

**Papakowhai School Board of Trustees**  
**Minutes of the Meeting 8 August 2018**  
**at 7.00pm in the staffroom**

<b>BOT Present</b>	Gary Tonkin (Chair)- GT Caine Webster (Acting Principal)-CW Craig Brown – CB Craig Hill- CH Nathan Grennell- NG Kerry Weir-Smith - KWS Andrew Graham- AG Heather Turner (Minute Secretary)
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Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		<b>ADMINISTRATION</b>	
2	Apologies	John Schwalger –JS Melanie Richardson-MR	
3	Previous Minutes	<p>The Minutes of the Meeting of 13 June 2018 were reviewed.</p> <p><b>Action points arising:</b></p> <ul style="list-style-type: none"> <li>• All action points on enrolment zone discussion completed:               <ul style="list-style-type: none"> <li>- Letter to MOE completed</li> <li>- no further information obtained regarding an additional school</li> <li>- no information on traffic was obtained in time for decision making</li> </ul> </li> <li>• Mid-year results provided in Principals report</li> <li>• Special needs toilet – carry forward</li> <li>• Letter to Mayor re traffic issues- sent but no reply</li> <li>• Traffic issues to be discussed with community police officer – carried forward. (Noted that traffic has improved slightly and also reminders on P2 parking placed in newsletter)</li> <li>• Home and School website page – deferred</li> <li>• Term dates – confirmed and advised to community</li> <li>• BOT greeting cards- approved and printed</li> </ul> <p><i>Minutes confirmed</i>  <i>Moved CB, seconded NG carried</i></p>	<p><b>CW/HT MS to find out whether one special needs toilet/shower would be allowed</b></p> <p><b>CW to discuss with Community Police Officer when at school</b></p> <p><b>CW to discuss with Home and School re website</b></p>
		<b>STRATEGIC DISCUSSIONS</b>	
4	Enrolment Zone	<ul style="list-style-type: none"> <li>• The decisions for finalising the changes to the enrolment zone have been completed.</li> </ul> <p><i>Motion: That the Board adopt the enrolment scheme approved by the Ministry of Education on 12 July 2018, effective from 1 January 2019.</i></p>	

		<p><i>Moved: KWS, seconded CB, carried</i></p> <ul style="list-style-type: none"> <li>Advertisement of change has been included in the KapiMana paper</li> <li>Next step is to provide a copy of these minutes and of the advertisement to Jim Greening of MOE</li> </ul>	<p><b>CW to provide minutes and advert to Jim Greening</b></p>
5	Strike	<ul style="list-style-type: none"> <li>Discussion about upcoming teachers strike</li> <li>Went through a checklist to ensure all matters needing attention were addressed</li> <li>BOT agree to support teachers in their action and have no expectation that other staff should be on site</li> <li>Will be a safety plan in place with at least 2 staff at school for start of day should any students turn up at school. Plan is to ring parents to collect.</li> </ul>	<p><b>GT/HT to prepare BOT newsletter to show support for strike and of school closure</b></p> <p><b>CW/HT to undertake required payroll action</b></p>
6	Swimming Pool	<ul style="list-style-type: none"> <li>Welcome to Rose Crawford who joined meeting for the pool discussion</li> <li>Progress is being made <ul style="list-style-type: none"> <li>-Have South Pacific Pools draft plan of the pool cover</li> <li>-Liaising with Engineers to ensure can fit and loading etc</li> <li>-Quote for pool covering is \$194K</li> <li>- Will be additional costs for upgrading and extension of pool changing sheds and to add toilets/shower</li> <li>-Initial plans of changing room area discussed</li> </ul> </li> <li>Timeline for project not finalised – could be 2020</li> <li>Funding for pool will be sourced from sponsorship, grants, donations and fundraising</li> <li>BOT agreed with approach being taken to date and support pool committee in progressing with plans</li> <li>Need to get advice from Ashby's as to regulations to be considered and MOE requirements</li> </ul>	<p><b>HT to submit plans and request advice from Ashby's</b></p>
		<b>MONITORING</b>	
5	Principals Report	<p>Referred to report in dropbox. Presented by Caine Webster as Mark Smith on Sabbatical Leave.</p> <p><u>Roll</u></p> <ul style="list-style-type: none"> <li>Roll now 480</li> <li>Had 4 students since start of terms</li> </ul>	

		<p><u>Compliance</u></p> <ul style="list-style-type: none"> <li>Maori/Pacifica Hui was postponed due to sickness. Date to be advised when confirmed with Rangj Hallbert</li> </ul> <p><u>Staffing</u></p> <ul style="list-style-type: none"> <li>Raewyn Janes has resigned as at end of term 3</li> <li>Janie Goosen will replace Raewyn in Rata 6 starting in term 4</li> <li>Kate Coughlan is planning to commence Maternity Leave in week 8 of term 3 - but have contingency in place if needs to finish sooner</li> </ul> <p><u>Report on Goals 1 (Achievement)</u></p> <p>See full report in drop box</p> <ul style="list-style-type: none"> <li>Need to note that now reporting on curriculum levels rather than national standards – results are showing lower but is due to change in what is being reported</li> <li>Teachers continue to monitor and are confident that the results are ok</li> <li>Need to be aware that it is difficult to compare with previous data</li> <li>BOT continue to support the achievement with spending on Teacher Aides, special needs support and supporting teachers strike</li> <li>Remains a concern the rising number of children with behavioural and learning needs</li> <li>Some of the highlights to date are the Mathswell teams, inquiry projects, production, Kapahaka and sports teams.</li> </ul>	<p><b>CW to advise date of Hui</b></p>
6	Property Committee	<ul style="list-style-type: none"> <li>No meeting held this month</li> <li>Totara – awaiting final accounts so can determine final figures and how much can be transferred back into 5YA</li> </ul>	
7	Health and Safety report	<ul style="list-style-type: none"> <li>Data provided for review</li> <li>Keen to proceed with door finger guard protectors for Rimu as are working well in Totara. BOT agreed and approved spending</li> <li>Also need to get door specialist to check sliding door in Kauri</li> <li>Additional bark has been ordered/added to playgrounds</li> </ul>	
8	Finance	<ul style="list-style-type: none"> <li>Meeting of 2 August referred to (in drop box)</li> <li>June 2018 accounts reviewed <ul style="list-style-type: none"> <li>-forecast column added</li> <li>- Special needs continues to be monitored – additional spending now forecast at \$17K</li> <li>- School donations now at \$78K . Follow up</li> </ul> </li> </ul>	

		<p>letters being issued.</p> <ul style="list-style-type: none"> <li>-ASC tracking well</li> <li>-Overall no surprises in profit and loss</li> <li>- Cash position good with approx. \$270K reserves</li> <li>-All assets entered to date so depreciation is up to date</li> </ul> <p><u>Assets</u></p> <ul style="list-style-type: none"> <li>• Most budgeted purchasing completed –still have some library purchasing to do now that librarian returned from sick leave</li> <li>• All new assets on register</li> <li>• Sound system to assist teaching in Totara sought <i>Motion: That the Board approve \$5660 for purchase of sound system for Totara Moved CB, seconded AG Carried</i></li> <li>• Sunshade blinds required for Totara due to heat in western facing classrooms <i>Motion: That the Board approve \$1030 for purchase blinds for Totara Moved CB, seconded AG Carried</i></li> </ul> <p><u>ASC</u></p> <ul style="list-style-type: none"> <li>• Have received the OSAR grant - same as previous year</li> <li>• Have had backdated approval for numbers attending</li> </ul> <p><u>2017 Audit</u></p> <ul style="list-style-type: none"> <li>• The 2017 Report to the Board was tabled</li> <li>• Recommendations relate to <ul style="list-style-type: none"> <li>- fixed asset checking, adding and disposals</li> <li>-getting a BOT rep to review the SUE reports</li> </ul> </li> <li>• Actions planned and discussed including providing SUE to Chair as part of monthly papers</li> </ul> <p><u>2018-2020 Audit Proposal</u></p> <ul style="list-style-type: none"> <li>• The 2018-20 Audit proposal was presented <i>Motion: That the Board accepts the audit proposal presented by Moore Stephens Moved NG, seconded CH carried</i></li> </ul>	
9	Home and School	<ul style="list-style-type: none"> <li>• No report</li> </ul>	
		<b>OTHER BUSINESS</b>	
	COL	<ul style="list-style-type: none"> <li>• Discussed the Community of Learning in general – main benefit to Papakowhai is 2 teachers able to assist with digital knowledge</li> </ul>	<b>HT/CW to complete documentation to accept audit proposal</b>

13	Upcoming meetings	• Next BOT meeting 12 Wednesday 7pm (may review time)	
Meeting closed at		9.00pm	

**BOT dates and Subcommittees**

Term	BOT Dates WEDNESDAYS 7.00 pm	Property Sub Committee MONDAYS before BOT meeting	Finance Sub Committee THURSDAYS before BOT meeting	Policy Sub Committee AS REQUIRED	Health and Safety AS REQUIRED
3	12 September	10 September	6 September		
3	24 October	22 October	18 October		
4	14 November	12 November	8 November		
4	5 December (part 1)	3 December	29 November		
4	12 December (part2)				

*MD*  
19.09.18.