

Papakowhai School Board of Trustees
Minutes of the Meeting 30 November 2016
at 7.30pm in the staffroom

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| BOT Present | Gary Tonkin (Chair)- GT Craig Brown -CB Mark Smith (Principal)-MS Melanie Richardson-MR John Schwalger-JS Shane Robinson-SR Nathan Grennell-NG Craig Hill- CH Kerry Weir-Smith – KWS Heather Turner (Minute Secretary) |
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| Agenda Item | Topic | Information | Action |
|-------------|----------------------------------|--|---|
| 1 | Karakia | | |
| | | ADMINISTRATION | |
| 2 | Apologies | Nil | |
| 3 | Confirmation of previous minutes | The Minutes of the Meeting of 9 November 2016 were reviewed. Action points arising from those minutes: <ul style="list-style-type: none"> • Advise Jill Clibborn of BOT approval to Enviro Schools-all done and have agreement to sign • Adding BOT communication to next agenda – BOT newsletter completed. Communication to be ongoing agenda item • Draft of letter to Ashby's –carried forward • Letter to MOE re Totara alterations to be drafted-Drafting completed, ready for sending <i>Minutes confirmed</i> <i>Moved MR, Seconded SR Carried</i> | CB to complete draft of letter to Ashby's |
| | | STUDENT ACHIEVEMENT | |
| 4 | Reading Achievement | <ul style="list-style-type: none"> • The draft achievement data for Reading, Writing and Maths were each presented separately | ALL- to review and email any comments to MS asap |
| 5 | Writing Achievement | <ul style="list-style-type: none"> • Final reports to be delivered to MOE by 1 March 2017 | |
| 6 | Maths Achievement | <ul style="list-style-type: none"> • The information reported included information on overall achievement and target groups • Results were discussed • Overall results pleasing especially given continued distractions with construction works on site. | |
| | | REPORTING | |
| 7 | NAG 2 | <ul style="list-style-type: none"> • The draft Report on Progress in Relation to National Standards was presented • Final report to go to MOE in March 2017 | |

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| | | <ul style="list-style-type: none"> • Areas of strength, areas for improvement and planned actions were highlighted and discussed in the areas of Reading, Writing and Maths • BOT expressed how pleased they were with the results and asked that their appreciation be passed back to staff | MS to advise staff of BOT appreciation |
| 8 | Analysis of Variance (AOV) | <ul style="list-style-type: none"> • Draft AOV presented to BOT • Final report to go to MOE on 1 March • AOV report concentrates on the Papakowhai School Goals and the strategies that support those goals • Outcomes for each strategy have been reported along with any variance from the strategies or actions. • Report also includes action planned for 2017 • BOT agreed that in terms of the goal of communication that the BOT will specifically address communication at each meeting | MS to check that correct year of consultation referred to (from page 27) ALL- to review and email any comments to MS asap |
| 9 | Reading Recovery Report | <ul style="list-style-type: none"> • Hetty Boonen's report on Reading Recovery has been included in the dropbox for review • The report indicates strong positive results for reading recovery. | |
| | | OTHER BUSINESS | |
| 10 | Shane's recognition | <ul style="list-style-type: none"> • The resignation of Shane Robinson was noted • The BOT acknowledged the significant contribution that Shane had made to Papakowhai School and to the BOT • The appointment of a new Deputy Principal is not expected to be completed until term 2 • There will be a plan for interim coverage of the role with various tasks/roles spread around other staff. | |
| | Temporary Classroom project | <ul style="list-style-type: none"> • Had initially been advised that there was a cost overrun of \$7k due to additional ramp. • Been discussions with MOE and Ashby's – price initially halved and then MOE have advised that additional costs must fall within budget. | |
| | Interschool competitions | <ul style="list-style-type: none"> • JS is seeking interest in whether Papakowhai School is willing to join into more interschool competitions for sports and other activities • BOT keen to learn more and to see how the competitions would fit into our activity calendar which is to be developed. | |
| 11 | Next meeting | <ul style="list-style-type: none"> • Wednesday 7 December –Draft budget and 2017 plan • No further Committee meetings planned for 2016 | |
| Meeting closed at | | 9.45pm | |

