

Papakowhai School Board of Trustees
Minutes of the Meeting 22 June 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) John Schwalger – JS 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	Election of Chair	<p>As this was first meeting of the new Board of Trustees MS asked CB to chair the meeting for the election of a chairperson.</p> <p>Nominations were sought for Chairperson. Gary Tonkin was nominated and he agreed to stand for election. No other nominations received <i>Motion: That Gary Tonkin be elected the BOT Chair moved SR, seconded KWS – carried</i></p> <p>GT took over role of Chair for remainder of meeting</p> <p>Nominations were sought for the role of Deputy Chair. Craig Brown offered to stand. No other nominations were received. <i>Motion: That Craig Brown be elected the BOT Deputy Chair- moved GT, seconded MR – carried</i></p>	
4	Board and committee membership	<p>The BOT committees and the roles of each were discussed. The following committees were agreed to along with those who volunteered to be part of:</p> <p>Finance: MR (Convenor) Property: CB Health and Safety (new): CB, SR Policy: GT, SR, CB, KWS Roll Growth (ad hoc when required): GT, CB Home and School (liaison role): MR, JS</p> <p>In addition there will be community connection roles for Maori and Asian Communities- determined as required.</p>	

		<p>Discussed whether there was a need to co-opt any others to the BOT or committees. Committee agreed that there were gaps in the Finance and Property Committees. Discussed various possibilities of who is available and could best fit the roles required.</p> <p><i>Motions:</i> <i>That Craig Hill be co-opted to the BOT and be on the Property Committee. Moved SR, seconded CB-carried</i> <i>That Nathan Grennell be co-opted to the BOT and be on the Finance Committee. Moved SR, seconded CB-carried</i> <i>That Marc Byres continue to be co-opted to the Finance Committee. Moved SR, seconded CB-carried</i></p>	<p>MS to invite Craig Hill and Nathan Grenell to be co-opted to the BOT and to the specific committees, and to invite Marc Byres to continue to be co-opted to the Finance Committee</p>
5	Confirmation of previous minutes	<p>The Minutes of Meeting 18 May 2016 were reviewed.</p> <p>Noted that minutes on drainage within the Property Committee report should have read : “The slot drains outside Rata appeared blocked.” These were checked and there are no issues.</p> <p>Action points arising from those minutes:</p> <ul style="list-style-type: none"> • MS discuss scooter issues with netball coordinator – completed • May meeting accident report – incorporated in June figures • Hui outcomes to be notified – were included with school newsletter • Message alert system for community consultation – will be included in August consultation document • Timing of prefabs – included in Property report • Prefab documentation – has been included in drop box <p><i>Minutes confirmed</i> <i>Moved: SR, Seconded: MR– carried</i></p>	
		MONITORING	
6	Principal’s report	<p>MS referred to report (included in drop box)</p> <p><u>Roll</u></p> <ul style="list-style-type: none"> • Roll currently 410 • Roll is steady but likely to be a bit down on projection. • Now expect to finish the year at 435. • We have 13 out of zone <p><u>Compliance with NAGs</u></p> <ul style="list-style-type: none"> • Explained what NAG’s were 	

		<ul style="list-style-type: none"> • Report against NAG's is included in drop box document • No compliance issues <p><u>Minor Incident Report</u></p> <ul style="list-style-type: none"> • This report will in future form part of the role of the Health and Safety Committee • Noted and increase in playground incidents but not unexpected with weather related field closures • No major issues <p><u>Report back on Goal 5 –Future Focus</u></p> <ul style="list-style-type: none"> • Principal's report in drop box referred to • Includes roll growth, infrastructure as well as innovation, creativity and digital leadership • Recruitment of skilled staff: Appointing Adele O'Leary to roll growth class in Rata, and Kelly Parker to take over from Katrina Trlin (who will be taking LWOP for the remainder of 2017 for health reasons) . <i>Motion: that the BOT ratify the fixed term appointments of Adele O'Leary and Kelly Parker</i> <i>Moved: GT, seconded MR - carried</i> <i>Motion: That the BOT ratify the LWOP for Katrina Trlin for terms 3 and 4 of 2016. Moved GT seconded MR carried</i> • The 2016 budget prioritises spending for teaching and learning including investments in digital learning, library books, and spending on special needs, reading recovery and ESOL - Noted recent 0.1 appointment of Sue Jenkins who is working with children with dyslexia. Noted that depending on outcome of the trial it may have impact on 2017 budget -Also noted that have the sound equipment for the audio visual equipment for hall but yet to obtain funding for visual part. Need to seek clarification from Home and School as to whom funding. • Play opportunities are being provided with such things as the gymnastics programme, as well as reviewing safety of our playgrounds 	<p>SR to contact Home and School re: funding visual equipment for hall.</p>
7	Property Committee	<ul style="list-style-type: none"> • Minutes of Property meeting referred to <p><u>New Prefabs</u></p> <ul style="list-style-type: none"> • Currently out for tender • Work expected to start in school holidays • First classroom should be available in August • All engineer reports completed • Rata 7 will need to move to enable the prefabs to be transported into place 	

		<p><u>All weather turf and carparking</u></p> <ul style="list-style-type: none"> • Funding due to be paid to school • Expecting to be done as soon as possible • Potential issues with weather • Carpark must be in place before new prefab class opened • Verbal approval received for carpark <p><u>Rata Ceiling</u></p> <ul style="list-style-type: none"> • The funding of a new ceiling, insulation and lighting can be undertaken under the 5YA funds • Expect to be done in October holidays <p><u>Special Needs fencing</u></p> <ul style="list-style-type: none"> • Fully funded fencing to be provided particularly around kindergarten path • No dates as yet <p><u>Kauri project</u></p> <ul style="list-style-type: none"> • No final bill as yet- but expected to be soon <p><u>Health and safety projects yet to be considered by Property Committee/Health and Safety Committee</u></p> <ul style="list-style-type: none"> • Need to review priorities for playground improvements • Quotes for weather tightness of Admin block to be considered • Lighting of pathways 	<p>Property and Health and Safety Committees to liaise on these issues</p>
8	Finance	<ul style="list-style-type: none"> • Minutes of the meeting of 17 June referred to • Marc Byres thanked for his assistance <p><u>April Accounts</u></p> <ul style="list-style-type: none"> • Overall position is strong • Asset purchases on track • Donations going well. New system operating well • Banked staffing in credit • ASC down slightly with wages higher due to BSC • Repairs and Maintenance costs noted as being expensive, and a risk to future budgets with increase in number of assets, aging assets and assets which could attract vandalism <p><u>Special Needs income and Expenses</u></p> <ul style="list-style-type: none"> • Needs have meant having to provide additional support • Potential for \$10K overrun of costs but may have staffing saving due to delays in roll growth classroom start <p><u>Grant applications</u></p> <ul style="list-style-type: none"> • TG McCarthy Trust provide just under \$2K for ASC equipment • Have application into NZCT for basketball uniforms 	<p>Finance Committee to review insurance of Astroturf when work due to start</p>

		<ul style="list-style-type: none"> Applying to Trust House (previously Mana Community Trust) for funding for library books and digital equip (already included in budget) <p><i>Resolution: The Board agrees to apply to the Trust House Community Enterprise for funding up to the amount calculated in the Trust House formula to purchase library books and digital devices for use by pupils in classrooms. Moved SR, second KWS carried</i></p>	
		OTHER BUSINESS	
	Communication	<ul style="list-style-type: none"> Discussed communicating with the community on a regular basis, i.e. once a term Agreed to have photos of BOT on communications- SR to take at next meeting 	<p>ALL – to write up 2-3 lines about selves for notice – send to CB</p> <p>CB- to draft notice on new BOT</p>
	BOT Training	<ul style="list-style-type: none"> A few indicated interest in attending BOT training 	GT to forward any emails re training to BOT
11	Next Meeting	<ul style="list-style-type: none"> BOT meeting 27 July with committees during last week of term 2 	HT to list suggested meeting and committee dates

Meeting closed at 9.30 pm	
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Please see next page for BOT Dates

BOT dates and Committees (subject to confirmation)

BOT Dates	Property Sub Committee	Finance Sub Committee	Policy Sub Committee	Health and Safety
	THURSDAYS before meeting 8am	FRIDAYS before meeting 8am	AS REQUIRED	TUESDAY – day before BOT 8am
Wednesday 27 July	7/7/16	8/7/16 - May a/c's		26/7/16
Wednesday 10 August	4/8/16	5/8/16 – June a/c's		9/8/16
Wednesday 14 Sept	8/9/16	9/9/16 July a/c's		13/9/16
Term four (no October meeting scheduled)				
Wed 9 November	3/11/16	4/11/16 -August +Sept a/c's		8/11/16
Wed 30 November 2016 Review	24/11/16	25/11/16 Budget 2017		29/11/16
Wednesday 7 December 2017 Budget and Plan				

School closes for 2016 on Friday 16 December