

MINUTES OF THE PILLANS POINT SCHOOL BOARD OF TRUSTEES MEETING HELD ON WEDNESDAY 2 NOVEMBER 2016

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

Meeting start time 5.30pm

The board had a site tour of the new classroom block.

Apologies: Paul Stott

Conflicts of Interest

Matt Simeon and Lee Simeon - staff at Pillans Point School

Mike Stott and Paul Stott - Mike an employee of Lysaght involved in new build.

Christine Shearer - staff board rep Mike Winstanley Estimator for Watts and Hughes

Scott Hamilton whose company board chair is on NZCT board.

Michael Attwood - Brian Jones Burley Attwood lawyer acting for the school for the Hometime lease agreement.

Resolved: that the Minutes of the Meeting 14 September 2016 be confirmed as a true and correct record

Attwood / Shearer

Carried

Michael has voiced some concerns around the school homework policy and would like further discussion scheduled for next board meeting.

Matt concerned about lack of response from contractors to commence further work i.e playground relocation and carpark. Matt will continue to follow up.

Correspondence:

Jess Holtom spoke to the correspondence.

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

Holtom / Attwood

Carried



Finances

In Paul's absence Matt spoke to finances.

Paul met with Matt and Jude to review finances.

A large GST account - associated with new build.

Paul has confirmed financial details with Michael.

Michael moved that payments for September 2016 be approved.

Resolved that the cheques for \$188,062.84 for September be accepted.

Attwood / Holtom

Carried

Property

Resolved that cheques for \$154,528.40 for September be accepted

Attwood / Holtom

Carried

Principals Report

Roll growth for 2017 down on 2016. Fewer new entrants that we are aware of at this stage.

End of year assemblies to be held at the City Church again this year.

Children will travel by bus.

Strategic Planning held over 3 days - school systems / procedures / strategic directions and curriculum implementation reviewed for 2017.

Boys Class applications close on Friday 4 November. 16 received as of today.

Assessment Review almost completed for implementation in 2017.

Staff Appointments

Simon spoke of appointments meetings and decisions that were made.

Lee Vaughan and Andrea Hunt both internal appointments to permanent positions.

Sarah Stock and Hayley Skilton join the staff as new appointments for 2017.

Lee Vaughan, Megan Hoskin and Kyle Barnard moving to Yr 5/6 in 2017.

Rochelle Francis has resigned to move to Twizel.



Luke has drafted a Reduced Work Weeks / Lifestyle Position Guideline to clarify the position within the school.

Lifestyle position allocated to only 2 teachers at any given time.

Personal situation and management judgement to be considered on each application.

Board had discussion around adoption of these guidelines and how they will work.

Subject to some alterations which Luke will finalise.

Budget

Draft budget \$27000 surplus.

Furniture budget for new building \$82500.

New furniture for the additional yr 5/6 class in 2017 included in this budget.

Insurance Review has been carried out with Crombie Lockwood.

Wireless SNUP - MoE are providing wireless upgrades with a 20% cost of total project to the school (\$5 - \$7K).

Money available in ICT depreciation.

Roof shout - Matt will organise.

New junior playground is well on the way to completion.

Charity Grants in process. Should have some feedback by mid November.

COL Launch happened last Tuesday with staff from all contributing schools attending.

Staff roles - Within School Teacher roles (2 positions in PPS)- with a focus on oral language. The position comes with release of 2 hours per week.

Across School Teachers get 0.4 release. Also with a focus on oral language. Thursday is the designated day for these release positions so there is some norm maintained within the classroom.

Hometime Lease Agreement

Some discussion had around lease pricing.

The school must apply to the Ministry to have a third party occupancy lease agreement

Resolved: that the board apply to the Ministry for a Third Party

Occupancy Agreement

Simeon / Hamilton

Carried

Board Dinner

Friday 18 November 7.30pm at Grange.

ERO Response

Compiled by Matt and Michael.

Discussion had.

The Board agree to include this response in Outward Correspondence for next board meeting 7 December.

Out of Zone Enrolments for 2017

Matt explained the priority procedure to the board.

Currently have 34 out of zone children.

Resolved: that the board set the enrolment zone for 2017 at the Second Priority - 'Second Priority must be given to any applicant who is the sibling of a current student of the school'.

Simeon/Stewart

Carried

The Board, excluding Matt, went into Committee at 8.50pm to discuss International Student Management

Theresa remained in the meeting.

The Board came out of Committee at 9.10pm

Meeting closed 9,10pm

Close of Meeting Points
Chairperson closing remarks
Action Points
Preparation for next meeting
Close pm
Next Meeting - 7 December

Chairperson:

Date:



Ako Hāpapa