

**MINUTES OF THE PILLANS POINT SCHOOL BOARD OF TRUSTEES MEETING HELD ON MONDAY 26
February 2018**

Present: Scott Hamilton, Luke Stewart, Matt Simeon, Carol Spooner (Minutes Secretary), Paul Stott, Christine Shearer, Cherie Horne, Jess Holtom, Mel McDonald

Meeting start time 6.00pm

Matt welcomed all to the meeting.

Election of Chairperson

Matt called for nominations for the board chair.

Luke Stewart nominated Scott Hamilton. Scott accepted the nomination so was duly elected.

Stewart / Winstanley Carried

Scott gave a brief outline of how meetings will run.

All members gave a brief introduction to the meeting.

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

Simeon / Hamilton Carried

Apologies: Simon Potter

Conflicts of Interest

Matt Simeon and Lee Simeon - staff at Pillans Point School

Resolved: that the Minutes of the Meeting 5 December 2017 be confirmed as a true and correct record

Stott/Holtom Carried

Board portfolios and responsibilities

Finance - Paul Stott

Legal - Luke Stewart

Deputy Chair - Luke Stewart

Correspondence - Mel McDonald

International Students - Simon Potter

HR - Mel McDonald

Property - sub committee of chair, deputy chair and Principal.

Delegation of Responsibilities

Taken as read

Discussion had.

Jess asked a question about format of documentation and signing of.

Paul queried the expenditure of \$2000. Is this okay? Keep monitored.

Scott moved that the Delegations be accepted subject to possible amendments to tidy document.

Hamilton/Simeon Carried

Finance

Paul spoke to the finances.

Paul and Matt have reviewed balance sheet. \$170000 in reserves.

Furniture grant hasn't been used \$34000 in reserves tagged for furniture.

In process of employing a new EO an opportune time to alter a few processes to reflect more visibility. Will be a work in progress with alternative ways of setting up budgets.

Resolved: that the Board accept the 2018 budget.

Stott / Hamilton Carried

Matt gave further information around furniture purchases. Research is completed so purchasing ready to go for Fantail team and room 5.

Some discussion had around the type of furniture to be purchased and how it will be used - varying heights, fitness, movement etc

It was agreed that the purchase of furniture go ahead with cash reserves

Hamilton/ Stewart Carried

Principal Appraisal

Dave Randell appointed as Principals appraiser.

Scott and Luke will meet with Dave.

Property

Matt gave an update from Ministry. Designers working on 6 classroom block and carpark area.

Matt will report further at next board meeting.

Tender for LEad designer to go on GETS before the end of the week, along with other projects in the area.

Zone review

Discussion had and the board agree to keep status quo.

Resolved: that the board retain the status quo.

Hamilton / McDonald Carried

Strategic Aims

Objectives:

Board Succession planning

Etap presentations to board

Highlighting achievement of pupils other than academic

Principal / deputy succession planning

Monitoring of children without National Standards framework

Well being of children across all levels

Robustness and continuity throughout school. Having processes in place to cope with any disaster situation.

Investments ie bucket drumming monitored for continuity

Inclusion of arts and music within school

Administration review

Funding of equipment - objectives for PTA - Tree planting, edible garden, water collection, shading

Wish List from staff

Discussion had around the merits of having pigeonhole schools versus all round schooling with specialised areas - sport, IT , drama, music focuses providing lots of opportunities to all children.

International Students

A meeting of a sub group was held 19/2/2018 to gain background knowledge for the board as to Lee's role as International Student Manager.

Cherie has put forward recommendations and has suggested Lee be employed for 4 days per week (0.8) as she is currently working beyond her designated hours.

Discussion had - Paul suggested an admin person working alongside Lee (succession planning) making time for Lee to focus on bigger parts of the job.

Important that roles are prioritised correctly.

Scott recommends an increase in hours from 0.6 to 0.8 on site hours for 6 months. During this time the board will look at the summary of her role and review in 6 months.

Reliever rate for short term groups to remain in place.

Hamilton /Stott Carried

Visitors to BOT meeting

Taken as read.

Scott has suggested COL reports back to the board. Matt can report back on this with minutes from COL meetings.

Highlights from each team - second meeting of each term.

Reports written to go out with BOT packs but Staff members will present if board would like to have more detail.

Scott would like to have Theresa and Lee present to the board on their respective roles.

Charter

Matt spoke about strategic aims and targets for Charter for 2018.

Document to be updated and confirmed at the next BOT meeting.

Admin Staffing

Taken as read

Discussion - uniform we provide good quality at a reasonable price. Outsourcing won't give us this

Discussion had around change of sports coordinator role and reducing hours from 27 to 20 approx.

Board agree for Matt to continue investigating administration review.

Paul moved that payments for December 2017 be approved.

Resolved that the cheques for \$106,246.24 for December 2017 be accepted.

Stott / Hamilton Carried

Property

Resolved that cheques for \$25,490.03 for December 2017 be accepted.

Stott / Hamilton Carried

Paul moved that payments for January 2018 be approved.

Resolved that cheques for \$63,068.72 for January 2018 be accepted.

Stott / Hamilton Carried

Correspondence:

Jess will read and send a written report

Policy Assurance

Delegations - further discussion had around documentation.

Meeting Closed: 8.55pm

Close of Meeting Points

Chairperson closing remarks

Action Points

Preparation for next meeting

Close pm

Next Meeting - Monday 26 March