

Papakowhai School Board of Trustees
Minutes of the Meeting 18 May 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 Heather Turner (Minute Secretary)
--------------------	---

Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		ADMINISTRATION	
2	Apologies	Craig Brown-CB	
3	Confirmation of previous minutes	<p>Minutes of Meeting 13 April 2016 were reviewed.</p> <ul style="list-style-type: none"> • MS yet to discuss scooter issues with netball coordinator – however noted that issue had decreased • Finance committee to review the Special Needs costs each month- see Finance meeting • BOT notice re car parking and AstroTurf court-completed • Timeframe for carpark etc. – yet to be fully determined but costings underway • Toilet/storage facilities for new prefabs – toilets are part of project – still discussing storage • Community notice re prefabs – completed • Before School Care notice- completed • Policy review meeting - held <p><i>Minutes confirmed</i> <i>Moved: SR, Seconded: MR– carried</i></p>	MS to advise netball coordinator of scooter issues re siblings of players
		MONITORING	
4	Principal's report	<p>Accident reporting yet to be completed</p> <p><u>Roll</u></p> <ul style="list-style-type: none"> • Had number move away at end of term • New entrant numbers tracking as expected • Roll currently 407 • Expect roll to be down slightly as at 1 July so may have a small (approx. \$5K) decrease in Operations grant • No issues with staffing allocation • Need to start a new class in term3- however due to timing uncertainties with classroom space (due to the new prefab placement) the date of 	MS to email accident report to BOT

		<p>the staff appointment needs to be determined- may need to have a flexible start date.</p> <p><u>Report back on Goals 3 (Community) and 4 (Respect)</u></p> <ul style="list-style-type: none"> MS referred to report included in dropbox <p>Goal 3- discussion included</p> <ul style="list-style-type: none"> feedback on the notification of school closure due to flooding (see further below) Holding a Hot Tips for Parenting evening next week Health consultation completed- included <ul style="list-style-type: none"> - sports and other opportunities -communicating health education units -KIVA programme -Food and Nutrition -Sexuality Education Maori consultation undertaken (referred to minutes) <ul style="list-style-type: none"> -positive feedback on Maori focussed classes and Kapa Haka -achievement results pleasing -Involvement of Maori language in sport -Visibility through the newsletter Roll growth/zone meeting held with MOE and Rangikura School with potential impacts on zoning for our community-there was no outcome from that meeting. BOT noted that they are unable to provide a view on this until such time as there is certainty on whether or not there will be an Aotea School. <p><u>Communications App/Text Alert system</u></p> <ul style="list-style-type: none"> BOT discussed 2 options for introducing a Text alert system for use for important quick notification to parents – for example of an emergency. BOT agreed that this action be deferred until the 2017 budget round and that it be included in community consultation <p><u>PAT results analysis</u></p> <ul style="list-style-type: none"> PAT testing completed –full report on results included in drop box for BOT review. Discussed results and noted: <ul style="list-style-type: none"> Maths – strong Maori achievement -very little gender difference -a few concerns regarding senior children Reading – comprehension strong overall 	<p>SR to prepare memo for newsletter on Hui outcomes</p> <p>MS to include reference to text alert system in community consultation</p>
--	--	--	--

		<ul style="list-style-type: none"> -40% above average and only 6% below -Little variance between genders - Vocab results pleasing • BOT acknowledge excellent results 	
5	Property Committee	<ul style="list-style-type: none"> • No meeting held <p><u>Maintenance issues</u></p> <ul style="list-style-type: none"> • Carpet in Rata/Rimu prefab- all done • Ramp at Rata 7 - covering replaced • Tree removal - 2 trees removed. • Rata Ceiling Tiles- looking into funding to replace • Hall Maintenance - Completed work around doorway • No damage as result of storm that closed school <p><u>Roll Growth Classrooms</u></p> <ul style="list-style-type: none"> • Kauri project – still awaiting final accounts • Rimu prefabs-documentation shows will start 18 July however we have requested that it start earlier as required for term 3 start <ul style="list-style-type: none"> - Despite significant following up the project continues to be delayed - Delays will have impact on staffing and when/where new class will start - MS to keep communication up with MOE • Car parking and Astro turf- had two tenders for work <p><u>Swimming Pool</u></p> <ul style="list-style-type: none"> • Rotary have been in touch with BOT liaison (CH) • Need drawing to progress any further • Next BOT to consider what action to take <p><u>Drainage</u></p> <ul style="list-style-type: none"> • Noted that a few cracks in concrete and concern whether this could be indicator of drainage issues 	<p>MS to follow up re timing of new prefabs</p> <p>MS to place documentation in drop box</p> <p>GT- to add this to agenda for next BOT</p> <p>MR to report back</p>
6	Home and School	<ul style="list-style-type: none"> • Currently hold \$6K • \$300 donated to Lego club to start stocks • Disco being held on 17 June • Chair met with MS to discuss options for H&S involvement 	
7	Finance	<ul style="list-style-type: none"> • Minutes of the meeting of 17 May referred to • March accounts reviewed- early in year, no concerns • Continuing to monitor special needs funding and costs-not in a position to cut back support as yet • Good cash reserves • Asset purchases on track 	

		<ul style="list-style-type: none"> • 2015 Audit underway-expect to hear more next week • Requesting funds to purchase new basketball uniforms from NZ Community Trust <p>Resolution: <i>The Board agrees to apply to the New Zealand Community Trust for \$1170.50 to fund the purchase of basketball uniforms.</i> <i>Moved CH, Seconded SR carried</i></p> <ul style="list-style-type: none"> • \$51K donations to date. Another round to be sent soon to those owing (other than those who have advised of financial hardship) • ASC going fine – with BSC numbers rising. Need to keep eye on number for ASC so keep within allowed numbers. 	
		STRATEGIC DISCUSSIONS	
8	Policy Review	<ul style="list-style-type: none"> • Meeting held for remaining NAG 1 policies • Changes included in drop box and have been reviewed by BOT • All changes of a minor wording changed – no substantial changes • A further small change added re special learning difficulties • BOT have now reviewed all polices so in good position to pass onto new BOT. <p><i>The Board agrees to approve the changes to the NAG1 policies as identified by the Policy Review Committee</i> <i>Moved TT, Seconded PA carried</i></p>	
		OTHER BUSINESS	
9	BOT Election	<ul style="list-style-type: none"> • Nominations for the BOT close on Friday at 12 noon • Election date 3 June with results out that day • Will have handover BOT meeting on 8 June • New BOT dates effect on 9 June 	
10	The final act	<ul style="list-style-type: none"> • Thanks to HT as BOT minute taker • Thanks to outgoing BOT members for their contribution to the BOT, management and to the school 	

Meeting closed at 9.20 pm	
------------------------------	--

BOT dates and Committees (subject to confirmation)

BOT Dates	Finance Sub Committee	Property Sub Committee	Policy Sub Committee
Term two			
Wednesday 8 June Old BOT handover to new BOT Wednesday 22 June	April accounts		
Wednesday 27 July	May accounts		
Term three			
Wednesday 10 August	June accounts		
Wednesday 14 Sept	July account's		
Term four			
Wednesday 12 October	August accounts		
Wednesday 9 November	Sept accounts		
Wednesday 30 November	Oct accounts Budget 2017		
Wednesday 7 December			

School closes for 2016 on Friday 16 December