

Papakōwhai School Board
Minutes of the Meeting 25 March at 7.00pm
Held in the school staffroom

Present	Rodney Strong – RS (Presiding Member) Mark Smith – MS (Principal) Yojana Glass – YG Lance Mann -LM Chris Robinson – CR Vanessa Belchamber – VB Heather Turner – HT (minutes secretary) Two visitors: Kerryn Little Junior Sasagi
----------------	---

Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		ADMINISTRATION	
2	Apologies	Marc Byres – MB AJ Wilson – AJ	
3	Previous Minutes	The Minutes of the Meeting of 18 February 2025 were reviewed. Action Updates: <ul style="list-style-type: none"> Home and School: funding Papakōwhai School – MS, RS and LM will attend H&S AGM on 31 March to discuss funding options. HT meeting with Natalie Gibbons to discuss grants applications Confirmation that LM agrees to be on Property Committee – agreed Teacher Only days communication – included in newsletter Change to google drive for Board – all set up, no access issues. Board comms re upcoming Board election – done Review of reports to accompany annual report – no issues <i>Motion: that the Board agree to accept the three reports presented at the last Board meeting being:</i> -Te Tiriti o Waitangi clause in the Education and Training Act -Compliance with Education and Training Act 2020 requirements to be a good employer for the year ending 31 December 2024 -Kiwisport Funding 2024 <i>Moved YG, seconded VB carried</i> Noted that minutes had wrong date – correct date entered manually <i>Minutes confirmed – moved AJ, seconded YG– carried</i>	
4	Conflict of interest	Call for conflict of interests – none declared by those present	
		MONITORING	
5	Principals Report	<u>Roll</u> <ul style="list-style-type: none"> Currently 486 Class sizes going well. Expect to open new class for Rata 5 in term 3 	

		<ul style="list-style-type: none"> ● On track for Ministry of Education funding for 524 students. Current projection 515 (20 less than at end of 2024) ● 1 March roll return 486- will review funding after 1 July return <p><u>Out of Zone</u></p> <ul style="list-style-type: none"> ● 42 Out of zone students <p>no changes to what expected</p> <p><u>National Educational Priorities</u></p> <ul style="list-style-type: none"> ● No changes since last meeting ● No compliance issues <p><u>Staffing</u></p> <ul style="list-style-type: none"> ● No changes ● Teacher registrations all up to date ● Police vets up to date, including contractors and volunteers for winter sports <p><u>Student Behaviour</u></p> <ul style="list-style-type: none"> ● 3 stand downs since previous Board meeting for oppositional and verbally abusive behaviour (Years 5 and 6) <p><u>Learning Support at Papakōwhai School</u></p> <ul style="list-style-type: none"> ● MS presented this report showing what Learning Support is provided and how <p>Noted:</p> <ul style="list-style-type: none"> -Considerable part of budget relates to learning support -Many students have behaviour and learning plans -Small classes linked with learning support -ORS student funding – difficult to balance needs with funding -ESOL support provided to around 70 children -Working with RTLB's and Education Psychologists -Play space provided for out of class support -Ted's Space provides emotional support through dogs -As also noted by ERO behaviour is a rapidly growing problem and is impacting on wellbeing and learning, and requires a considerable percentage of school leaders time <p><u>Principal's Performance Agreement</u></p> <ul style="list-style-type: none"> ● Referred to document in google drive – minutes of meeting with Neal Swindells ● Happy with how things are going ● Reports on check-ins will be provided <p><u>Year 7 and 8 camps</u></p> <ul style="list-style-type: none"> ● Both camps went well ● No major injuries 	
6	Property Update	<p>MS presented a report updating on property matters</p> <p><u>Weather Tightness work</u></p> <ul style="list-style-type: none"> ● All seems on track ● Hall has had complexities around concrete edging ● Hall – we are following fire procedures re fire exits ● Prefabs – have finished the 2-classroom block ● Next will be Matai 5 followed by Matai 6 then library ● Expecting to be finished mid-November 	

		<p><u>Drainage</u></p> <ul style="list-style-type: none"> Meeting has been arranged with MOE, Consultants, Ashby's and MS <p><u>Lighting and Cameras</u></p> <ul style="list-style-type: none"> Continuing with plan to increase security Potentially this could be a grant application May look for spotlight for field too <p><u>Library Shelving</u></p> <ul style="list-style-type: none"> Further investigation required as to what we want and need <p><u>Lighting Project- EECA grant application</u></p> <ul style="list-style-type: none"> Revisited where up to on lighting project Pre-application process completed and approved Would be a \$31K cost repayable over 5 years Lights only guaranteed for 5 years Discussions taken place with David Hyland from MOE – who stressed the depreciation charges No guarantees regarding the value of energy saved Agreed not to proceed 	CR- continue investigation into library shelving needs/cost
7	Finance	<p>Finance Committee met and minutes of 21 March 2025 presented</p> <p><u>2024 Annual Accounts</u></p> <ul style="list-style-type: none"> Have been submitted to the auditors Deficit of \$35K, had predicted \$13K. Largest deficit that we've had ASC income down- basically broke even with income and expenses. Only advantage is the OSCAR grant of around \$22K. Looking at ways to improve. Difficult with hall work currently Annual leave accruals add additional costs at year end Sick leave for teachers was significantly over budget. Difficult to manage Needing more income streams for future <p><u>February 2025 accounts</u></p> <ul style="list-style-type: none"> First monthly accounts for 2025 presented Donations tracking well ASC is a risk <p><u>Financial Management Policy</u></p> <ul style="list-style-type: none"> This policy was reviewed with intention to remind committee of our roles <p><u>Insurance</u></p> <ul style="list-style-type: none"> Reviewed school insurance School part of MOE risk management scheme We also insure separately the astroturf and have a hall hirers insurance Noted that playground, pool, paths and other courts not covered by insurance 	HT – check whether hall hirers insurance would cover staffroom or classrooms
8	Health and Safety	<ul style="list-style-type: none"> Referred to the minutes of the Health and Safety Committee 14 March 2025 Actions identified all underway or planned Had 2 broken arms – no health and safety issues 	

9	Home and School	<ul style="list-style-type: none"> AGM on 31 March – MS, RS and LM will attend Latest minutes in google drive H&S want list of what school wants them to contribute to List to be provided and discussed 	MS to circulate list for Home and School to consider
10	Policies	<ul style="list-style-type: none"> The Planning and Reporting Policies and the Governance Policies were reviewed by the Policy Committee Mostly minor changes updating to current legislation and aligning with MOE wording The Reporting to Parents Policy has been referred to the management team to consider given the changes to the curriculum. Changes will be referred to the Board 	
		STRATEGIC	
13	2025 Annual Plan	<p><u>2025 Strategic Plan</u></p> <ul style="list-style-type: none"> 2025 Plan referred to along with a progress report on Term 1 actions <p><u>2024 Annual Report</u></p> <ul style="list-style-type: none"> The 2024 Analysis of Variance, along with the three additional reports (see agenda item 2) are ready for sending to the MOE as part of the 2024 Annual Report. The 2024 annual accounts will form part of that once the audit is completed. <p><i>Motion: The 2025 Strategic Plan, the 2024 Analysis of Variance, the report on Te Tiriti o Waitangi, the report on Compliance with Education and Training Act 2020 requirements to be a good employer, and the report on Kiwisport funding be approved for sending to the Ministry of Education</i></p> <p><i>Moved LM, Seconded YG carried</i></p>	
		OTHER BUSINESS	
14	Grant Applications	<ul style="list-style-type: none"> Trust House Foundation – grant of \$6K approved for Kapaa Haka and Pacifica music Hutt Mana Foundation <p><i>Motion: That a request be made to the Hutt Mana Charitable Trust for funding of \$2600 for the costs of installing safety fencing at Papakōwhai School.</i></p> <p><i>Moved VB, Seconded LM carried</i></p>	
14	Out of Zone application	<ul style="list-style-type: none"> Noted that the request to re-enrol a student after living overseas, now living out of zone, had been discussed via email on 3 March 2025 All Board staff approved re-enrolment 	
	Leave without pay application	<ul style="list-style-type: none"> Lisa Smith has requested five weeks leave without pay during term 3 2025 Request approved 	
15	Next meeting	<ul style="list-style-type: none"> Board 20 May Policy 2 May Property 9 May Finance 16 May 	
Meeting closed at		8.50pm	


20/5/25

Board dates and committees for 2025

Term	BOT Dates TUESDAY 7.00 pm	Finance Committee (1 week before Board) FRIDAY 8am	Property Committee Friday 8am (2 weeks before Board)	Policy Committee FRIDAY 8am (3 weeks before Board)	Health and Safety Friday 8am 1 per term TBC
2	20 May Week 4	16 May (March/April accounts)	9 May	2 May	TBC
2	17 June Week 8	13 June (April/May accounts)	6 June	30 May	TBC
	New Board expected	Dates may be amended			
3	5 August week 4	1 August (June accounts)	25 July	18 July	TBC
3	2 September week 8	29 August (July accounts)	22 August	15 August	TBC
4	28 October week 4	24 October (August and September accounts)	17 October	10 October	TBC
4	25 November week 8	21 November (October accounts (if any) and Budget meeting)	14 November	7 November	TBC
4	2 December week 9				

