

**Papakowhai School Board of Trustees**  
**Minutes of the Meeting 7 December 2016**  
**at 7.30pm in the staffroom**

<b>BOT Present</b>	Gary Tonkin (Chair)- GT Craig Brown -CB Mark Smith (Principal)-MS Melanie Richardson-MR Shane Robinson-SR Craig Hill- CH Kerry Weir-Smith – KWS Heather Turner (Minute Secretary)
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Agenda Item	Topic	Information	Action
1	Karakia		
		<b>ADMINISTRATION</b>	
2	Apologies	Nathan Grennell-NG John Schwalger-JS	
3	Confirmation of previous minutes	The Minutes of the Meeting of 30 November 2016 were reviewed. Action points arising from those minutes: <ul style="list-style-type: none"> <li>• Draft of letter to Ashby’s –purpose was for BOT to support MS. Still to complete</li> <li>• Review of student achievement data – have until 8/2/17 to do</li> <li>• BOT thanks to staff</li> </ul> <i>Minutes confirmed</i> <i>Moved SR, Seconded CB Carried</i>	<b>CB to liaise with MS re letter to Ashby’s</b>  <b>ALL- to review student achievement data by 8/2/17</b>  <b>GT to send email to staff</b>
		<b>STRATEGIC DISCUSSION</b>	
4	2017 Draft Plan	<ul style="list-style-type: none"> <li>• The draft 2017 plan was in drop box and available to all BOT to review</li> <li>• MS presented an overview of the plan with a view to approval in principle</li> <li>• The strategic plan continues to apply and will be reviewed in 2018. 2017 vision continues with “Learning Together”</li> <li>• Plan presented covers three years (MOE requirement). 2017 emphasis is on well-being</li> <li>• Discussed the plan and how relates to each of the 5 goals</li> <li>• Discussed 2017 Targets for each goal.</li> <li>• Draft plan had one target percentage for success but BOT prefer split targets for reading, writing and maths. Need for equality overall groups whilst still promoting excellence</li> <li>• Reviewed Maori achievement targets and how to best to set levels given they are a high performing group</li> </ul>	<b>MS to change plan to have separate targets for reading, writing and maths</b>  <b>MS to review Maori achievement targets</b>

		<ul style="list-style-type: none"> <li>• BOT discussed what community had indicated they wanted and consider that draft plan does capture that</li> <li>• Challenges will be faced particular when integrating sports into curriculum and roll growth. Discussed possibility of having a Rangikura/Papakowhai competition to assist with this</li> <li>• A number of minor changes were noted on draft plan</li> <li>• BOT agreed in principle with the draft plan presented. All are to review and provide MS with feedback.</li> </ul>	<p><b>ALL – to review 2017 and provide feedback to MS asap</b></p>
5	2017 Draft Budget	<ul style="list-style-type: none"> <li>• The draft 2017 budget was included in dropbox for review along with an explanatory commentary</li> <li>• Budget has been reviewed by Finance Committee</li> <li>• Reviewed main points of budget including income streams and expenditure.</li> <li>• Due to timing of information to parents some decisions needed to be agreed at this meeting</li> </ul> <p><i>Motions:</i>  <i>That the school donation for 2017 be increased to \$290 per student and that the hourly rate for before and after school care be increased to \$8.20</i>  <i>Moved CB</i>  <i>Seconded CH</i>  <i>Carried</i>  <i>It was also requested that the absent BOT members also be given the opportunity to agree with this motion.</i></p> <ul style="list-style-type: none"> <li>• The asset purchasing plan for 2017 was discussed. Approval sought at this meeting for purchase of 15 chrome books and filtration system to allow for purchase prior to next meeting</li> </ul> <p><i>Motions:</i>  <i>That the BOT approve the purchase of 15 Chromebooks and a filtration system.</i>  <i>Moved CB</i>  <i>Seconded CH</i>  <i>Carried</i></p> <ul style="list-style-type: none"> <li>• BOT agreed in principle to the 2017 budget and asset plan</li> <li>• Final approval for the 2017 budget will be required at the 8 February meeting</li> </ul>	<p><b>MS to advise staff of BOT appreciation</b></p> <p><b>HT to advise NG and JS of proposed changes to donations and ASC</b></p>

		<b>OTHER BUSINESS</b>	
	Thank you	<ul style="list-style-type: none"> <li>• The BOT expressed their thanks and appreciation to Shane Robinson for his work as Deputy Principal and as a BOT member</li> <li>• New BOT staff representative will be elected next year</li> </ul>	<b>MS to arrange BOT election for staff representative</b>
11	Next meetings	<ul style="list-style-type: none"> <li>• BOT Wednesday 8th Feb</li> <li>• Policy Meeting 22nd Feb</li> <li>• BOT Wednesday 8th March</li> <li>• BOT ERO Prep meeting 22nd March</li> <li>• ERO Monday 27th March – Friday 31st March</li> </ul>	
Meeting closed at		9.45pm	