

**Papakowhai School Board of Trustees**  
**Minutes of the Meeting 9 March 2016**  
**at 7.30pm in the staffroom**

<b>BOT Present</b>	Gary Tonkin (Chair)-GT Mark Smith (Principal)-MS Melanie Richardson-MR Shane Robinson-SR Tracey Thompson (TT) Craig Hill – CH Craig Brown - CB Heather Turner (Minute Secretary)
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Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		<b>ADMINISTRATION</b>	
2	Apologies	Petelo Alosio	
3	Confirmation of previous minutes	<p>Minutes of Meeting 17 February 2016 were reviewed.</p> <ul style="list-style-type: none"> <li>-Design of strategic plan front page- discussed in agenda item 9</li> <li>- The cage around the pool heat pump- to be installed 11 March</li> <li>-Maori consultation – a preparation meeting is on 30 March. Consultation to take place end of term one or start of term two. Slight complication with Mark Kairua resigning due to other commitments</li> <li>-Health consultation – being held on 23 March</li> <li>-Draft of letter to MOE re roll growth class – being discussed in agenda item 5</li> <li>- Plans for carpark and replacement court – to be discussed under agenda item 5</li> <li>-Email from parent re carpark – completed</li> <li>-Policy review – completed- see agenda item 8</li> <li>-BOT election promotion – ongoing</li> <li>-Dates of BOT meetings- at end of minutes</li> </ul> <p><i>Minutes confirmed</i>  <i>Moved: CH, Seconded: SR– carried</i></p> <p>The ‘In committee’ minutes of 17 February 2016 were reviewed  <i>Minutes confirmed</i>  <i>Moved: TT, Seconded: GT– carried</i></p>	
		<b>MONITORING</b>	
4	Principal’s report	<ul style="list-style-type: none"> <li>• The reporting back on Strategic Goals commences in April- with review of SG 1 and SG2</li> </ul>	

		<p><u>Roll</u></p> <ul style="list-style-type: none"> <li>• Currently at 401</li> <li>• Expecting large number of new entrants in term two</li> <li>• Next new entrant meeting being held 18 March</li> </ul> <p><u>Health and Safety</u></p> <ul style="list-style-type: none"> <li>• Ambulance attended incident on Monday – was precautionary – no injury identified</li> <li>• 3 broken bones <ul style="list-style-type: none"> <li>- one arm from fall on concrete</li> <li>- one arm from fall off low wooden deck</li> <li>-one finger accidentally squashed at PE</li> </ul> </li> <li>• No other major injuries</li> <li>• Carry safe cups – an order has been placed</li> </ul> <p><u>March Roll return</u></p> <ul style="list-style-type: none"> <li>• Papers in dropbox for BOT and tabled at meeting</li> <li>• Roll at 1 March 398</li> <li>• Report included Maori Language learning information</li> </ul> <p>The BOT entered into committee at 7.50pm until 7.52pm</p> <p><u>BYOD</u></p> <ul style="list-style-type: none"> <li>• All going well – no issues</li> <li>• No problems raised at parent teacher interviews</li> </ul>	
6	Property Committee	<ul style="list-style-type: none"> <li>• Minutes of the meeting held on 3 March we included in meeting papers in dropbox</li> </ul> <p><u>Maintenance issues</u></p> <ul style="list-style-type: none"> <li>• Carpet replacement in prefabs <ul style="list-style-type: none"> <li>- as rooms needed during term would have be during holidays</li> <li>- Had budgeted \$5K – have had quote for \$8K, need to get another quote</li> </ul> </li> <li>• Rata Ceiling <ul style="list-style-type: none"> <li>- Falling tiles becoming larger issue</li> <li>- Still awaiting to hear from Ashby's as to whether we can access funds</li> </ul> </li> <li>• Tree Removal – to be undertaken Monday 18 April</li> <li>• Hall maintenance – need to get work done -to contact D O'Leary</li> </ul> <p><u>Kauri Project</u></p> <ul style="list-style-type: none"> <li>• Still no final accounts</li> </ul> <p><u>Car parking</u></p> <ul style="list-style-type: none"> <li>• Met with Ashby's after GETS closes- 11 interested contractors with 5 selected for tendering</li> <li>• Basic plan drawn for BOT and discussed</li> <li>• Concept plan should be ready next week with</li> </ul>	<p><b>MS- to arrange for another carpet quote</b></p> <p><b>MS to follow up with Ashby's re accessing funds for ceiling tiles</b></p> <p><b>MS to contact Darren O'Leary</b></p>

		<p>comments needed following week</p> <ul style="list-style-type: none"> <li>• To ensure community have opportunity to comment the plan will be put on website</li> <li>• Discussion on how could future proof or make bigger – this can be considered when get financial costs</li> <li>• Have had staff cars damaged in car park recently</li> <li>• Concern over speed and safety of children during peak times. ASC/BSC users to be advised</li> </ul> <p><u>Fire Report</u></p> <ul style="list-style-type: none"> <li>• Building WOF just received</li> </ul> <p><u>Roll Growth classroom</u></p> <ul style="list-style-type: none"> <li>• Have had visits from contractors involved in transporting new classroom to determine best method</li> <li>• Since the Property Committee met the Principal became aware of possibility that a transportable classroom would not be likely and followed this up with the MOE</li> <li>• Principal advised BOT that MOE had this afternoon advised that the project had stalled and there would be no new transportable classroom</li> <li>• BOT expressed their significant disappointment and concerns over the process and ongoing impacts of this news</li> <li>• Disappointment expressed that BOT had in good faith trusted that the agreements and discussions had with the MOE and in no way was this outcome expected</li> <li>• A meeting with MOE and Principal to be held next week. Chair to attend and others also invited to attend. CB advised he will attend.</li> </ul> <p><u>Special Need Fencing</u></p> <ul style="list-style-type: none"> <li>• Need arising to have additional perimeter fencing in place before a new entrant is fully integrated into school to limit opportunity to go out of boundary</li> <li>• Insufficient funding for teacher aides to monitor child at all times</li> <li>• Have reviewed suggested fencing and agree it would be appropriate part from fully fencing Rata block.</li> <li>• Would be over \$5K so MOE funded.</li> </ul>	<p><b>MS – to ensure easy access to bottom field remains</b></p> <p><b>SR to put concept plans on website when received</b></p> <p><b>MS to meet with ASC supervisor re note to parents re carpark protocol</b></p>
6	Home and School	<ul style="list-style-type: none"> <li>• Meeting held- good turnout</li> <li>• Bank account healthy – yet to pay for Sound System</li> <li>• Looking at feasibility of getting a screen in hall but first need to work on reducing light in hall</li> </ul>	<p><b>HT to follow up sound system payment</b></p>

		<ul style="list-style-type: none"> <li>• Garden project fully underway with shed built, garden beds and compost bins in, and have received sponsorship from McGregor's for seeds and equipment</li> <li>• February welcome BBQ only raised \$500 but agreed that it serves as a community event. Found that having blocks having open times during event was a successful idea.</li> <li>• Lit quiz help required for tea making.</li> <li>• Pool enclosure – Home and School questioning whether they need to have involvement with this project. BOT waiting to hear from Rotary as to what/when project will start.</li> <li>• Rotary book fair – helpers being sought</li> <li>• Idea for a school promotion flag provided for later consideration by H&amp;S</li> </ul>	
7	Finance	<ul style="list-style-type: none"> <li>• Draft 2015 annual accounts were in dropbox for review along with minutes of committee meeting</li> <li>• Final checking and adjustments still to be done but not expecting major adjustments before submission to auditor</li> <li>• Surplus calculated to be \$73876 but need to consider that \$46K was budgeted as surplus being the playground funding</li> <li>• If could take into account capital purchase of playground and the capital contribution to Kauri then surplus would be closer to breakeven</li> <li>• Discussed areas where the final figures varied with the projected figures</li> <li>• Not any consequences against 2016 budget that we can see at this stage</li> <li>• Overall income was 4% over budget , expenses 3% over budget, so surplus equates to approx. 1% of income</li> </ul> <p><i>Motion: That the 2015 draft annual accounts be approved, subject to minor amendments, and be sent to the auditor. Any substantive amendment to be referred back to BOT.</i></p> <p>Moved MR, Seconded GT carried</p>	
		<b>STRATEGIC DISCUSSIONS</b>	
8	Policy Review	<ul style="list-style-type: none"> <li>• Meeting held to review the Governance and Community consultation and ESOL policies</li> <li>• Governance Policies: <ul style="list-style-type: none"> <li>-Discussed changes committee determined were necessary and desirable</li> <li>-Most changes are of a minor wording change or aligning policy with current practice</li> </ul> </li> </ul> <p><i>Motion: To approve the changes to the Governance</i></p>	

		<p><i>Policies as determined were required by the Policy committee</i>  <i>Moved: CB Seconded: GT carried</i></p> <ul style="list-style-type: none"> <li>• Community Consultation policies <ul style="list-style-type: none"> <li>- changes considered appropriate were discussed</li> <li>- the Reporting to Parents Procedure is covered separately and is work in progress.</li> </ul> </li> </ul> <p><i>Motion: To approve the changes to the Community Consultation policies and procedures (other than Reporting to Parents) as determined were required by the Policy committee</i>  <i>Moved: CB Seconded: SR carried</i></p> <ul style="list-style-type: none"> <li>• ESOL Policies: <ul style="list-style-type: none"> <li>-Minor tidying up changes identified and discussed.</li> </ul> </li> </ul> <p><i>Motion: To approve the changes to ESOL policies and procedures (other than Reporting to Parents) as determined were required by the Policy committee</i>  <i>Moved: CB Seconded: GT carried</i></p> <ul style="list-style-type: none"> <li>• Reporting to Parents: <ul style="list-style-type: none"> <li>-A draft of a revised school report on progress was tabled and discussed. The timing and what is to be included is still is work in progress. All feedback to date has been positive.</li> </ul> </li> </ul>	
9	Vision diagram	<ul style="list-style-type: none"> <li>• Four drafts of Vision diagram were tabled and discussed</li> <li>• Few minor design changes were suggested</li> <li>• Query as to whether designs have any copyright conflict</li> <li>• Next step is to go back to designer for next drafts</li> </ul>	<b>SR to check with designer as to any copyright conflict and forward amended designs to BOT for consultation</b>
		<b>OTHER BUSINESS</b>	
10	Upcoming Elections	<ul style="list-style-type: none"> <li>• The BOT agreed that Diana Parker be appointed the 2016 returning officer.</li> </ul>	
11	Next meetings	<ul style="list-style-type: none"> <li>• Next meeting 13 April</li> <li>• Suggested dates will be put at bottom of minutes</li> </ul>	<b>HT to suggest dates GT to add to agenda to set dates</b>

Meeting closed at 9.35 pm	
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**Proposed**

**BOT dates and Subcommittees**

<b>BOT Dates</b>	<b>Finance Sub Committee</b>	<b>Property Sub Committee</b>	<b>Policy Sub Committee</b>
<b>Term one</b>			
Wednesday 13 April	February Accounts Friday 8 April 8am??	Thursday 7 April 8am?	
<b>Term two</b>			
Wednesday 18 May	March accounts and audit feedback Friday 6 May 8am	Thursday 5 May 8am	
Wednesday 8 June	April accounts		
Wednesday 6 July (last week of term 2)	May accounts		
<b>Term three</b>			
Wednesday 10 August	June accounts		
Wednesday 14 Sept	July account's		
<b>Term four</b>			
Wednesday 12 October	<b>August accounts</b>		
Wednesday 9 November	<b>Sept accounts</b>		
Wednesday 30 November	<b>Oct accounts</b> <b>Budget 2017</b>		
Wednesday 7 December			

School closes for 2016 on Friday 16 December