

Papakowhai School Board of Trustees
Minutes of the Meeting 12 October 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 Kerry Weir-Smith – KWS Heather Turner (Minute Secretary)
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Agenda Item	Topic	Information	Action
		ADMINISTRATION	
1	Apologies	nil	
2	Confirmation of previous minutes	The Minutes of Meeting 14 September 2016 will be confirmed at later date.	
		STRATEGIC DISCUSSIONS	
3	Health and Safety Framework	<ul style="list-style-type: none"> • Need to determine an appropriate health and safety vision for the school • Reviewed a number of corporate/organisational examples of vision or mission statements on health and safety • Agreed that need community to agree with statement and that it link with overall strategic plan • Overall BOT want a statement which is: <ul style="list-style-type: none"> -short and snappy -involves the concept of learning -emphasis on all reasonable steps to be safe rather than 100% safety 	<p>CB/SR to gather information from children on their opinions for a H&S vision</p> <p>CB to develop framework further</p>
4	Community of Learning (COL)	<ul style="list-style-type: none"> • MS explained background of COL, the COL Papakowhai School has joined, progress to date and next steps • BOT agreed that a COL with focus on STEM (science, technology, engineering and mathematics) seemed a reasonable direction • Discussion on whether the make-up of the COL would be of best value to the school and to Porirua city • Concern raised on accountability requirements , workload and administrative impacts upon the school, and whether the benefits would make up for this • Noted that there will soon be a requirement to 	<p>MS/GT to keep BOT informed of progress</p>

		commit to the COL for three years. Questions raised as to the impacts if not agree to sign in <ul style="list-style-type: none"> • Agreed that both teachers and community need to be engaged on the COL 	
		OTHER BUSINESS	
5	Future Problem Saving group	<ul style="list-style-type: none"> • A Papakowhai School year 5 team have won the regional competition on Future Problem Solving and have been invited to the National competition. • Two adults (one a parent/teacher, the other the parent/coach) will accompany the four children to the competition • RAMS are being completed and will be available to the BOT • Costs being covered by parents and fundraisers • BOT approved the trip allowing the children to travel and stay over the weekend to attend the competition. 	SR to add RAMS to dropbox

Meeting closed at 8.50 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
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