

MINUTES OF THE PILLANS POINT SCHOOL BOARD OF TRUSTEES MEETING HELD ON WEDNESDAY 19 MARCH 2014

PRESENT: Vanessa Hamm, Jason Benton, Matt Simeon, Theresa Rosborough, Carol Spooner (Minutes Secretary), Mel Katu, Craig Wilson, Michael Attwood, Brian Dillon, Blair Myles

1. Open Meeting, welcome. Time: 5.30pm	Led By
<p>Craig welcomed everybody to the meeting. Apologies: Cherie Horne</p> <p><i>Resolved: that the Minutes of the Meeting held 19 February be confirmed as a true and correct record subject to amendments ... "Correspondence"</i>Two additional items added to correspondence: 1)Tectum PM Fee Offer for MLE Project, 2) C.Wilson/W.Gribble Correspondence re Principal Appraisal</p> <p><i>"Property"</i>.....3 quotes. Discussion around consideration and benefits of retaining Tectum for continuity in place of potentially tendered cheaper alternate PM. Jason suggested researching market rates to establish whether Tectum's offer is competitive.</p> <p><i>Benton/Simeon</i></p> <p>Delegation of Authority Vanessa has written a Delegation of Authority Schedule in accordance with minutes of 19 February 2014. Discussion had and appropriate amendments made.</p> <p>Correspondence Jason spoke to the correspondence. email from parent added Outward Correspondence : Letter sent to Otumoetai School re zoning.</p> <p><i>Resolved: that the Inwards Correspondence for March 2014 is received and the Outward Correspondence is approved.</i></p> <p><i>Benton / Katu carried</i></p>	

Financial Report

Blair spoke to his report.

Salaries and wages removed from YTD budget. Budget reset from 1 January to reflect actual budget. Cashflows for Jan and Feb have been adjusted.

Resolved: that payments for February of \$73,107.18 be accepted

Simeon/Wilson carried

Resolved: that the Financial Report be accepted

Wilson/Simeon carried

Members Reports

Mel advised Board that the first Whanau meeting is scheduled for 16 April.

PTA

Craig reported from PTA meeting.

Discussion in PTA about re branding image to become friendlier and more welcoming. Lots of ideas. Have a goal to raise \$30000 for this year.

2. Discussion Points

4. Principals Report

Matt spoke to his report

School Roll continues to increase

Favourable response from school community towards school camp.

Positive feedback from parent interviews.

Larger number of ESOL students - 8 on school roll now.

Tuition given to ESOL students alongside International Students .

Hours of work increased for Lee Simeon and Tracey Prentice to cover workload.

TECT Grant approved today.

Principal Appraisal

Matt has joined a Professional Learning Group in Wellington. Involves 3 meetings over 24 month appraisal timeframe.

Craig spoke to Board to outline appraisal process.

Principal Appraiser - Tony Burkin.
 Matt and Craig have met with Tony. A formative appraisal is to be carried out over a 2 year period.
 Career Pathway(Developing Principalship) for Matt to meet all standards.
 Job description to be reset by the board.

Resolved: that the Board accept Trudy's resignation to enable her to further her career
Simeon/Benton carried

Matt has made the decision to appoint the new applicant in the KLC in a permanent position.
 Vanessa to be on appointments committee as board representative.

Property

Classroom build. On hold at this stage. Further considerations for Property Manager.
 Matt gave an insight of proceedings to date and the possibility of looking at other schools in regards to architecture.
 Board agree in principle to a group looking at other school set ups.
 Pool upgrade – Funding applications in process of being completed.
 Fitness Trail planning well underway - 5 April. A number of local businesses have offered support and materials and local school community involved.

Brian spoke about board training sessions and their value to board members. Do board make a commitment to attend Board PD?
 Discussion had on the best ways of doing this.
 To be made an agenda item then presented when possible.

Matt discussed with the board whether they required discussion on enrolment issue be made in- committee.
 Discussion had and agreed on in-committee for further discussion.

Craig moved that the board go into committee to discuss a personnel and enrolment issue at 7.58pm
 Matt requested that Theresa remain for in-committee discussion.

Simeon/Wilson carried

Board came out of committee at 9.33pm

6. Close of Meeting Points 1. Chairperson closing remarks 2. Action Points 3. Preparation for next meeting 4. Close 9.33pm 5. Next Meeting - Wednesday 21 May 2014 Chairperson: Date:	

