

**Papakowhai School Board of Trustees**  
**Minutes of the Meeting 30 July 2019 at 7.00pm in the staffroom**

<b>BOT Present</b>	Mark Smith (Principal) – MS 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	
		<b>ADMINISTRATION</b>	
2	Apologies	Caine Webster-CW	
3	Previous Minutes	<p>The Minutes of the Meeting of 20 June 2019.  <i>Minutes confirmed</i>  <i>Moved CB, AH carried</i></p> <p>Matter arising:</p> <ul style="list-style-type: none"> <li>• Zone - Grandparenting clause is now on official website. Yet to receive hard copy of approval from MOE – no issue given on website</li> <li>• Seesaw- work on website yet to be completed</li> <li>• BOT rep for Home and School: Home and School yet to set dates. Changed to providing BOT dates to Home and School and then liaising when H&amp;S meetings advised</li> <li>• Health and Safety-The report to the BOT has been amended to include age groups and locations going forward.</li> <li>• COL – the processes for the COL appointment and acting positions have all been completed. Information is included in dropbox.</li> <li>• BOT training – undertaken- also see agenda item 6.</li> </ul>	
4	Resolution	<ul style="list-style-type: none"> <li>• Noted: All BOT members were contacted via email and asked to respond to the following resolution:</li> </ul> <p><i>“That Caine Webster be appointed as Acting Principal Fixed Term (0.4 FSTE) for a period of 18 months commencing 22 July 2019 while Mark Smith is the lead Principal of the North Porirua Kahui Ako.”</i></p> <p><i>Moved: RS, Carried, 1 abstention</i></p>	
5	Elect Deputy Chair	<ul style="list-style-type: none"> <li>• Role of Deputy Chair explained</li> <li>• Nominations were called and Craig Brown put name forward. No other names put forward</li> </ul> <p><i>Motion: That Craig Brown be appointed as Deputy Chair</i>  <i>Moved MB, AH Carried</i></p>	
6	NZSTA Training	<ul style="list-style-type: none"> <li>• Agreed that should take opportunity to attend available training</li> <li>• Overall thoughts were that the initial training undertaken was useful and practical. Reinforced separation between school and BOT</li> <li>• BOT encouraged to view other training available.</li> <li>• All training to be coordinated through Chair</li> <li>• Property training session being run by MOE on 20/8 which will be attended by Property Committee</li> </ul>	<p><b>RS: To forward details of training opportunities to BOT members</b></p> <p><b>MS: to check if there is a finance</b></p>

			training session for BOT
7	BOT communication	<ul style="list-style-type: none"> <li>• Agreed that should increase communication to raise profile of BOT</li> <li>• Agreed that a per term BOT notice be issued to the community to include such things as: <ul style="list-style-type: none"> <li>-photo of the team</li> <li>-who each member</li> <li>- role as determined by STA training</li> <li>-explaining the links, roles and responsibilities of the school, BOT and Home and School</li> <li>-roles of the various committees</li> <li>- links to strategy documents</li> <li>-what coming up</li> <li>-celebrate some of the successes</li> </ul> </li> <li>• Separate communication to be undertaken when considered necessary</li> <li>• Having a staff event with BOT also to occur</li> </ul>	RS to draft communication notice and email to members for comment
8	Conflict of Interest	<ul style="list-style-type: none"> <li>• Explained requirement for a register of conflict of interest to be maintained and regularly reviewed</li> <li>• CB advised of having a company but that it did not undertake any work for the school</li> <li>• No conflicts of interest declared</li> </ul>	RS to send conflict register out and put on each agenda
9	Policy	<ul style="list-style-type: none"> <li>• Policy Committee met and reviewed the Governance policies, and a proposed new gift policy</li> </ul> <p><u>BOT Governance Policies</u></p> <ul style="list-style-type: none"> <li>• Changes suggested to the Governance polices were highlighted and discussed <ul style="list-style-type: none"> <li>- most of a tidying up and re-organising nature</li> <li>-requirement of Chair in BOT Terms of reference amended to align with NZSTA wording</li> </ul> </li> </ul> <p><i>Motion: That the BOT approve the amendments to the BOT Governance Policies</i>  <i>Moved CB, seconded AH, carried</i></p> <p><u>Gift and Koha Policy</u></p> <ul style="list-style-type: none"> <li>• The draft of the new Gift and Koha Policy was presented</li> <li>• One small wording change suggested in point three of the section 'Giving of Gifts' so reads  "The cost of the gift should be reasonable and appropriate"</li> </ul> <p><i>Motion: That the BOT approve Gift and Koha Policy (with changes agreed)</i>  <i>Moved AC, seconded MB, carried</i></p> <p><u>Code of Conduct</u></p> <ul style="list-style-type: none"> <li>• Acknowledged that the code of conduct for the BOT was covered within the BOT Governance Policies</li> <li>• Advised that all BOT members to review and note the code of conduct requirements</li> </ul> <p><u>Overview of recruitment policies</u></p> <ul style="list-style-type: none"> <li>• Recruitment policies reviewed</li> <li>• Considered that are robust</li> <li>• BOT would only normally be involved in recruitment of a new Principal – all other recruitment responsibility of Principal</li> </ul>	MS to make change to Gift policy as agreed.

		<ul style="list-style-type: none"> <li>• Next meeting of Policy committee will be to review NAG 6 policies</li> </ul>	
		<b>MONITORING</b>	
10	Principal's report	<p>MS presented the July Principal's report which was in the dropbox.</p> <p><u>Roll</u></p> <ul style="list-style-type: none"> <li>• 16 started in past week – 8 NE and 8 at other levels</li> <li>• Roll currently 506</li> <li>• All classrooms are full – particularly at year 2 – 3 classrooms with 25 children in each</li> <li>• Approx. 25% of enrolments are those without English as first language- it is a significant matter for resourcing and does have an impact on achievement data</li> <li>• 60 currently funded ESOL students with around 80 requiring ESOL assistance</li> <li>• Expected to finish on 531 – there are more but expecting most late year to start 2020</li> <li>• 2 out of zone to come</li> <li>• Challenges from Finance point of view as funding set in September 2018 on 489. Is some operation funding corrections undertaken but quite a lag in getting staff funding changes.</li> <li>• Question about whether need to review zone <ul style="list-style-type: none"> <li>– looked at table of students and noted that the number of year 1's in is less – so zone has helped</li> <li>– class structures set up and there are no more classrooms to be built-</li> <li>-support is being provided to support those year groups which are full (year 2)</li> </ul> </li> </ul> <p><u>Compliance</u></p> <ul style="list-style-type: none"> <li>• No issues</li> </ul> <p><u>Attendance</u></p> <ul style="list-style-type: none"> <li>• No direct comparison with 2018 available due to system changes</li> <li>• Pleased with overall attendance at 93% - attendance better than national average</li> <li>• Consistent across year groups, ethnises, etc.</li> <li>• Follow ups undertaken when there are particular concerns with absences or lateness</li> </ul>	
11	Property Meeting	<ul style="list-style-type: none"> <li>• CB delivered the Property Committee report and referred to information within the dropbox</li> <li>• Delivery of new playground – using it well. Got \$10K Pelorus Trust</li> <li>• Cycle track put off due to weather</li> <li>• May need to of tidying up of old playgrounds (e.g. working bee or school painter)-could add to comms</li> <li>• Totara block issue with use of 5YA- our contribution cost was agreed at \$265K but final amount was \$370K. In effect reduced 5YA by \$105K No formal documentation of changes provided. MS has met with MOE General Manager and Infrastructure Manager but no changes being made. <ul style="list-style-type: none"> <li>-Agreed that BOT to write to MOE advising of impact of this on school</li> <li>-Agreed that letter should also refer to the need for greater infrastructure in admin and other support areas (e.g. toilets) given size of school currently and that deemed 50% of current code</li> <li>-To suggest in letter that Papakowhai should be considered under the accelerated funding model</li> </ul> </li> </ul>	<p><b>CB to draft letter to MOE re 5YA issue and administration area</b></p>

		<p>-Letter to also request further information on the leaky building situation given that the prefabs by netball court are part of leaky building issue</p> <p>-Letter to also mention that school deemed to only own 50% of hall and whether MOE will take over ownership and commitments that requires.</p> <ul style="list-style-type: none"> <li>• Painting budget – Provision for Cyclical Maintenance <ul style="list-style-type: none"> <li>- have funding set aside for painting of school. Had quote but agreed to review phasing of painting with contractor.</li> <li>-Once reviewed will discuss with BOT as to whether any changes to the 10YPP should be undertaken</li> </ul> </li> </ul>	<b>MS/HT to revisit quote for painting</b>
12	Health and Safety Report	<ul style="list-style-type: none"> <li>• AG delivered report</li> <li>• Issues <ul style="list-style-type: none"> <li>-incident with teacher injured on netball pole - action taken was to ensure pads put up</li> <li>- teacher broke arm in classroom – no remedial action required</li> </ul> </li> <li>• Old metal bars gone and replaced with new playground</li> <li>• Pavers inlaid into ground</li> <li>• Lost time 3days this period. 12 in total for year</li> <li>• Location of accidents started to be recorded from now</li> </ul>	
13	Finance	<ul style="list-style-type: none"> <li>• MB delivered the report and referred to minutes and documents in dropbox</li> <li>• Audit requirement to review minutes of previous minutes will go ahead next time (given change in BOT)</li> <li>• Overviewed June accounts – now have forecasts included within documents</li> <li>• Currently showing \$40K surplus – driven by Bikes for Schools. So basically tracking to plan.</li> <li>• Donations – budgeted that get \$10K more than 2018 – tracking ahead of previous year but conservatively forecasting to come in less than budget</li> <li>• ESOL is challenge to meet funding</li> <li>• Balance Sheet has about \$150K excess funds</li> <li>• Financial Management guidelines and policy were reviewed</li> <li>• Process for reviewing invoices for accounts payable changed. HT and MS continue to authorise and release payments from bank. Chair and Finance Committee can request information if required</li> <li>• MB has designed a new dashboard to present as part of monthly accounts to aid in reading finances</li> <li>• Impact of the of NZEI \$1500 bonus on school funds was explained – cost to school of \$5100</li> </ul>	
		<b>STRATEGIC DISCUSSIONS</b>	
14	Student Achievement Data	<ul style="list-style-type: none"> <li>• The half year achievement data reports for maths, writing and reading were included in dropbox and were discussed</li> <li>• Noted that the leadership team were yet to discuss</li> <li>• Explained changes made since abolition of National</li> <li>• In general, appears to be about 5% dip in achievement levels- this is considered to be due in part due to increased number of ESOL, and that all testing is done online down to year 3</li> <li>• Overall it showing we are at a satisfactory level</li> </ul> <p><u>Maths</u></p> <ul style="list-style-type: none"> <li>• Overall is satisfactory with 58% of students are already where they need to be for the end of year.</li> <li>- Maori student and girls (yr. 5-7) are the 2 areas of challenge</li> <li>- Year 7 is an area to continue to monitor</li> </ul>	

		<ul style="list-style-type: none"> <li>- Pacifica going ok</li> </ul> <p><u>Writing</u></p> <ul style="list-style-type: none"> <li>• 41% of students are already where they need to be for the end of year</li> <li>- Noted that data also includes children who just started school</li> <li>- Slightly lower than 2018 – mostly comparable</li> <li>- Girls achievement noted as lower</li> <li>- Pleased with yr. 5 gains</li> <li>- Pacifica going ok</li> <li>- Noted that it would be good to report on ESOL kids separately and how that impacts on figures</li> <li>- Also to see if there are commonalties between types of testing</li> </ul> <p><u>Reading:</u></p> <ul style="list-style-type: none"> <li>• 64% of students are already where they need to be for the end of year</li> <li>- Overall doing reasonably well against 2018</li> <li>- Pacifica slightly ahead</li> <li>- Reasonably confident in meeting target</li> <li>- Year 2 – area monitoring closely</li> </ul> <ul style="list-style-type: none"> <li>• MS and management team to review and will come up with strategies</li> </ul>	
		<b>OTHER BUSINESS</b>	
13	Grant Applications	<ul style="list-style-type: none"> <li>• \$10K approved from Pelorus Trust for new playground</li> <li>• MS and RS met with Home and School to discuss their plans for grant applications</li> <li>• Agreed that there needs to be a coordinated approach to grant applications</li> <li>• AH volunteered to be grant liaison person</li> </ul>	<b>AH to meet with HT to discuss grants</b>
	Term dates	<ul style="list-style-type: none"> <li>• Suggested term dates for 2020 were presented</li> <li>• Agreed that the preferred option of starting on 3 February and finishing on 15 December with a teacher only day to be held at Queen’s Birthday</li> <li>• MOE yet to advise on impacts in terms dates following increased teacher only days allowed in Teachers Collective Agreement</li> </ul>	<b>MS to advise 2020 term dates to community</b>
11	Next Meetings	<ul style="list-style-type: none"> <li>• BOT Tuesday 27 August 7.00pm</li> <li>• Property Monday 26 August at 8.00am</li> <li>• Finance Thursday 22 August 8.00 am</li> <li>• Policy Tuesday 13 August 7.00pm</li> </ul>	
Meeting closed at		9.30pm	

#### BOT dates and Subcommittees

Term	BOT Dates	Property Sub Committee	Finance Sub Committee	Policy Sub Committee	Health and Safety
	<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>
3	27 August ( Week 6)	26 August	22 August (July accounts)	13 August	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

