

MINUTES OF THE PILLANS POINT SCHOOL BOARD OF TRUSTEES MEETING HELD ON WEDNESDAY 1 MARCH 2017

Present: Michael Attwood, Jason Benton, Matt Simeon, Carol Spooner (Minutes Secretary), Theresa Rosborough, Paul Stott, Christine Shearer, Scott Hamilton, Jess Holtom, Simon Potter, Cherie Horne (arrived 6.37pm)

Meeting start time 5.40pm

Michael welcomed all to the first meeting of 2017.

Election of Chairperson

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

Scott Hamilton nominated Michael Attwood. Michael accepted the nomination

Hamilton/Simeon Carried

Apologies: Luke Stewart

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

Michael Attwood - Brian Jones Burley Attwood lawyer acting for the school in the Hometime Lease Agreement.

Matters Arising

Board Portfolios

It is agreed that all Portfolios will rollover to 2017.

Michael moved that portfolios be adopted from 2016

Attwood / Simeon Carried

Jason Benton has resigned from the board as at the end of this meeting. Scott will continue with the building portfolio.

The board agree that another member will not be co-opted as the skill set within the board is adequate to maintain and continue as previously.

Matt moved that the Deputy Principal and Acting Deputy Principal be granted speaking rights at board meetings.

Simeon/Hamilton Carried



Ako Hōpara

Delegation of Responsibilities

Discussion had (b) to be corrected to read.... commitment of "non budgeted operating" expenditure and (k) to read...."that the board chair speaks for and on behalf of the board on governance matters". Michael moved that the Delegations be accepted subject to the noted alterations.

Attwood/Hamilton. Carried

Resolved: that the Minutes of the Meeting 6 December 2016 be confirmed as a true and correct record

Attwood/Potter Carried

'Action Schedule' to be included in minutes for all completed actions.

Correspondence:

Jess Holtom spoke to the correspondence.

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

Support Staff stop work meetings scheduled for March

Attwood/Hamilton Carried

Finances

Paul spoke to finances.

Surplus to date \$110,000.00

Paul moved that payments for December 2016 be approved.

Resolved that the cheques for \$118,039.29 for December be accepted.

Stott/Hamilton Carried

Property

Resolved that cheques for \$320,230.07 for December be accepted

Stott/Hamilton

Paul moved that payments for January 2017 be approved.

Resolved that the cheques for \$65,162.58 for January be accepted.

Stott/Hamilton Carried

Property

Resolved that cheques for \$257,379.46 for January be accepted

Stott/Hamilton



Budget for International Students

Paul talked to the budget which he had requested to give the board an idea of where the International department is tracking financially. Profits showing a decline.

Discussion had.

The board agree that the situation around international marketing be evaluated closer to the time.

Policy and Assurance Measures as read.

Reports

International Student report as read.

Principal Report

Matt spoke to his report

Charter - Matt has prepared the 2017 - 2019 document due to the MoE by 1 March. It is a summation of reviews conducted last year and looks to where we are heading as a school.

Discussion had around literacy interventions which have been adopted to aid at risk children.

Matt moved that the 2017 – 2019 Charter adopted

Attwood /Potter **Carried**

Property

New build completed and occupied.

Finances to be finalised - an overrun on contingencies of \$33,809.00.

Matt has outlined these.

Jason spoke to the reasoning why this happens and confirmed that it always happens in varying numbers and costings when building.

Discussion had around claiming overrun amounts from the Ministry. The board agree to apportion \$23,000 from equipment to offset the shortfall of building project.

Matt together with Michael's support is to pursue Ministry for any possible shortfall amounts.

Master Planning

A number of high level Ministry members from Wellington have visited school site.

Although some work was started and presented late 2016 the Ministry are now revising those plans.



Ako Hōpara

As part of the master planning process the board is happy for Matt to continue with the master planning brief.

All the schematics for the school have been compiled for the existing site. Those along with the education brief will come together to provide options to provide the school with 28 teaching spaces.

Scott questioned the preservation of green space.

The underlying principal is to get back and maintain green space with as little disruption to teaching and learning

Board went into committee at 8.16pm on the grounds of legal activity and trade secret and unreasonable effect on a commercial activity.

Board came out of committee 8.50pm.

COL – Theresa's secondment to support Learning Support initiatives across 3 COL's, the external appointment of Cherie Horne and two internal COL appointments of Jenny Boyle and Andrea Hunt.

Scott acknowledged Jason's input to the board for his hard work and for the achievements made during his time as a board member.

Meeting closed 8.55pm

Close of Meeting Points
Chairperson closing remarks
Action Points
Preparation for next meeting
Close pm
Next Meeting - 5 April 2017

Chairperson:

