

Papakōwhai School Board
Minutes of the Meeting 20 May at 7.00pm
Held in the school staffroom

Present	Rodney Strong – RS (Presiding Member) Mark Smith – MS (Principal) Lance Mann -LM Vanessa Belchamber – VB Marc Byres – MB AJ Wilson – AJ Heather Turner – HT (minutes secretary) Two visitors: Michelle Kirrane Junior Sasagi
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Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		ADMINISTRATION	
2	Apologies	Yojana Glass – YG Chris Robinson – CR	
3	Previous Minutes	The Minutes of the Meeting of 25 March 2025 were reviewed. Action Updates: <ul style="list-style-type: none"> Investigation into library shelving needs/cost-attended workshop at National Library. Their recommendation is to continue to use existing shelving and concentrate on adding appealing furniture and seating. Feedback from children is that they want seating in the library. Hall hirers insurance and whether it covers other areas: Awaiting reply Funding from Home and School- MS and RS attended AGM and discussed a list of potential items that could be funded. They have agreed to fund items on the list. Refer to Home and School Meeting Minutes 31 March 2025 for funding agreed to. <i>Minutes confirmed – moved LM, seconded VB– carried</i>	MS: Update Home & Sch on library needs C/F HT – check whether hall hirers insurance would cover staffroom or classrooms
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 491 Number is a little lower than expected. Noted that several families are moving to Australia and other places within NZ Class sizes are going well. Expect to open new class for Rata 5 now in term 4 Expect end of year roll to be 515- around 20 less than 2024 Could be change to the Operations grant due to number being less <u>Out of Zone</u> <ul style="list-style-type: none"> <u>On track</u> 	

		<ul style="list-style-type: none"> • Will be some differences for year 7 and 8 reporting due to new curriculum not yet provided • Biggest change is a move from reporting at levels to reporting on year learning outcomes • There will be no middle of the year judgements provided • Teachers have received new reporting well-had worked through expected requirements as a school prior to MOE information being received • A parent information evening is being held on Monday 9 June- will provide information on new reporting and parent portal etc <p><u>Attendance Report term 1 2025</u></p> <ul style="list-style-type: none"> • Referred to MOE generated Attendance report • Papakōwhai is at 80% of students attend regularly – compared to 74% in 2024 • No concerns • We continue to work in line with the MOE's priority on attendance <p><u>Attendance Strategy Report Term 2 2025</u></p> <ul style="list-style-type: none"> • MOE's Stepped Attendance Response (STAR) paper discussed- including CR's notes on action taken • Provides the framework to which we will be working • Management is comfortable with the approach. We know our community and we are working with them. • This stepped approach has been in school newsletter and will be repeated as necessary 	
6	Property Update	<p>MS presented a report updating on property matters</p> <p><u>Drainage</u></p> <ul style="list-style-type: none"> • Initial project was to fix issues of water pooling around Rata 2 and 3 and all year wetness around the library. Had 5YA funding of \$70K. • Drainage modelling completed. Referred to report on Preliminary Estimate of Cost. Estimated cost for works is \$880K. • Have met with MOE on costs and submission will be made to determine whether priority funding will be provided. We not wanting this sum to be held against us for further 5YA projects in future as it is not our main priority • In meantime no progress on initial concerns <p><u>Lighting and Cameras</u></p> <ul style="list-style-type: none"> • Home and School are supporting us with this and have submitted a grant application • This is a budgeted item <p><u>Painting</u></p> <ul style="list-style-type: none"> • Minor painting works, particularly of metal poles, has been completed within budget <p><u>Weather Tightness work</u></p> <ul style="list-style-type: none"> • Hall work completed- with few issues <ul style="list-style-type: none"> -Main power cable blew -Fibre cable severed- MOE covering costs -Gas heater no longer working as motherboard blew with power surge. Committed to \$2K for new motherboard-MOE may cover costs. Note: Did explore heat pump option but \$30K • Two prefabs on courts completed 	

		<ul style="list-style-type: none"> ● Memorandum of understanding has been considered and agreed to but will need signing 	RS to work with H&S to get MOU signed
10	Policies	<ul style="list-style-type: none"> ● The EOTC Policies were reviewed by the Policy Committee ● Noted that due to the risks involved these policies are reviewed annually ● No changes made ● Note that ERO reviewed 2024 policy- no issues. ● There have been no legislative changes since 2024 policy approved 	
		STRATEGIC	
11	Strategic planning	<ul style="list-style-type: none"> ● Noted that current strategic plan expires at end of this year ● A new 2026-2028 plan to be developed. Noted that will be tricky with the Board elections mid-year ● Areas of focus need to be determined and agreed upon by new Board and they then develop plan ● Agreed that current Board to start gathering information through community consultation to assist in identifying areas of focus. Discussed having external facilitator – overall view is do in house ● At next Board meeting will discuss process to gather the information considered needed ● Short surveys- have done this previously and got good results. <ul style="list-style-type: none"> - Are planning one specifically about ASC - May also do one of the new reporting-questions to be developed next meeting for survey early term 3 	RS: Add community consultation to agenda
		OTHER BUSINESS	
12	Grant Applications	<ul style="list-style-type: none"> ● Trust House Foundation – grant for Kapa Haka and Pacifica music being used currently ● Hutt Mana Foundation - \$2600 received for fencing and work completed over holidays. Accountability report completed ● NZCT-\$10K for swimming and gym- Accountability report completed ● TG Macarthy Trust- applications close on 13 June and would be notified at the end November. Three categories of grant. Consider we could qualify for category 1 \$5K-\$10K. Will apply for library redevelopment to supplement other funds <p><i>Motion: That a request be made to the TG Macarthy Trust for funding of \$10000 for the costs of library furniture, fittings and equipment</i></p> <p><i>Moved LM, Seconded VB carried</i></p>	
13	Board Elections	<ul style="list-style-type: none"> ● Timeline for elections reviewed ● First task to elect a returning officer. Alison Flint has indicated her willingness to be a returning officer. Board agreed to re-appoint Mrs Flint to that position ● Expect that if 5 or less nominees that new Board take over by 13 August – so the last meeting of the current Board would be August 5th. ● If an election was required, the current Board would continue and a new Board would take over 17 September. 	MS to appoint Alison Flint as returning officer
14	Suspension meeting feedback	<ul style="list-style-type: none"> ● Visitors left the meeting ● Moved into Committee at 8.33pm ● Moved out of Committee at 8.57pm 	

				Review Attendance Policies	
4	25 November week 8	21 November (October accounts (if any) and Budget meeting	14 November	Not required	TBC
4	2 December week 9				