

Papakowhai School Board of Trustees
Minutes of the Meeting 10 August 2016
at 7.30pm in the staffroom

BOT Present	Gary Tonkin (Chair) GT Mark Smith (Principal)-MS Melanie Richardson-MR Shane Robinson-SR Craig Brown (CB) Craig Hill- CH Nathan Grennell- NG Heather Turner (Minute Secretary)
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Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		ADMINISTRATION	
2	Apologies	Kerry Weir-Smith – KWS	
3	Confirmation of previous minutes	<p>The Minutes of Meeting 25 July 2016 were reviewed.</p> <p>To amend in agenda item 7 – Finance –ASC - it should read “numbers are good”.</p> <p>Action points arising from those minutes:</p> <ul style="list-style-type: none"> • Visual equipment –second quote yet to be obtained • Astrotrurf insurance- discussed at Finance Committee-see agenda item 6 • BOT members profile – photos and write up underway • Achievement results graph corrections- completed and put to drop box • Quotes for pathway lighting and weather tightness of Admin block – to carry forward • Quote for basketball hoop – obtained • Health and Safety framework – continuing to be developed. • Committee future dates- see agenda item 14 <p><i>Minutes confirmed</i> <i>Moved: MR, Seconded: CB– carried</i></p>	<p>SR to obtain second quote for visual equipment</p> <p>MS – to ask for itemised quote for labour and material by D O’Leary - to obtain further quote for windows - to obtain further quote for pathway lighting</p>
		MONITORING	
4	Principal’s report	MS referred to report (included in drop box) <u>Roll</u> <ul style="list-style-type: none"> • Roll currently 422- had plenty of recent enquiries. Recently had 3 unexpected families enrol • Now expect to finish the year at 440-some of 	

		<p>the new entrants with early December birthdays may choose to start in 2017</p> <p><u>Compliance</u></p> <ul style="list-style-type: none"> • No issues <p><u>Staffing</u></p> <ul style="list-style-type: none"> • Have a new organisation plan for Rata- this has been advised to parents and has been well received (avoids children changing class teachers) • For 2017 will aim to keep all children with same teacher all year <p><u>Reporting against Goals 1 (Achievement) and 2 (Success)–</u> report included in drop box</p> <ul style="list-style-type: none"> • Goal 1 (Achieving high expectations for all students) <ul style="list-style-type: none"> -undertaking the actions identified when reviewing the performance targets -Appraisal of teachers and Principal this term -Clarifying the expectations for feedback to students -Had 360 appointments at parent teacher interviews -New style reports well received especially re: clarity and simplicity -Continuing with professional learning and ensuring it is targeted appropriately along with training of new teachers- focus moved back to Maths, and working with target groups -Syndicate team meetings concentrating on target groups and identifying what is and not working well -Digital learning guidance remains a focus • Goal 2 (Ensuring every child enjoys success) <ul style="list-style-type: none"> -Still placing emphasis on learning is to be enjoyable -Have employed professional choreographer/dancer to assist with production -Olympics is a point of focus with unifying and wide spread appeal -Number of sporting opportunities provided and available including: gymnastics, rippa rugby, swim sports and interschool competitions, netball teams, Parumoana sports tournaments, Ole soccer, hockey being considered -GATE focus –we have completed the MOE contract on this and undertaken staff development and indicial action plans – the 	
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		<p>profile of Gifted and Talented within the school has been raised</p> <ul style="list-style-type: none"> -Focus remains on special needs with school employing additional teacher for ½ day, 5 reading recovery students, 5 ORS students, number doing speech language therapy. -Noticeable flow on effect with the school readiness of children arriving-are looking at changes in practice to adapt to the developmental needs -ESOL focus continues with teacher employed for 2 days (funded for 1.5). Expecting further payments soon and will then review assistance being provided. Upskilling of teachers through training. 	
5	Property Committee	<ul style="list-style-type: none"> • Minutes of Property meeting 4 August referred to <p><u>New Prefabs</u></p> <ul style="list-style-type: none"> • 22 August is a key date with Britton’s coming on site • Unsure yet of occupancy timetable as workload not known until prefabs on site • Health and Safety a major focus • All consents in hand <p><u>All weather turf and car parking</u></p> <ul style="list-style-type: none"> • Awaiting work to commence – weather dependant <p><u>Rata Ceiling</u></p> <ul style="list-style-type: none"> • In hand <p><u>Special Needs fencing</u></p> <ul style="list-style-type: none"> • Will be gating access around bottom field to kindergarten area • Unsure of timing <p><u>Kauri</u></p> <ul style="list-style-type: none"> • Await final accounts <p><u>Health and Safety review of Playgrounds</u></p> <ul style="list-style-type: none"> • Bark being delivered tomorrow • Number of small actions being undertaken <p><u>5YA and going forward</u></p> <ul style="list-style-type: none"> • Wanting a longer term plan for roll growth • Very keen for Totara to be redeveloped into a four classroom block • No formal communication about any zoning change as yet – BOT will be informed when info to hand. <p><u>Communicating property changes to community</u></p> <ul style="list-style-type: none"> • Need to keep community informed but need to time it to when know exact dates • Health and safety plan to be communicated 	<p>CB to draft community notice re property changes with H&S focus</p>
6	Finance	<ul style="list-style-type: none"> • Minutes of the Finance Committee meeting of 5 	

		<p>August referred to:</p> <p><u>June Accounts</u></p> <ul style="list-style-type: none"> • First month doing predictions for final outcome • Overall good cash position with \$255K not committed • Banked staffing no longer a credit position • Expecting Operations grant to decrease slightly – unable to get accurate figure • Special needs overspend expected to be around \$5K – have scaled back some support • Interest may increase slightly • Donations on track but still have \$26K to reach budget • Hall hire up due to change in users • ASC should come in on budget • Repairs and Maintenance up slightly but due to some bigger projects- however need to remain aware that needs increase as school ages • Furniture and fittings grant to come – around \$20K – do have some stored furniture to start classrooms –only expect to spend around \$3K at this stage • Asset purchases on track <p><u>Insurance</u></p> <ul style="list-style-type: none"> • School insures through the MOE risk scheme • Only other insurance at current is private insurance for ½ the hall • Previous BOT aware that playgrounds etc. not covered • Consider that the AstroTurf may be higher risk so need to consider costs of insurance • Good to get an idea of costs for other non-insured items 	<p>MS/HT to get estimated costs of insurance</p>
7	Health and Safety Committee	<ul style="list-style-type: none"> • The Health and Safety framework is still being developed 	
8	Home and School Committee	<ul style="list-style-type: none"> • Disco was a success • Looking into what can do at the Production • Looking for help for Book Fair on 26 October • Ladies Shopping night on 18 November • Considering landscaping around library garden area. BOT to consider ideas for this 	
		<p><i>STRATEGIC DISCUSSIONS</i></p>	
9	Annual Survey	<ul style="list-style-type: none"> • BOT asked to review the previous survey questions and responses in drop box with a view to developing this year’s survey • No set date for issue 	<p>ALL – to review previous survey and provide feedback to MS</p>

		<ul style="list-style-type: none"> Revised survey will be presented to next meeting 	
10	Consultation	<ul style="list-style-type: none"> Traditionally undertaken one consultation evening with Maori per year but agreed that beneficial holding more often Discussed whether to keep current format or to combine with Pacifica group. Agreed that a combined meeting in early October – allows new families to become involved and to have input into action plan Potential to have other consultation evenings at later date 	MS to discuss format of combined meeting with Mark Kairua
		OTHER BUSINESS	
11	Term Dates 2017	<ul style="list-style-type: none"> School is required to be open for 388 half days BOT agreed that the school will be open for students on Wednesday 1 February 2017 and close on Friday 15 February 	
12	Grant Applications	<ul style="list-style-type: none"> Grant for football skills Resolution: <i>The Board agrees that a request be made to Infinity Foundation for funding for the provision of a football skills programme</i> Grant for purchase of a basketball hoop for all weather surface Resoltuion: <i>The Board agrees that a request be made to Hutt Mana Charitable Trust for the funding of up to \$3340 to fund a basketball hoop for our new all-weather surface.</i> Resolutions approved SR, seconded CH carried 	SR to check installation requirements/timing for basketball hoop
13	Next Meetings	<ul style="list-style-type: none"> BOT meeting 14 Sept Property Committee 8 Sept Finance 9 Sept Health and Safety 5 Sept 	

Meeting closed at 9.20 pm	
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BOT Dates and Committees

BOT Dates	Property Sub Committee	Finance Sub Committee	Policy Sub Committee	Health and Safety
	THURSDAYS before meeting 8am	FRIDAYS before meeting 8am	AS REQUIRED	Monday before BOT 8am
Wednesday 14 Sept	8/9/16	9/9/16 July a/c's		5/9/16
Term four (no October)				

meeting scheduled)				
Wed 9 November	3/11/16	4/11/16 -August +Sept a/c's		7/11/16
Wed 30 November 2016 Review	24/11/16	25/11/16 Budget 2017		28/11/16
Wednesday 7 December 2017 Budget and Plan				

School closes for 2016 on Friday 16 December