

## MINUTES OF THE PILLANS POINT SCHOOL BOARD OF TRUSTEES MEETING HELD ON WEDNESDAY 22 JUNE 2016

**Present: Michael Attwood, Jason Benton, Matt Simeon, Carol Spooner (Minutes Secretary), Theresa Rosborough, Paul Stott, Christine Shearer, Scott Hamilton, Luke Stewart, Jess Holtom, Simon Potter**

Open Meeting, Welcome 5.30pm

Theresa took the chair and called for nominations for Chairperson of new board.

Paul Stott nominated Michael Attwood seconded by Scott Hamilton  
All in favour

**Michael Attwood duly** elected as chairperson for new board

Conflicts of Interest

Matt Simeon and Lee Simeon - staff at Pillans Point School

Apologies: Nil

Portfolios

Some discussion

Michael moved that Paul Stott take on finance portfolio

Attwood/Hamilton          Carried

Michael moved that Scott Hamilton take on property portfolio

Attwood/Stott                  Carried

Michael moved Simon take on International Student portfolio

Attwood/Hamilton          Carried

Michael moved that Luke Stewart take on H&S and Personnel

Attwood/Hamilton          Carried

Michael moved that Jess Holtom take on the role of board secretary.

Attwood/Hamilton          Carried

Co options

Jason Benton has volunteered to be co opted for the duration of the new build for his knowledge and expertise going forward.

Attwood/Stott

Carried



Ako Hōpara

Reasons for co-option can be gender balance, skill set.  
Discussion had around bringing unsuccessful candidate on to board.  
Decision made not to do this as skills necessary are already catered for.

BOT Code of Conduct

Best practice for code to be in place.

Scott brought up the inclusion of Health and Safety in the code of conduct which is to be added.

Michael moved that the Code of Conduct be adopted.

**Resolved: that the Board adopt the Code of Conduct**

**Attwood/Simeon**

**Resolved: that the Minutes of the Meeting 25 May 2016 be confirmed as a true and correct record**

**Attwood/Stott**

**Carried**

All actions from last month have been signed off

### **Correspondence:**

Paul Stott spoke to the correspondence.

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

**Simeon/Benton**

**Carried**

### **Finances**

Matt, Paul and Jude met on Monday to discuss finances.

Paul spoke to finance and informed board of their discussion and how reports can be presented to better reflect schools financial position on a year by year basis.

Some discussion had around reserve funds held by the board. Currently \$130000.

Reserve figure to be set once Paul has become more familiar with his finance portfolio

Paul moved that payments for May 2016 be approved.

**Resolved that the cheques for May \$99,237.53 be accepted.**

**Attwood/Simeon**

**Carried**

## Capital Works Project Payment

**Resolved that cheques for May \$7,295.75 be accepted  
Attwood/Simeon Carried**

A positive Auditors Report received.

## Policy and Assurance Measures

All actioned and taken as read unless particular discussion is required on any given point.

## Student Achievement Report - Reading

Theresa spoke to this report starting by indicating to the board the resources used to test children for running records (Probe, AsTTLE)

Results collated showing strengths and weaknesses.

Graphs within the report explained to the board

Reading results are very pleasing particularly at year 4 level in roll growth

Discussion had

## Principals Report

ERO - (1 - 5 August) Have a new evaluation process.

Their focus for this visit is Maori student achievement.

Matt showed to the board the reports he has created showing all aspects of Maori student learning.

Matt gave some insight as to what the board can expect from their ERO meeting.

Matt to meet with reviewer Thursday 23 June.

## Appointments

Interviews held last Friday 17 June.

Two staff members appointed. Renee Hogg to start beginning term 3 in a roll growth position in KLC and Laura Whitaker will start in roll growth position at beginning of term 4 in KLC. Both fixed term positions.

## Property

Archeologists have completed their work. Will be called back for the digging of a services trench.

New building - tender analysis presented tomorrow 23 June. Review and recommendation made for presentation to Ministry.

Playground contract to run alongside new build.

### New Board Orientation

An opportunity for the board to meet staff, have morning tea and have a walk around school.

Jason brought up Health and Safety electrical tagging. All completed.

Matt requested that Theresa, as a non board member, be given speaking rights at meetings as and when required and to also attend the in-committee part of the meeting as requested.

Michael moved that the board go into committee at 7.30pm to discuss  
Property  
Cleaning Contract  
Child Concern  
Principal Appraisal

Meeting closed 8.55pm

### **Close of Meeting Points**

**Chairperson closing remarks**

**Action Points**

**Preparation for next meeting**

**Close pm**

**Next Meeting - 17 August**

**Chairperson:**

**Date:**



Ako Hōpara



Ako Hōpara