

MINUTES OF THE PILLANS POINT SCHOOL BOARD OF TRUSTEES MEETING HELD ON WEDNESDAY 23 MARCH 2016

**Present: Michael Attwood (arrived 5.50pm), Jason Benton, (left 6.55pm)
Cherie Horne, Matt Simeon, Carol Spooner (Minutes Secretary), Theresa
Rosborough, Paul Stott, Blair Myles**

Matt welcomed Peter Whale and Jess Holtom - visitors to the board meeting.

Vanessa took the chair in Michael's absence

Open Meeting, Welcome 5.30pm

Conflicts of Interest

Matt Simeon and Lee Simeon - staff a Pillans Point School

Paul Stott (board member) - Mike Stott (brother) Lysaght Consultants

Apologies: Nil

Resolved: that the Minutes of the Meeting held 22 February 2016 be confirmed as a true and correct record

Stott/Benton

Carried

Correspondence:

Paul Stott spoke to the correspondence.

BOT Elections

Health and Safety

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

Stott/Myles

Carried

Staff Rep Report:

Nil

Actions from last meeting - all points have been actioned.

Principals Report

Matt spoke to Principals Report

Slight increase in roll by 2 students - New admissions and withdrawals.



Frustration at not having a school hall to hold full school assemblies/activities.

A pleasing number of parents attended school parent interviews.
2016 School Charter - Matt took the board through the document briefly explaining each section

Matt moved to adopt the terms of the 2016 Charter

Resolved: that the board adopt the terms of the 2016 Charter document.

Simeon/Hamm

Carried

Health and Safety

Evacuation Procedures have been reviewed and updated with a new assembly point for the whole school for fire, bomb threats. Drills for all scenarios to be carried out over the next term.

Phone system has been updated to cover all eventualities.

Education Review Officers will be in the school week 2 term 3.

The board will be required to meet with the ERO team.

Some discussion had around requirements and preparation for ERO visit.

Employment vacancies have been filled. Kelly Lindsay has been appointed to the roll growth position in KLC and Megan Hoskin appointed to the yr 4 maternity leave position.

Appraisals

Matt and Theresa currently doing staff appraisals. Focusing on "at risk" students in particular (above and below).

Follow up meetings with all staff to begin next week.

Finance

Blair spoke to the Finance document and briefly interpreted it to the board

Building transactions itemised with bank reconciliations shown.

Discussion had around reimbursement payments and the process that occurs.

Cashflow - playground reserves moved into forecast to offset playground expense.

Blair moved that payments for February 2016 be approved.

Resolved: that the cheques for February \$213,931.46 be accepted.

Myles /Horne

Carried

Capital Works Project Payment

Blair moved that payments for February 2016 be approved.

Resolved: that cheques for February \$11,924.33 be accepted

Myles/ Horne

Carried

Property

Archeological work has a proposed 25 day delay. Could be longer depending on findings.

Matt, Jason, Michael met with Ministry representatives to discuss building.

Outcome - an 8 room space (the original project) will be funded entirely by the Ministry then a further 4 or 6 room space to be built at a later date (stage 2).

Visit today from Ministry rep Suze Stowger who has advised that a master plan be put together. This will include further classroom space, admin area, release and storage spaces.

Lengthy discussion had.

The Hub is to be outfitted as a new entrant area to accommodate numbers. Will be shared with Hometime. Matt is proposing a small shed to side of uniform room for Hometime storage area. The school will obtain a container as an additional storage area.

Resolved: that the board agree to these temporary arrangements

Read/Attwood

Carried

Health and Safety

New legislation document released. Comes into effect from **April 4th**

Matt is to check that School Docs comply with this legislation.

Discussion had regarding new legislation.

BOT Elections

The board discussed the number of elected members required. The norm is to have 5 elected members.

The Board agree to stay with the current 6 elected members.

Discussion had around the holding of mid term elections in future years.

This is a consideration for PPS.

Matt to book Wayne Gribble for a meeting with the new board to speak on board governance practices.



Chinese Visitors

A very successful visit in terms of what the group received and gave back to the school.

A Memorandum of Understanding has been signed with the Chinese school and Matt will make a return visit to their school as part of his Korean Fair trip later this year.

Matt is currently quoting for another two short stay groups interested in visiting Pillans Point School during 2016.

International Marketing

The Korean fair has been brought forward to 3 - 4 September.

Matt has proposed that his airfare be upgraded to premium economy. Board agree to Matt's airfare being upgraded.

Community of Learning

An East Cluster has been established with fortnightly meetings to establish achievement challenges. The cluster has expressed an interest but not committing until expectations become clearer. Discussion had.

Meeting closed 8.43pm

Close of Meeting Points

Chairperson closing remarks

Action Points

Preparation for next meeting

Close pm

Next Meeting - 25 May

Chairperson:

Date:



