

MINUTES OF THE PILLANS POINT SCHOOL BOARD OF TRUSTEES MEETING HELD ON WEDNESDAY 25 MAY 2016

Present: Michael Attwood, Cherie Horne, Matt Simeon, Paul Stott, Blair Myles, Carol Spooner (Minutes Secretary), Theresa Rosborough, Vanessa Hamm, Paul Read, Blair Myles (arrived 5.35pm), Jason Benton (arrived 5.45pm),
Visitors: Christine Shearer, Scott Hamilton, Simon Potter, Jess Holtom, Luke Stewart,

Open Meeting, Welcome 5.30pm
Michael welcomed all visitors to the meeting.

Conflicts of Interest

Matt Simeon and Lee Simeon - staff at Pillans Point School
Paul Stott (board member) - Mike Stott (brother) Lysaght Consultants

Apologies: Nil

Resolved: that the Minutes of the Meeting 23 March 2016 be confirmed as a true and correct record
Attwood/Stott Carried

Correspondence:

Paul Stott spoke to the correspondence.
NZSTA AGM 16 July - no one attending from Pillans Point

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

Attwood/Hamm Carried

Staff Rep Report:

Nil

All actions from last month have been signed off



Achievement Reports Writing and Maths

Matt spoke to the reports

AsTTLE Maths starts at Yr 3 with most students being at level 1.

Yr 4 students tracking slightly above norm as are yrs 5 and 6.

Always looking for improvement.

Writing - best described as being like artwork - individual interpretations on each piece of work.

Yr 1 beginners, yrs 2, 3, 4, 5 slightly above norm. Year 6 not quite up to anticipated standard overall. Some individuals are doing extremely well.

All children's test results, including International students, are reflected in these results.

Principals Report

Matt spoke to his report

Roll projection by end of year 534. Could possibly climb to 550.

Parent Interviews

June 30 starting at 9am and continuing to 6pm.

Kapa Haka

Two senior students from Te Whare Kura o Mauao come in each Friday to teach kapa haka junior and senior groups.

Teacher Only Day 7 June. Mark Osborne running this one day conference for Pillans, Mount Primary and Welcome Bay.

ERO - Dates for 3rd term visit yet to be confirmed.

Roll growth teacher to start beginning of term 3.

Fiona returning from long service leave 8 June.

Megan will transfer to Toni's room 9 while Toni is on maternity leave.

Christine (cleaner) is resigning and Eileen looking at retirement in near future. Matt would like board to consider cleaning contractors and caretaker to do other tasks.

Some discussion had and the board agree to Matt putting cleaning contract out to tender.



Finances

Blair spoke to the Finance document and briefly interpreted the report to the board.

Some discussion on historical finance practices shared with potential new board members.

No payments approved at this meeting. Please see attachment.

Audit Report received. A surplus of \$130,000. Matt and new finance member will meet with auditor at a later stage when accounts are finalised.

Property

Archeologist half way through dig. Nothing major warranting further investigation at this stage. Apparent evidence of kumara pits, ovens, shellfish, gardens etc

Archeologists should be finished in approx 4 weeks.

Construction to start 28/6. Tenders close 1/6. Handover to school 12/12.

2 more new entrant groups starting so hub being refurbished to accommodate new groups - wall panelling, carpet, heat pumps. All refurbishing costs MoE funded.

Matt gave background of new build from when planning started over 2 years ago. Has gone from a 5 to 7 to 8 room build. A further 4 classrooms to be added at a later stage. Architect from Auckland employed by Ministry to design a master plan for Pillans Point School re future growth.

Playground

Matt's desire is to have new proposed junior playground completed and opening at the same time as the new classroom block. Cost \$50000. To be built in front of new building.

Board agree planning to go ahead for new junior playground.

Health and Safety

Matt has reviewed H & S document. Added to google sites in a format that is easy to follow and understand.

Board given an insight into H & S requirements.

Discussion had.



A number of forms on website which enhance safety within the school i.e EOTC form to be completed by teacher when taking groups of children off site.

Lockdown practice completed. A lot to work on and another practice to be held soon.

Schools emergency details have been updated with the Police.

Principals PLD in Christchurch. Matt attending week 3 Term 3.

BOT Elections

7 nominations

Wayne Gribble to conduct a board training on 16th June 5.30 - 7.30pm.

3 new international students starting terms 3 and 4.

International Marketing Fair in Korea with a 3 day fair in China 29 Aug - 7 Sept. Matt attending.

Matt discussed with the board how the international student department works within the school and Lee's role as International student manager.

Lee spent a week in Wellington with SIEBA rewriting The Code of Pastoral Care for International Students.

A second short stay Chinese group arriving 25 July to 29 July (34 children). Cost \$9650 Profit \$14150.

Community of Learning - Ongoing meetings to formalise COL.

Action Points; Follow up on master plan

ERO

Health and Safety

Michael thanked current board for their help and support over the last term.



Meeting closed 8.55pm

Close of Meeting Points
Chairperson closing remarks
Action Points
Preparation for next meeting
Close pm
Next Meeting - 22 June 2016

Chairperson:

Date:



Matt moved that payments for March 2016 be approved.

Resolved that the cheques for March \$118,063.71 be accepted.

Simeon/Horne Carried

Resolved that the cheques for April \$73,214.38 be accepted.

Simeon/Horne

Capital Works Project Payment

Matt moved that payments for March 2016 be approved.

Resolved that cheques for March \$19,902.62 be accepted.

Simeon/Horne Carried

Resolved that cheques for April \$12,521.62 be accepted.

Simeon/Horne



Ako Hāpene