

Papakowhai School Board of Trustees
Minutes of the Meeting 14 September 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
1	Karakia	Meeting commenced with Karakia	
		ADMINISTRATION	
2	Apologies	nil	
3	Confirmation of previous minutes	<p>The Minutes of Meeting 10 August 2016 were reviewed.</p> <p>Action points arising from those minutes:</p> <ul style="list-style-type: none"> • Visual equipment quote obtained – discussed with agenda item 8 • Additional quotes for water tightness – obtained • Lighting quote – yet to obtain • Community notice re property changes – completed • Insurance quotes – obtained – discussed in agenda item 6 • Drafting of community survey – discussed in agenda item 11 • Format of community consultation – decision made to hold the Maori Community Consultation separate to Pasifika consultation • Obtaining basketball hoop – have grant applications in, have been advised may take 6 weeks to receive socket for placing pole. <p><i>Minutes confirmed</i> <i>Moved:SR, Seconded: CH– carried</i></p>	SR/MS to decide upon hoop and provide measurements to contractors
		MONITORING	
4	Principal's report	<p>MS referred to report (included in drop box)</p> <p><u>Roll</u></p> <ul style="list-style-type: none"> • Currently 430- includes the 3 out of zone placements approved • Expecting 12 more new entrants and 5 older students by year end • Expect close off numbers to be 440-445 	

		<ul style="list-style-type: none"> • May get little more staffing of numbers exceed 438 <p><u>Compliance</u></p> <ul style="list-style-type: none"> • No issues <p><u>Class movements</u></p> <ul style="list-style-type: none"> • Rimu 5 moving into library temporarily to allow Rata 3 class to move into that room • Rata 5 (Adele O’Leary’s class) will move into the Rata 3 area • Rimu 5 will move into the newly located prefab after holidays when completed <p><u>Staffing</u></p> <ul style="list-style-type: none"> • Two syndicate leader positions becoming available as Kylie August not returning to leader position (remains as full time teacher) and Nicky Dott not returning from Maternity leave. These two leadership roles will be advertised internally • Brenda Laird will be on LWOP for 2017 • Katrina Trlin has resigned from her permanent position for 2017 • All vacancies will be advertised shortly with a two week open period. <p><u>2017 Class Structures</u></p> <ul style="list-style-type: none"> • Rata - new entrants will start and finish with same teacher – new classes will start when numbers dictate. Some new entrants may start in standalone classrooms • Rimu will have 6 classes of yr. 2, 3 and a small number of year 4’s • Totara block will be years 4,5 and 6 and be located where Kauri are currently • Kauri will be 3 classes of years 7 and 8 (in Totara classroom area) • BYOD will apply to years 6, 7 and 8 with some yr. 5’s involved • Class structures to be advised to community in first week of November <p><u>Out of Zone Placements for 2017</u></p> <ul style="list-style-type: none"> • Historically been able to offer sufficient places for those out of zone siblings of existing students • Have 3 out of zone siblings identified for 2017 • Discussion over whether approve placements given potential changes on zone and also with current roll numbers • Agreed that as existing zone still in place we should continue to allow limited out of zone places – and to review for 2018 <p><i>Motion: That the BOT approve 3 out of zone placements for new entrant students for 2017-</i></p>	
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5	Property Committee	<ul style="list-style-type: none"> • Minutes of Property meeting 8 September referred to <p><u>New Prefabs/Temporary Classroom</u></p> <ul style="list-style-type: none"> • In place • Have had parent concern regarding placement of one close to retaining wall by Rata 6. Have had council and engineers engaged. All OK • Few issues being worked through re design- will be additional costs (but not for BOT) • Aim is to be ready for term 4 • Mark thanked for his hard work in getting additional classrooms on site. <p><u>All weather turf and car parking</u></p> <ul style="list-style-type: none"> • Started – have had to go down deeper which will cost an extra \$4K (Not BOT cost) • Had health and safety issue re slippery surface as pathways out of action – temporary pathway to be made <p><u>Rata Ceiling</u></p> <ul style="list-style-type: none"> • Had been aiming for Oct holidays but now due to time to complete it will be during end of year holidays <p><u>Special Needs fencing</u></p> <ul style="list-style-type: none"> • Unsure of timing-will be same contractors as for Astroturf fencing <p><u>Health and Safety review of Playgrounds</u></p> <ul style="list-style-type: none"> • All work either completed or action underway <p><u>Weather tightness</u></p> <ul style="list-style-type: none"> • Second quote obtained- similar to other quote. Recommending that the work be undertaken. Cost will be around \$11.5K <p><u>Hall floor</u></p> <ul style="list-style-type: none"> • Defer until not needed for temporary classroom space <p><u>Kauri Verandas</u></p> <ul style="list-style-type: none"> • Have had quote to repair veranda in Kauri as bags getting wet when rains. Have agreed to carry out work. <p><u>Kauri Accounts</u></p> <ul style="list-style-type: none"> • Have had final accounts in- but have queried as higher than expected • Still awaiting further information from Ashby's 	
6	Finance	<ul style="list-style-type: none"> • Minutes of the Finance Committee meeting of 9 September referred to: <p><u>July Accounts</u></p> <ul style="list-style-type: none"> • Basically all ok with standard ups and downs on budget 	

		<ul style="list-style-type: none"> • Special needs continuing to be monitored and expecting \$7K deficit • Overall \$1K loss predicted <p><u>Kauri Accounts</u></p> <ul style="list-style-type: none"> • As mentioned by Property Committee the final accounts are being checked further to ensure correct before approval to pay <p><u>Insurance</u></p> <ul style="list-style-type: none"> • Have had quote for insuring Astroturf • More information being sought re excess • Also to check coverage <p><u>Water tightness/Window replacement</u></p> <ul style="list-style-type: none"> • Have compared two quotes for replacing wooden windows in office block as significant leaks when raining • Committee recommends that choose Darren O’Leary as have had work undertaken by him previously and of good workmanship and works well in school environment. Any unseen repairs would be undertaken at reasonable costs – where as with other company unaware of costs to be charged or of quality and timeliness of work. • Committee recommend that the current provision for future maintenance (for hall floor) be used for this work <p><i>BOT approved the undertaking of window replacement by Darren O’Leary and use of future maintenance funding for such</i></p>	<p>HT to also check coverage of insurance re water damage, natural disasters</p>
7	Health and Safety Committee	<ul style="list-style-type: none"> • The Health and Safety framework is still being developed. Working on developing a vision and reporting mechanism • Staff have had training in Epi-pens and asthma • Staff/children made aware of some safety matters needing attention • Accident register numbers reviewed- noted that additional figures due to timeframe being longer 	<p>GT to add Health and Safety to agenda for October</p>
8	Home and School Committee	<ul style="list-style-type: none"> • Abacus calendar fundraiser in progress • Ladies night on November • Book fair in November • H&S unsure whether they will fund remaining visual equipment for hall – have indicated preference to beautify school particular around library area. Matter of where priorities lie • Question on priorities for fundraising could be asked in community survey • Final approval would need to be undertaken by BOT 	<p>MS to clarify with Home and School chair as to what being funded</p> <p>MS/SR to amend fundraising question for survey to identify priorities</p>

9	Principal Appraisal	<ul style="list-style-type: none"> • Referred to draft appraisal in drop box • Principal to come back to next meeting with his action plan 	GT to add Principal's appraisal to next agenda
STRATEGIC DISCUSSIONS			
10	Roll Growth	<ul style="list-style-type: none"> • MS and GT have had two recent meeting with MOE regarding roll growth and potential zone changes • Two consultations need to be undertaken: <ul style="list-style-type: none"> - what to do in the medium term regarding roll growth – a MOE led consultation -What to do in short term (more BOT led with MOE input) • In short term BOT believe that we have sufficient class space for 2017 and will need to have Totara redeveloped to provide an additional classroom for 2018 (we need MOE action on this to ensure timely construction) • Enrolment zone changes could have significant impact on Papakowhai School and this would need to be managed carefully • Lack of data to assist in informed decision making • Agreed that BOT need MOE guidance on both short and medium term strategies – Sue Strowger (Wellington Director of MOE) to be contacted • Decisions whether other schools should be involved needs consideration • All BOT need to have an input but planning could be undertaken by smaller group. <p>Action agreed to: -Write to Sue Strowger and ask her to meet with BOT and others involved asap (potentially first week of Holidays)</p>	GT to contact Sue Strowger and set up meeting -advise BOT of date
11	Community Survey	<ul style="list-style-type: none"> • Draft survey reviewed • Number of changes (additions and deletions) discussed Including: <ul style="list-style-type: none"> -delete q45 re BSC -delete q46 re school banking -change wording in q41 re roll growth to determine what is best way to consult with you about roll growth - new question regarding biggest Health and safety concern -question on whether pool upgrade is high priority for fundraising -question on whether reward system is adequate/fair -question on whether a school uniform is 	

		<p>wanted and for what age/reason</p> <p>-question on whether community happy about where resources are spent</p> <p>-Limit BYOD questions to those involved</p> <p>-Question about knowledge of KIVA programme</p> <ul style="list-style-type: none"> • Survey to be finalised by end of term with it ready for issue start of term 4 	<p>SR to issue revised draft to BOT by 22 September</p>
12	Community of Learning	<ul style="list-style-type: none"> • Need for BOT to discuss and develop feedback by end of week one of term 4 • Agreed to hold meeting in October to discuss in full and to development the feedback sought 	<p>GT to include on agenda for 12 October</p>
		OTHER BUSINESS	
13	Next Meetings	<ul style="list-style-type: none"> • BOT meeting 12 October (for specific discussions only): -Community of Learning -Health and Safety vision and framework -Roll growth 	

Meeting closed at 9.50 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
Term four: Wed 12 October- Special meeting				
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