

Papakowhai School Board of Trustees
Minutes of the Meeting 7 December 2021 at 7.00pm held at Papakowhai School

BOT Present	Mark Smith (Principal) – MS Rodney Strong- RS (Chair) Aruna Hill- AH Marc Byres- MB Craig Brown – CB Alice Camaivuna –AC Frances Williams – FW Andrew Graham – AG Chris Robinson - CR 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 1 December 2021 were reviewed</p> <p>Matters arising:</p> <ul style="list-style-type: none"> • KIVA communication – this is a 2022 action but noted that annual plan has KIVA education sessions planned for February. Will be included in school communication • Thanking of staff- An email was issued to all staff with the survey results and highlighting the positive results. Staff thanked on behalf of BOT. • BOT comms will be issued this week • Comments on the draft 2021 draft report- reminder that this will be discussed at first meeting of year. Any comments to MS • Year 8 leavers assembly – Vaccine certificates will need to be sighted. CR will be on door to assist. To date 48 parents have responded that they will attend • New class blessing – Mark Kairua is willing to undertake and is checking protocol with Ngati Toa. Current plan is to have blessing at 8.00am Friday 10 December. <ul style="list-style-type: none"> -Agreed that parents of year 2’s will be allowed on site (currently only year 1 parents) to allow them to assist children moving into the new classrooms -Final inspection of new classrooms undertaken. Those few faults identified will be remedied. Fencing will be moved on Wednesday. Can move furniture in from Thursday. Rata 5 expecting to move in Friday - Awaiting final certification letter from PCC but John Hobbs (MOE) has had official email and has given approval for moving in and use of classrooms. -Asphalt on driveway been delayed due to bad weather – expected next week -Access to new classrooms only via Kindy path or around pool pathway. 	<p style="text-align: center;">C/F – Kiva communication</p> <p style="text-align: center;">C/F- comments on 2021 annual report</p> <p style="text-align: center;">MS- to confirm and advise staff/BOT of blessing details</p> <p style="text-align: center;">MS to advise how to access new classroom block</p>

		<ul style="list-style-type: none"> C/f Camp staff vaccination status- Have been advised that all camp staff are fully vaccinated. <p><i>Minutes confirmed</i> <i>Moved MB, Seconded AG Carried</i></p>	
		STRATEGIC	
4	Strategic Plan/Annual Plan	<ul style="list-style-type: none"> The 2022 draft annual plan was included in dropbox and presented by MS It forms part of the existing Strategic Plan Noted that the plan needs to be read in conjunction with the Covid Protection Framework A philosophy for 2022 will be if can't do it one way – how can we modify the plans so can still achieve what we want Main points of focus were highlighted and discussed including (but not limited to): <ul style="list-style-type: none"> Haurua and wellbeing will remain a focus KIVA education sessions Health and PE being provided management units Haurua PD group Having spare classrooms for activities which releases hall for sports/PE, PE assessment and reporting EOTC programme for year 7/8's will differ from rest of school and focus on more adventurous activities Keeping ourselves safe will be run with NZ Police Focus on Maths and Structured Literacy PD for teachers NZ Histories curriculum will start to roll out Te Reo and tikanga Māori will be a focus for all students and lessons will follow them throughout their years at school, with assessment and reporting Increased focus on the arts- with smaller performances throughout the year, with assessment and reporting. Discussed whether can link more with Aotea College Continued use of PACT tools Refinement of use of Seesaw Working more with the community for ESOL for 2022 and future- including exploring having foreign fee paying students Involving community more with school projects including the area behind the new Matai classrooms, walking to school bus and Moving March Changing methods of communication including moving to more multi-media newsletters – could replace traditional yearbook (Noted that Leigh Comeskey has been undertaking for 10 years but 2021 is her last year) Remain future focused with importance given to social skills, key competences and school values Remaining focused on the digital environment with further training on cyber safety, maintaining asset base and providing teaching assistants with devices and training Continued work on pathways to school and increasing that to other areas of the school 	<p>MS – to inform community of changes to traditional Production</p> <p>MS to explore further pathways with the Arts at Aotea</p>

		<ul style="list-style-type: none"> - Early meeting of parents and teachers – combining with start of year BBQ • The annual plan is to be submitted to the MOE by 1 March 2022. Still to be fine tuned. Encouraged to read and make comments. • Comment regarding placing more focus on both year 7 and 8's rather than predominantly year 8's. 	<p>All – encouraged to read annual plan and provide comments to MS</p>
5	2022 Budget	<ul style="list-style-type: none"> • The draft 2022 budget and commentary to explain was included in dropbox and presented by MS • Income streams discussed: <ul style="list-style-type: none"> - MOE funding and staffing on 571 students. Risk is if do not track to that level as could have a reduction of \$10-20K. Contingencies for this have been identified. Noted difficulty budgeting for teacher aide pay equity as no advice provided as to level – based budget on 2021 figures - Special Needs Support – while there is income in for some specific students the need is far greater and a significant investment is being made into providing teaching assistant support to classes - The school donation requested will be \$295. Of this \$52 funds just the swimming and gymnastics programme. Also enables greater use of teaching assistants. - Before and After School Care will increase to \$9 per hour – wages linked to living wage - Fundraising and Grants remain a focus. An “athon” has been budgeted for and will be held in term 3 if required. Home and School expected donations are included. Will be liaising more with Home and School into how they can support our planned asset purchases. Noted that all assets of the school are owned by the BOT • Expenditure items discussed: <ul style="list-style-type: none"> - Teaching Assistant costs are significant - Have reviewed syndicate budgets and have made a conscious reduction in some areas where online resources have become more widely used - Depreciation is a significant cost at \$140K. In past school has managed to maintain reasonable cash reserves and there has been significant investment in assets which has led to depreciation coming through. Need to maintain revenue to manage the depreciation. Are expecting assets to return to a more normal level of expenditure • Planned assets purchases discussed: <ul style="list-style-type: none"> - Finance Committee already made approvals to allow ordering of those items hard to source- BOT supported this decision. - The 5YA process is underway so have taken this into account • The budget surplus for 2022 is \$100 so basically break even. <i>Motion: That the BOT approve the following:</i> <ul style="list-style-type: none"> - that the school donation be set at \$295 per pupil for 2022 - the contributions towards EOTC will continue for 2022 - that the BSC and ASC fees will increase to \$9 per hour for 2022 <i>Moved MB, seconded CB carried</i> 	

		OTHER BUSINESS	
	General	<ul style="list-style-type: none"> • 14 December the BOT supplying morning tea for all staff as a thank you • All invited to the retirement gathering for Gael Brown on Friday 10 December • MS thanked the BOT for their support this year particularly with property issues • BOT thanked MS and team for all work in 2021 	
13	Next meeting	<ul style="list-style-type: none"> • Next meetings BOT meetings: WEDNESDAY 16 February 2022 	
Meeting closed at		9.15pm	