

Papakōwhai School Board
Minutes of the Meeting 17 June at 7.00pm
Held in the school staffroom.

Present	Rodney Strong – RS (Presiding Member) Mark Smith – MS (Principal) Chris Robinson – CR Marc Byres – MB AJ Wilson – AJ Heather Turner – HT (minutes secretary) Visitor: Michelle Kirrane
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Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		ADMINISTRATION	
2	Apologies	Yojana Glass – YG Vanessa Belchamber – VB Lance Mann -LM	
3	Previous Minutes	<p>The Minutes of the Meeting of 20 May 2025 were reviewed.</p> <p>Action Updates:</p> <ul style="list-style-type: none"> Update Home and School on library needs: Discussed and advised focus for spending will be on furniture and the environment rather than shelving. Hall hirers insurance and whether it covers other areas: Confirmed staffroom is covered by insurance. H&S MOU with Board- RS spoke with Chair who confirmed that Home and School have discussed but are yet to sign. Board agreed that they are ready to sign. C/f until H&S signed. Community consultation- on this agenda Returning officer- Alison Flint appointed by Board <p><i>Minutes confirmed – moved MB, seconded AJ– carried.</i></p> <p>The Minutes of the In-Committee Meeting of 20 May 2025 were reviewed.</p> <p><i>Minutes confirmed – moved MB, seconded AJ– carried.</i></p>	RS: follow up re MOU till signed
4	Conflict of interest	Call for conflict of interests – none declared by those present	
		MONITORING	
5	Principals Report	<u>Reports</u> <ul style="list-style-type: none"> The student reports are all ready to be emailed on Thursday 19 June 	

		<ul style="list-style-type: none"> ● MS thanked and was proud of teachers for work on the new curriculum and new reporting. They will provide a good benchmark to work from. ● <u>Good parent turnout to meeting held on new curriculum – around 100.</u> <p><u>Roll</u></p> <ul style="list-style-type: none"> ● Currently 491-number steady. ● Tracking a little less than had expected due to number of families relocating to Australia. ● Expect an adjustment to the October operations grant due to number being less as of 1 July roll return. ● 2026 numbers will be impacted by 1 July roll as well. <p><u>Out of Zone</u></p> <ul style="list-style-type: none"> ● <u>Will have one less than expected- no longer coming.</u> ● <u>The rule of thumb Board uses is up to 10% of students (below 50 students) being out of zone at any one time- any more becomes problematic in a roll growth phase.</u> <p><u>Staffing</u></p> <ul style="list-style-type: none"> ● Tayler Landy has been appointed ASC supervisor to replace Camila Torrealba. Will commence once Police vetting completed. ● All Teachers have current teacher registration. ● <u>Police vetting-all current</u> <p><u>Student Behaviour</u></p> <ul style="list-style-type: none"> ● 1 standdown for 1 day since previous Board meeting <p><u>Appraisal- Approach to Student Behaviour</u></p> <ul style="list-style-type: none"> ● Paper prepared by Neal Swindells presented on feedback received during discussions with management and staff on current student behaviour approach. Forms part of Principals appraisal for 2025. ● Overall approach of seeking cause of issue going well but not a quick fix. ● Teachers mostly supportive of approach and that senior managements are providing support. ● Continuing to look for professional development opportunities <p><u>Whānau feedback</u></p> <ul style="list-style-type: none"> ● Had a number of successful meetings in 2024. Have adapted approach for 2025 in response to whānau feedback. ● Feedback obtained from email conversations highlighted and key suggestions and areas for improvement discussed. <p><u>Pasifika feedback</u></p> <ul style="list-style-type: none"> ● Paskifa evening held at school last week- well attended. Enjoyable evening with food sharing, activities and discussion. ● Feedback summary provided and discussed 	
6	Property Update	<p>MS presented a report updating on property matters.</p> <p><u>Drainage</u></p> <ul style="list-style-type: none"> ● No further action since last meeting <p><u>Lighting and Cameras</u></p> <p>H&S obtained a grant. Cameras and Lighting to be installed during holidays</p> <p><u>Weather Tightness work.</u></p> <ul style="list-style-type: none"> ● Matai 5 work almost complete. Matai 6 work will start during holidays. Class movements happening at term end. ● Library expected to start term 4. Working out temporary arrangements for library. National Library been of help. 	

		<u>Fencing</u> <ul style="list-style-type: none"> Completed <u>Hall heater</u> <ul style="list-style-type: none"> Major issue – gas heater failed after work completed on hall. Issue relates to electrical mother board and links to power surge. Initial repair hopes fallen through. MOE has indicated they will fund as emergency unforeseen funding to install 3 heat pumps. Just await final written approval. Work can be done during holidays. Contingency options discussed but agreed to wait till MS has clarified funding with MOE. <p>Noted that builder's insurance not applicable. Noted that power supply confirmed as sufficient capacity.</p>	MS to inform Board of MOE decision re hall heater asap.
7	Finance	<p>Finance Committee met and minutes of 13 June 2025 presented.</p> <u>2024 Auditors report to the Board</u> <ul style="list-style-type: none"> Received from auditor as audit complete and all files with MOE. No adjustments and nil findings or recommendations Very pleasing to receive. <u>May 2025 accounts</u> <ul style="list-style-type: none"> Accounts for May presented- no forecasts as yet. Operations grant may reduce due to roll numbers less. Relief teacher costs being monitored. Interest rates lower Hall hire going well-Church increasing use. Donations pleasing Potential savings in staff development due to MOE providing PD. Depreciation forecast could be less due to reduced purchasing. ASC – survey completed and options to increase numbers discussed. Risk but need to take some positive action. Assets on track for needs Readathon planned for team 3 using givealittle. Insurance query sorted 	
8	Health and Safety	<ul style="list-style-type: none"> Health and Safety Committee met, and minutes 12 June 2025 presented. Worked through items previously on hand and progress report provided. Bark top-ups continually required. Have received grant for some. Continue to get as required. Site walk around and staff meetings useful in identifying issues – works well. Two broken bones- no action required. No digital issues Committee working well 	
9	Policies	<ul style="list-style-type: none"> All employment policies reviewed by Policy Committee to ensure all current with legislative and MOE requirements. All changes are of a minor nature. Noted that Complaints policy to be put on website. Noted that ERO reviewed 2024 policies- no issues 	CR- to add Complaints policy to website
		STRATEGIC	
10	Strategic planning	<ul style="list-style-type: none"> 2024 Annual report all filed with MOE and on website. <u>Community Consultation</u> <ul style="list-style-type: none"> Discussed options for community survey. Agreed to combine surveys 2a and 2b together – making around 8 questions- and sending out start of term3. 	RS to combine questions into 1 survey for newsletter and

		<ul style="list-style-type: none"> Agreed that the larger term 4 survey be issued mid-term 3 to allow information to be gathered for new Board strategic plan formulation 	email out week 1 of term3.
		OTHER BUSINESS	
11	ASC Review	<ul style="list-style-type: none"> Survey undertaken and had 17 responses- summary of provided and discussed. Finance Committee has reviewed. Noted that as at end of May income expected to be down around \$60K but with staffing and cost savings would be around \$30K less overall. Barriers to current use mainly cost and session length. Suggestions around changing programme for session times and charges discussed- reducing to \$12 an hour and charging in half hour sessions. Timely with new supervisor starting. Suggestions also to rename. Agreed to trial for terms 3 and 4 to see if makes sufficient change to ASC use. Risk is not sufficient increase in revenue so will need to look consider other options (e.g. more facility use) <p><i>Motion: The Board approve the changes suggested in the ASC Survey Review</i> <i>Moved MB seconded AJ Carried</i></p>	
12	Grant Applications	<ul style="list-style-type: none"> TG Macarthy Trust- application for library furniture submitted. No reply expected until end of November Will apply for a grant through Canon -up to \$2.5K cash and copier services. 	
	Parent request for offsite learning	<ul style="list-style-type: none"> Parent has approached school and asked for extension of approval to classify attendance at dance classes during school time as justified. At the Board meeting of 18 February 2025 agreed to allow this for term 1 only with any extension to be determined separately Noted that not all available classes were attended by the student Board noted that while there is appreciation for this learning the Board opens itself for liability as it remains responsible for the child. Board discussed and agreed that it would not continue to approve this as a justified absence. 	CR to advise parent that from term 2 this offsite learning will not be considered a justified absence
13	Board Elections	<ul style="list-style-type: none"> Timeline paper reviewed. 6 August nominations close If 5 or fewer Board nominations, they will be deemed the new Board and will take over on 13 August. If 6 or more nominations it will go to an election on 10 September with new Board taking over 17 September Noted that 5 August will possibly be last meeting of existing Board but if there will be an election a further meeting on 2 September will be needed. A further meeting as a handover procedure would also be necessary. 	
14	Next meeting	<ul style="list-style-type: none"> Board 5 August Policy 18 July (TBC) Property 25 July (TBC) Finance 1 August 	
Meeting closed at		9:00pm	

August 5

SUGGESTED Board dates and committees for 2025- subject to confirmation by new Board

Term	BOT Dates	Finance Committee (1 week before Board)	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
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				


5/8/25