

Papakowhai School Board of Trustees
Minutes of the Meeting 17 February 2016
at 7.30pm in the staffroom

BOT Present	Gary Tonkin (Chair)-GT Mark Smith (Principal)-MS Melanie Richardson-MR Shane Robinson-SR Tracey Thompson (TT) Craig Hill – CH Craig Brown - CB 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 Chair	Craig Hill took responsibility as chair for this agenda item: Nominations for chair for 2016 were called. Gary Tonkin was nominated by CH, seconded CB No further nominations were received Gary Tonkin accepted position	
4	Confirmation of previous minutes	Minutes of Meeting 9 December 2015 were reviewed. -Strategic plan – weave design now added -Strategic plan – graphic designer working on front page -Pool heat pump cage – to be followed up <i>Minutes confirmed</i> <i>Moved: TT, Seconded: CB– carried</i>	MS to forward copy of design when complete HT to follow up cage
		MONITORING	
5	Principal's report	<ul style="list-style-type: none"> • Roll – currently 395 <ul style="list-style-type: none"> -On track for MOE funding levels -Staffing roll allows for 40 new entrants – we currently have 60 on list with numbers light for term 4 - March is first date for Operational funding review • Staffing – moved into committee at 7.45pm <ul style="list-style-type: none"> - returned to normal meeting 8.00 pm • Compliance <ul style="list-style-type: none"> -Maori Consultation –meeting to be arranged for term one. At the consultation would be timely to encourage joining BOT -Health consultation – was deferred from term four- date for term one to be set -Reporting against NAG's – the Strategic plan is 	TT/PA/MS to set date

		<p>on agenda a for approval and reporting against this forms part of BOT meetings for 2016</p> <ul style="list-style-type: none"> - Minor Incident reporting – reviewed statistics (which also included December figures). Have been two issues involving spilt drinks by teachers (looking into travel mug options) -Police Vetting – all staff police checks were made available to BOT – no issues 	MS to set date for Health Consultation
6	Property Committee	<ul style="list-style-type: none"> • No meeting held • MS met with MOE during holidays about the transportable unit <ul style="list-style-type: none"> - now timeframe moved out to July – will make it extremely tight for new class in term 3 -will need to use Rata 6 prefab in term 2 - MOE indicated they still may put in two units but no notification as yet -BOT keen to contact MOE for definite answers as to timeframe and number of units -Agreed to contact Pauline Cleaver to stress concerns • Carpark/All weather court <ul style="list-style-type: none"> -have been back to Ashby's to get initial design ideas – nothing received -Tendering process commenced -Critical that get carpark sorted so can get additional buildings • Email received from parent re property concerns – Parent to be advised that buildings are normally funded by MOE. Any additional court space due to needing carpark changes will be funded by MOE. • Upgrade of Pool <ul style="list-style-type: none"> - Rotary have approached the school and are very keen to put together a feasibility plan to escalate the improvement to pool and pool facilities -Pool is MOE property but would be seen as a community asset – MOE would not fund pool improvements -Wil be issues to work through but not yet at that stage. 	<p>CB to draft letter to Pauline Cleaver , for review by BOT via email</p> <p>MS to again contact Ashby's to follow up initial design ideas, and to report back to BOT on progress</p> <p>CB to draft response (and to email to BOT)</p>
7	Home and School	<ul style="list-style-type: none"> • No meeting in 2016 	
8	Finance	<ul style="list-style-type: none"> • No meeting held in 2016 • 2016 draft budget has been updated and made available to BOT <ul style="list-style-type: none"> -Two minor changes since tabled in December -\$600 surplus budged for 2016 <p>Motion: <i>That the 2016 Budget presented be</i></p>	

		<i>approved</i> Moved GT carried	
9	Policy Review	<ul style="list-style-type: none"> • Most policies were reviewed in 2015 • A few remaining NAG2 and general policies to be completed prior to BOT elections • First meeting Tuesday 8/3/2016 5 pm-dinners could be provided if required. 	MS to contact BOT re date 8/3/16
10	Strategic Plan	<ul style="list-style-type: none"> • Discussed in full on 9 December and minor changes identified have now been completed including some alignment modifications • BOT referred to the 2016 Overview – no issues identified <p><i>Motion: That the 2016 Strategic Plan presented be approved</i></p> <p>Moved MR, seconded CB carried</p> <ul style="list-style-type: none"> • KiVA training has commenced and a launch of the programme will take place in week 4 	
11	Investing in Educational Success	<ul style="list-style-type: none"> • The Parumoana Cluster have met and had meeting with Rebecca Sweeny as facilitator • All local schools with the exception of Paremata, St Theresa's and Marsden College are involved • Agreed area of focus is writing ,particular with boys and senior students – <i>BOT indicated agreement with this focus</i> • No agreement with MOE as yet – may take number of months to formalise • Next meeting will be in March 	
12	Continuity Planning	<ul style="list-style-type: none"> • BOT elections this year with new BOT taking over in June • Starting to seek indications of interest from existing and new parents 	<p>All – to actively promote BOT elections</p> <p>MS to share STA BOT election pack</p>
6	Next meeting	<ul style="list-style-type: none"> • To be advised 	HT/MS to determine suggested dates.

Meeting closed at 9.05 pm	
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Proposed

BOT dates and Subcommittees

BOT Dates	Finance Sub Committee	Property Sub Committee	Policy Sub Committee
Wednesday 9 March	Friday 4 March - aiming for draft 2015 accounts		Tuesday 8/3/16 6:30pm
Wednesday 13 April	February Accounts		
Wednesday 11 May	March accounts and audit feedback		