

**Papakowhai School Board of Trustees**  
**Minutes of the Meeting 9 June 2020 at 7.00pm held in the school staffroom**

<b>BOT Present</b>	Mark Smith (Principal) – MS Caine Webster-CW Rodney Strong- RS (Chair) Aruna Hill- AH Frances Williams – FW Craig Brown – CB Marc Byres- MB Alice Camaivuna –AC Andrew Graham – AG Heather Turner- HT (Minute Secretary)
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Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		<b>ADMINISTRATION</b>	
2	Apologies		
3	Previous Minutes	<p>The Minutes of the Meeting of 12 May 2020 were reviewed.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> <li>• Staffing issues under level 2- staffing included in Principals report</li> <li>• Lockdown signage on playgrounds- completed</li> <li>• Additional support needs – have been provided with some transitional support funding</li> <li>• Level 2 plan – was provided to all</li> <li>• BOT comms – completed</li> <li>• Correspondence on 2020 out of zone sibling – response provided and will be kept informed if any changes</li> <li>• New entrant numbers for 2021 – included in Principals report</li> <li>• Out of zone placements for 2021 – on agenda</li> <li>• Comparisons of expected new entrant’s v actual numbers – figures provided. Numbers show they have been fairly accurate estimates.</li> <li>• MOE funding for decile 8-10 schools – no additional funding is available</li> </ul> <p>Minutes were circulated to all and changes made as required.  <i>Minutes confirmed</i>  <i>Moved MB Seconded FW carried</i></p>	
4	Conflict of Interest	<ul style="list-style-type: none"> <li>• Call for conflict of interests – none declared</li> </ul>	
5	2021 Roll	<p><u>Out of zone sibling’s placements for 2021.</u></p> <ul style="list-style-type: none"> <li>• Full discussion on whether the BOT would approve any out of zone placings for siblings of existing students. Points noted:</li> <li>• The past predictions of new entrant numbers since 2016 were presented               <ul style="list-style-type: none"> <li>- Expecting 114 year 1 students for 2020 although expect those with birthdays in Nov/Dec to defer to 2021 start</li> <li>- Noted that expected numbers for 2020 were higher than previous years</li> <li>- Advice from KinderCare and Papakowhai Kindergarten is that not expecting any downward trend – feel 2021 students coming to Papakowhai School will be similar to 2020 numbers</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>- Too early to predict the 2021 new entrant numbers</li> <li>• Numbers in for 2020 exceed numbers of year 8's out in 2019 and expect same next year</li> <li>• Approx. 50 of the 114 new entrants for 2020 will stay in year 1 in 2021</li> <li>• Had 4 applications of enrolment for siblings of existing students for 2021 as well as the one from 2020 that missed out on 2020 ballot.</li> <li>• In 2019 we had 8 applications for enrolment and accepted 5 (with 2 more gaining places after further consideration by the Board)</li> <li>• There is currently considerable pressure on the school facilities currently with growing roll -including having to convert library into two classes this year and may need to find additional classroom space towards year end</li> <li>• Class sizes are already at capacity throughout the school</li> <li>• The Covid 19 lockdown has had impact on planned work on school facilities</li> <li>• BOT and management acknowledges the need to make the decision earlier than previous years to give families maximum time to make decisions</li> </ul> <p><i>Motion: The Board agrees that it cannot accept any enrolments from students living out of the school zone, including siblings of existing students, for 2021.</i>  <i>Moved CB, seconded AH carried</i></p> <p><u>Re-zoning for 2021.</u></p> <ul style="list-style-type: none"> <li>• MOE has indicated that it does not support initial proposal</li> <li>• BOT agreed that still keen to go through re-zone process for 2021 as school numbers increasing remains a significant issue</li> <li>• Keen to identify whether MOE would support a specific address being excluded from the zone</li> <li>• Any change to the zone would need to be scoped to make the difference needed</li> <li>• BOT keen to have process underway at start of term 3 and agreed to meet on 30 June to set principles and plan</li> </ul>	<p><b>MS to contact those affected</b></p> <p><b>RS – next comms to update community on numbers at school and pressure on zone</b></p> <p><b>MS to discuss with MOE:</b>  - Papakowhai intends rezone  -what is minimum timeframe  -whether can exclude a specific address</p>
6	Principals Report	<p>MS referred to report in drop box</p> <p><u>Roll</u></p> <ul style="list-style-type: none"> <li>• Currently 525 –projecting to finish 556</li> <li>• Class sizes exceeding desirable numbers</li> <li>• Expect roll to exceed the funding roll so may get little more funding</li> <li>• New entrant meetings were deferred but looking at re-starting soon</li> </ul> <p><u>Compliance</u></p> <ul style="list-style-type: none"> <li>• Date of Whanau Hui to be determined for early term 3– expect to align with Matariki</li> <li>• No compliance issues</li> </ul> <p><u>Staffing</u></p> <ul style="list-style-type: none"> <li>• Patricia Thomson to start in term 3 for new entrant class</li> <li>• Sara Watchorn starting in term 3 for 3 days per week for classroom release</li> <li>• No extended leave without pay being planned for 2020 (cancelled due to Covid 19)</li> </ul>	

		<ul style="list-style-type: none"> <li>• Will monitor whether need another teacher for term 4 new entrants</li> <li>• Covid 19 staffing issues: <ul style="list-style-type: none"> <li>-Librarian remains on leave due to family reasons</li> <li>-Jill Clibborn has reduced hours until agreed in return date</li> <li>-All other teaching staff now back</li> <li>-ASC staff have agreed to reduced hours and working in other areas temporarily while numbers down</li> </ul> </li> </ul> <p><u>Achievement Targets Mid-Year Report</u></p> <ul style="list-style-type: none"> <li>• Referred to report in dropbox</li> <li>• Emphasis is now on children being within an expected range</li> <li>• Data collected in March just before lockdown and reports issued via email during level 3.</li> <li>• Moderating undertaken during lockdown</li> <li>• Reading, Writing and Maths results discussed</li> <li>• Showing equity over all target groups</li> <li>• Overall very happy with results and having a picture of where children sit early in the year and where help needed</li> <li>• Next assessments in term 3</li> </ul>	
		<b>MONITORING</b>	
7	Finance	<ul style="list-style-type: none"> <li>• Finance Committee met 5 June 2020. Minutes referred to</li> </ul> <p><u>April 2020 accounts</u></p> <ul style="list-style-type: none"> <li>• Focus is on the revised budget and forecast</li> <li>• Currently looking at a \$1.5 loss with major risks being: <ul style="list-style-type: none"> <li>- After School Care – forecasts will continue to be reviewed according to level of use</li> <li>- Relief teacher salaries-dependent on leave used</li> </ul> </li> <li>• Profit and Loss <ul style="list-style-type: none"> <li>- Ops grant – may get bit more with student numbers</li> <li>-Interest low but should reach revised budget of \$5K</li> <li>-Activities –should nearly balance off. Production still to be decided upon</li> <li>-Curriculum costs- teachers working within new budgeted</li> <li>-Employee benefits- no banked staffing liability and teacher aide costs being monitored</li> <li>-BOT fees – prepared to reduce fees due to loss of income due to Covid 19</li> </ul> </li> </ul> <p>Proposal: That the BOT will reduce their meeting fees up to the value of any loss forecast at year end.</p> <ul style="list-style-type: none"> <li>• Asset purchasing <ul style="list-style-type: none"> <li>-Working with reduced budget</li> </ul> </li> </ul> <p><u>2019 Audit</u></p> <ul style="list-style-type: none"> <li>• Audit completed</li> <li>• Recommendation made to have GST reviewed prior to filing. Process has been determined</li> </ul> <p><u>General</u></p> <ul style="list-style-type: none"> <li>• Focus now on monitoring risk areas and continuing to forecast each month</li> <li>• Noted that school is reliant to fund a huge amount to cover school expenses</li> <li>• Need to start to determine how we can mitigate risks and diversify – so not so reliant on ASC</li> </ul>	

8	Health and Safety	<ul style="list-style-type: none"> <li>• H&amp;S report referred to</li> <li>• Longer time frame reported upon due to Covid 19 lockdown</li> <li>• 1 broken arm</li> <li>• No issues</li> </ul>	
9	Property	<ul style="list-style-type: none"> <li>• Met with Ashby Property Management this morning to discuss conversion of library into two classrooms- minutes referred to</li> <li>• Issue with the financing – MOE only assigned \$89K to project but tenders ranged from 160K – 250K</li> <li>• D O’Leary will undertake work and can start on 15 June if ready to go</li> <li>• Additional funding for project to come out of remaining 5YA funds (after the cost for the fire systems upgrade costing) of \$61100 leaving a shortfall of \$15.7K</li> <li>• BOT have been asked to fund shortfall- indicated they are willing but as a last resort only to get project completed</li> <li>• BOT concerned that each project is continuously underfunded by MOE</li> <li>• BOT concerned that Property Managers estimates and tender prices are significantly different</li> <li>• BOT keen to meet with MOE management to discuss on-going concerns over this project, previous projects and roll growth funding for Papakowhai School</li> <li>• Agreed that cannot hold up project until MOE funding sorted as classrooms needed to house students</li> </ul> <p><i>Motion: If no additional funding can be obtained to complete the whole scope of the project the BOT agrees to fund the difference in the project</i></p> <p><i>Moved CB, seconded AH carried</i></p>	<p><b>MS/RS to request meeting with MOE Directors</b></p> <p><b>MS to inform O’Leary that work can commence</b></p> <p><b>MS – to advise community of changes to library</b></p>
		<b>OTHER BUSINESS</b>	
10	Grant Applications	No action	
	Principal Appraisal	<ul style="list-style-type: none"> <li>• RS and AC met with Mark Sweeney regarding next Principal appraisal</li> <li>• Mark Sweeney agreed to undertake and to include North Porirua Kahui Ako work as part of this.</li> </ul>	
10	Next Meeting	<ul style="list-style-type: none"> <li>• BOT meeting 30 June 2020 7.00pm - re-zoning</li> <li>• BOT meeting 28 July 2020 7.00pm</li> <li>• Finance Meeting Friday 24 July 8.00am</li> <li>• Property Committee Monday 27 July 8.00am</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>TUESDAYS</b> <b>7.00 pm</b>	<b>MONDAYS before BOT meeting</b>	<b>FRIDAYS before BOT meeting</b>	<b>AS REQUIRED</b>	<b>AS REQUIRED</b>
3	28 July week2	27 July	24 July	TBA	TBA

3	25 August Week 6	24 August	21 August	TBA	TBA
3	22 September week 10	21 September	18 September	TBA	TBA
4	20 October week 2	19 October	16 October	TBA	TBA
4	17 November week 6	16 November	13 November	TBA	TBA
4	1 December (part 1) (week 8)				
4	8 December (part2) week 9				

