

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

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| BOT Present | Gary Tonkin (Chair) GT 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 |
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| 1 | Karakia | | |
| | | ADMINISTRATION | |
| 2 | Apologies | Nathan Grennell Craig Brown | |
| 3 | Confirmation of previous minutes | The Minutes of the Meetings of 14 September and 12 October 2016 were confirmed. All action points addressed. Moved GT, Seconded SR Carried | |
| | | STRATEGIC DISCUSSIONS | |
| 4 | Enviroschools Proposal | <ul style="list-style-type: none"> • The BOT welcomed Amanda Dobson (Facilitator for Enviro Schools), Aruna Hill, Jill Clibborn and Laura Gallant for the discussion on Enviro Schools • A full presentation outlining the background, operations, philosophy etc of the Enviro Schools was presented along with various tools and training materials shown to the BOT. • From the discussion it was identified that Enviro Schools links in with: <ul style="list-style-type: none"> -the 2017 focus on wellbeing -the science focus on the living world -roll growth and how our environment can be improved -motivation already shown by children -imbedding practices already underway -manageable projects determined by the school • The BOT agreed in principle to Papakowhai School becoming an Enviro School • Next steps is to consult with staff and to identify projects | MS to advise Jill Clibborn of BOT agreement to Enviro Schools |
| 5 | Community Consultation | <ul style="list-style-type: none"> • The results of the 2016 Community Consultation were reviewed • Lower response (67) than in previous years • On balance fairly consistent results with previous years • Main areas of concern are: | |

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| | | <ul style="list-style-type: none"> -roll growth -road safety and car parking • Other areas where some additional work/thought required includes: <ul style="list-style-type: none"> -desire for more sporting opportunities -reporting on progress of students -communication • BOT to communicate over issues needing community attention. • Also need a BOT newsletter to celebrate achievements for 2016 including sufficient classrooms for 2017, AstroTurf etc | <p>GT to add BOT communication to next agenda</p> |
| 6 | Seclusion and Restraint | <ul style="list-style-type: none"> • Referred to letter from MOE on Guidance on behaviour management to minimise physical restraint • Papakowhai does not have a seclusion room – we do have a time out area which is within the open teachers work room in the school office • Papakowhai does not restrain children | |
| | | <i>MONITORING</i> | |
| 7 | Principal's report | <p><u>Roll</u></p> <ul style="list-style-type: none"> • Roll is currently 438, with 2 more new entrants to come and 2 older children • Expecting the new entrant class to finish on 15 <p><u>Staffing</u></p> <ul style="list-style-type: none"> • Liam Smiley transferring to Hawkes Bay, position being filled by Andrew de Wit • Kelly Parker, Karen Siwalette and Raewyn Janes filling other permanent positions available • All syndicate leaders sorted <p><u>Class Organisation</u></p> <ul style="list-style-type: none"> • Keeping similar to 2016 due to numbers • Starting with 18 classes and will finish with 20 • New entrants will stay in the class they start in. • Year 6's to be spread over two syndicates • More devices will be obtained so all year 6's have opportunity for 1:1 devices • One digital leader will have responsibility over 7 classes <p><u>Reporting on Goal 5 Showing innovation, current thinking and digital leadership.</u></p> <ul style="list-style-type: none"> • Referred to report in drop box • Noted that 2015 audit went well and awaiting 2016 visit • Donations not yet to budget but continuing to request • Safe environment being helped by provision of two new classrooms | |

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| | | <ul style="list-style-type: none"> • Audit of playground completed • Have met with Rangikura regarding zone issues | |
| 8 | Principal's Appraisal | <ul style="list-style-type: none"> • BOT referred to the Response to Principal's Appraisal in dropbox • One of objectives is to visit other similar sized schools and review how they deal with communication, roll growth and other issues • Looking into a mentoring and coaching course through Waikato University • Currently there is a lack of MOE leadership development opportunities • Aim to strengthen leadership programme for syndicate leaders which will help the relationship with the Principal • 2017 will be a consolidation period • The fun and social aspects are to be kept alive • BOT stated that finding time to complete all actions a challenge | |
| 9 | Property Committee | <ul style="list-style-type: none"> • Referred to minutes of meeting of 7 November • Prefabs now completed, was an additional costs for adding of wheelchair ramp but should be within contingency • All weather turf due to be completed soon • Concern expressed with the project management of a few of recent projects. Recommended that a letter from BOT be issued to Ashby's outlining our concerns • Rata ceiling was to be undertaken in last holidays but now deferred until December break • Special needs fencing being undertaken by contractors doing fencing around all-weather turf • Kauri project ended up costing BOT \$60K – considerably up from the \$38K budgeted • Health and safety review of playground completed and all action taken • Hall ceiling being repaired (broken tiles replaced etc.). Have deferred floor work until known that will not be used for classroom • Lighting of pathways – needs to be budgeted for 2017 • Keen to get ball rolling with roll growth classroom need in 2018. | CB to complete draft of letter to Ashby's |
| 10 | Finance Committee | <ul style="list-style-type: none"> • Referred to minutes of Finance Committee of 4 November • September accounts reviewed • Relief teacher salaries cost main area of concern. Needed to add more costs to reduce the banked staffing liability to zero at end of | |

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| | | <p>balancing period. Have determined that need to have a higher budget for this item for 2017</p> <ul style="list-style-type: none"> • Donations as less than predicted. More follow up done. • ASC predicted to come in slightly above budget – use of ASC and BSC both up • Learning resource expenditure slightly down – less costs • Overall predicting a \$8K deficit • Insurance of Astroturf has been considered and Finance Committee recommends that we take out the insurance (but not additional earthquake coverage). BOT agreed. | |
| 11 | Home and School | <ul style="list-style-type: none"> • \$12K in account, some funds already committed • Additional funds yet to come from Abacus orders, shopping night, book fair and BBQ | |
| 12 | Health and Safety | <ul style="list-style-type: none"> • Parking remains an issue • 2 staff injuries - one bang to head in playground and one cut hand • One broken wrist • No other issues identified | |
| | | OTHER BUSINESS | |
| 13 | Roll Growth | <ul style="list-style-type: none"> • BOT Chair has draft letter for review in dropbox • Need to remind MOE of their agreement to upgrade Totara into a 4 class block ready for 2018 • Want to get the process for this underway and work completed by term 1 2018. Need to start tender process by 1 July. | GT to complete letter to MOE and email to all BOT |
| 14 | Camp approvals | <ul style="list-style-type: none"> • Year 7 and 8's to attend Teapot Valley near Nelson at end of February 2017 • All certifications provided • Cost to be \$345 per child • At least 3 staff attending <p><i>Motion: That the BOT approve the year 7 and 8's camp being held at Teapot Valley near Nelson in 2017</i></p> <p>Moved JS, Seconded KWS- carried</p> | |
| 15 | Next meetings | <ul style="list-style-type: none"> • BYOD meeting 14 November • Maori consultation evening 15 November • Pasifika consultation 23 November • BOT Wed 30 November – Review of 2016 plan and achievement data • BOT Wednesday 7 December – Draft budget and 2017 plan | |

Meeting closed at

10pm

BOT Dates and Committees

| BOT Dates | Property Sub Committee | Finance Sub Committee | Policy Sub Committee | Health and Safety |
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| | THURSDAYS before meeting 8am | FRIDAYS before meeting 8am | AS REQUIRED | Monday before BOT 8am |
| Wed 30 November 2016 Review | 24/11/16 | 25/11/16 Budget 2017 | | 28/11/16 |
| Wednesday 7 December 2017 Budget and Plan | | | | |

School closes for 2016 on Friday 16 December