

MINUTES OF THE PILLANS POINT SCHOOL BOARD OF TRUSTEES MEETING HELD ON WEDNESDAY 25 FEBRUARY 2015

PRESENT: Jason Benton, Matt Simeon, Theresa Rosborough, Carol Spooner (Minutes Secretary), Michael Attwood (arrived 5.40pm), Paul Read, Vanessa Hamm, Blair Myles, Paul Stott

Apologies: Cherie Horne

Open Meeting, welcome. Time: 5.40pm

Election of Chairperson

Meeting handed to Deputy Principal Theresa Rosborough who called for nominations for the Board chair.

Vanessa Hamm nominated Michael Attwood. Michael accepted nomination.

Hamm/Katu Carried

Matt confirmed appointment of Paul Stott to the Board of Trustees. Paul introduced himself to the meeting.

Michael moved that Paul be appointed to the vacant position on the board.

Attwood/Simeon Carried

Board Portfolios

All portfolios to remain as is except for Mel who will pick up policy documents portfolio and Jason who will pass Secretary/Communication portfolio to Paul.

Attwood/Benton Carried

Delegation of Authority 2015

Resolved: that the Board directs that, except where the Board, at its discretion, otherwise determines, the Deputy Principal shall, in the absence of the Principal from duty and for the full period or periods of such absence, perform all the duties and powers of the Principal.

Attwood/Hamm Carried

Resolved: that the Board directs that, except where the Board, at its discretion, otherwise determines, Senior Teachers who have been



approved by the board and minuted in a board meeting prior to the Senior Management Teams absence shall, in the absence of all of the Principal, Deputy Principal, from duty and for the full period or periods of such absence, perform all the duties and powers of the Principal.
Attwood/Hamm Carried

Matt moved that Theresa Rosborough as Deputy Principal be given speaking rights at board meetings.

Matt/Mel Carried

Resolved: that the Minutes of the Meeting held 3 December be confirmed as a true and correct record.

Attwood/Read Carried

Correspondence:

Jason spoke to correspondence

Resolved: that the Inwards Correspondence for February 2015 is received and the Outward Correspondence is accepted.

Attwood/Simeon Carried

Financial Report:

Blair spoke to the finances

New cashflow format from Moneyworks accounting system for future meetings.

Expenditure for new build standing at \$76000 so far.

Resolved: that the cheques for December of \$93961.71 be accepted

Simeon/Myles Carried

Resolved: that the December financials be approved

Attwood/ Simeon Carried

Discussion had about the possibility of parent group attending board meeting with ? opinion of toilets available to children in temporary classroom block.

Decision made that they be given the opportunity to voice any concerns.

Matt sort guidance from Wayne Gribble on parent/public presence at board meetings.

Update website with procedures for attendance at board meetings.

Principals Report

Matt spoke to his report

Informed board of school numbers and class sizes - not ideal - particularly in yrs 5/6.

Matt reported to the board the options available to relieve pressures of over full classrooms as per his report. Having flexibility and support a must.

Example given of process to do writing testing - many more hours for senior staff compared to junior staff requirements.

Matt suggests communication with school community around building, toilets, class sizes and other relevant issues.

OR particular communication to yr 5/6 parents to explain situation of high numbered classrooms. Discussion had and considered that waiting for approaches from parents may be the better alternative rather than firing the situation by enlightening all parents.

Decision made that a whole school general communication letter to go out from the board.

Matt spoke briefly on his other report matters and will cover remaining items in detail as below:

Charter

Matt spoke of basis of charter document, origins of headings and gave an insight on content of document - aims and targets 2015 - 2017.

Matt to diary survey to parents for board meeting beginning of term 2 in preparation for strategic planning for 2016.

Matt moved that the 2015 -2017 Charter be adopted by the board.

Simeon/Hamm **Carried**

Principals Appraisal

Michael reported to board of his discussion with appraiser Tony Burkin.

Discussion had on process of distribution of appraisers report ie full report or executive summary only to full board as opposed to chairperson only receiving full report.

Matt to investigate practice of other schools.

Michael moved that the board go into committee to discuss a sensitive commercial property issue at 8.22pm.

Attwood/Simeon

Board came out of committee 9.40pm

Meeting closed 9.45pm



Close of Meeting Points
Chairperson closing remarks

Action Points
Preparation for next meeting
Close 9.45 pm
Next Meeting - 25 March 2015

Chairperson:

Date:

