

Papakowhai School Board of Trustees
Minutes of the Meeting 8 February 2017
at 7.30pm in the staffroom

BOT Present	Gary Tonkin (Chair)- GT Craig Brown -CB Mark Smith (Principal)-MS Melanie Richardson-MR Craig Hill- CH Kerry Weir-Smith – KWS John Schwalger - JS Nathan Grennell- NG Lesley Hodge (Assistant Principal)- LH Heather Turner (Minute Secretary)
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Agenda Item	Topic	Information	Action
1	Karakia		
		ADMINISTRATION	
2	Apologies	Nil	
3	Confirm Chair	<p>Craig Brown took responsibility as Chair for the confirmation of Chair of BOT. Nominations for Chair for 2017 were called. Gary Tonkin advised of his willingness to continue. No further nominations were received. <i>Motion: That Gary Tonkin be confirmed as Chair for 2017 moved: CB, seconded CH Carried</i></p> <p>GT continued as Chair for remainder of meeting.</p> <p>Nominations for Deputy Chair were called. Craig Brown was nominated and advised of his willingness to continue <i>Motion: That Craig Brown be confirmed as Deputy Chair for 2017. moved: GT Carried</i></p>	
4	Previous Minutes	<p>The Minutes of the Meeting of 7 December 2016 were reviewed. Action points arising from those minutes:</p> <ul style="list-style-type: none"> • Draft of letter to Ashby's –purpose was for BOT to support MS. While still to complete, it has become timely with renewal of contract as property managers due. • Review of student achievement data – completed with no changes. • BOT thanks to staff - completed • 2017 targets- draft changes made- discussed further in agenda item 7. • 2017 budget – proposed changes were advised to NG and JS who confirmed their agreement. 	<p>CB to liaise with MS re relationship with Property Managers(Ashby's)</p>

		<ul style="list-style-type: none"> • BOT staff representative-action underway. Diana Parker appointed as returning officer (BOT agreed). Due to BOT election procedures the election cannot be held until 15 March with appointment shortly thereafter. LH will act as staff representative until election. <p><i>Minutes confirmed</i> <i>Moved CB, Seconded CH Carried</i></p>	
		MONITORING	
4B	Principals report	<p><u>Roll</u></p> <ul style="list-style-type: none"> • 2017 started with 412 students- on track with prediction • Commenced with two new entrant classes who will continue to around 15 pupils each • Class sizes are around: <ul style="list-style-type: none"> - Rata 16 - Rimu low to mids 20's - Totara 28-29 - Kauri 28-29 • On track for classrooms with numbers of new students arriving • Expect to go over funded roll- with 1 March return on track • Out of zone places lower than previously – 2 still to arrive <p><u>Compliance</u></p> <ul style="list-style-type: none"> • No issues <p><u>Consultation</u></p> <ul style="list-style-type: none"> • Maori Consultation is a priority <p><u>Reporting Schedule</u></p> <ul style="list-style-type: none"> • Schedule for 2017 outlined <p><u>Staffing</u></p> <ul style="list-style-type: none"> • 3 appointments to be made for DP, syndicate leader and New entrant teacher- all for starting in term 2 • Appointment panels selected and interviews taking place shortly • Teacher registrations all checked for current practicing certificates- all ok. Have two pending awaiting documentation. Have two provisionally registered teachers • Police vetting for all support staff are up to date – as well as for all parents attending camp. 	Maori Consultation date to be set
5	Property Committee	<ul style="list-style-type: none"> • No meeting held • Rata Ceiling project -ceiling replaced over holidays 	

		<ul style="list-style-type: none"> -mostly completed with few trims and skylights to complete -gone well- gone to budget and time frame • Carpark/All-weather surface Project -grass has grown over summer -basketball hoop in -project taken considerably longer than expected -have had indications of some issues re costs overrun but nothing has been approved- await communication from Property Managers • Pool -Have had quote for a new filter system (budgeted for 2017) - as swimming already underway MS had checked with Todd Morton who has assured MS that current system is safe for 2017 -This provides time for additional research while continuing to operate 	
6	Finance Committee	<ul style="list-style-type: none"> • No meeting held • 2017 Budget in drop box. Only difference from previous version is the adding of expected OSCAR grant for before school care and reduction of fees for ASC/BSC of similar amount <p><i>Motion: That the 2017 budget presented be approved</i></p> <p><i>Moved CB, seconded MR Approved</i></p>	
		STRATEGIC DISCUSSION	
7	Strategic and Business Plan	<ul style="list-style-type: none"> • The revised 2017 plan was in drop box and available to all BOT to review • No substantive changes from that presented in December • All matters discussed at the December meeting have been incorporated • Achievement targets have been reviewed and changed to a range of percentage targets. This change was discussed in full and it was concluded that the range provides a starting point with a view to striving forward. All agreed with change • Maori students targets were discussed and a new target range added to link with overall student achievement. Agreed that the same target should apply to Pasifika students <p><i>Motion: That the 2017 Strategic and Business Plan be approved.</i></p> <p><i>Moved CH, seconded NG Carried</i></p>	
8	Roll Growth	<ul style="list-style-type: none"> • Need to move on the Community consultation 	

		<p>for changes to the schools in Northern Porirua as submissions due by 15 April</p> <ul style="list-style-type: none"> • While feedback can be given directly to the MOE Papakowhai BOT is obliged to provide an opportunity for the collective voice of the community • Agreed to have a committee to organise the events made up of GT, NG, CH and CB. Part of role will be to liaise with Rangikura, arrange a MOE front person and facilitator • Options discussed included public meeting in hall, two focus groups, student and staff feedback. • MS and GT meeting with Suze Strowger of MOE on 9 Feb to discuss plan for roll growth class. To discuss request for MOE to front the community consultation at that meeting • BOT newsletters to continue regularly in 2017 	<p>MS to check and report back to BOT as to any changes to Rangikura zone</p> <p>GT to contact Izzy Ford of Rangikura BOT</p> <p>GT to set dates and advise BOT by email</p>
		OTHER BUSINESS	
9	Upcoming meetings	<ul style="list-style-type: none"> • BOT Wednesday 8th March • Policy Meeting Tuesday 21 Feb 6pm-8pm (to discuss curriculum policies) • Schedule of meetings to be set up 	HT to draft schedule of meetings
	Interschool sports competitions	<ul style="list-style-type: none"> • JS has been working towards an interschool competition within local area. Postgate School have indicated interest • BOT agreed to continue to support this with a view to a full day sports tournament in term 3 • Other organisations may be able to get involved also • MS and JS to discuss further. 	JS to set up date and purpose of event
Meeting closed at		9.20pm	

Please refer next page for schedule of dates.

BOT dates and Subcommittees

Term	BOT Dates	Property Sub Committee	Finance Sub Committee	Policy Sub Committee	Health and Safety
	WEDNESDAYS 7.30 pm	THURSDAYS before meeting 8am	FRIDAYS before meeting 8am	AS REQUIRED	Monday before BOT 8am
1	8 March	2 March	3 March	21 February (6-8pm)	6 March
	ERO Preparation meeting 22 March				
1	12 April	6 April	7 April		10 April
2	10 May	4 May	5 May		8 May
2	14 June	8 June	9 June		12 June
	NB no meeting due to fall of school holidays				
3	9 August	3 August	4 August		7 August
3	13 September	7 September	8 September		11 September
3	11 October	5 October	6 October		9 October
4	8 November	2 November	3 November		6 November
4	29 November (part 1)	23 November	22 November		27 November
4	6 December (part2)				