY 7.00 pm	MONDAY before BOT meeting 8.00am	THURSDAY before BOT meeting 8.00am	AS REQUIRED	AS REQUIRED
3	24 September (week 10)	23 September	FRIDAY 20 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