

**MINUTES OF THE PILLANS POINT SCHOOL BOARD OF TRUSTEES MEETING
HELD ON MONDAY 26 March 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.

Scott welcomed all to the meeting.

Apologies: Simon Potter

Conflicts of Interest

Matt Simeon and Lee Simeon - staff at Pillans Point School

Resolved: that the Minutes of the Meeting 26 February 2018 be confirmed as a true and correct record subject to Board Portfolios reading Jess Holtom as International and Simon Potter Correspondence.

Hamilton / Stott Carried

Written reports only to board from Theresa Rosbrough and Lee Simeon, They can be called upon if needed to attend a meeting.

Delegation of memorandum wording addressed and revised.

Furniture - wouldn't impact on school if research came out as negative

Hamilton/Stott Carried

Action Schedules

Board Objectives

1)Student wellbeing - learning support register required to be completed for at risk children in all aspects of their school life. Discussion had.

2) Board Risk - Continuity with processes and policies in place. Determine risks and exposure. Ideas from Luke - a rolling term of board members. Discussion around mid term elections. Further research required.



Traumatic / dangerous incidences - how to deal with.

Key people in the school where this applies. Their position, processes for recruitment, replacement, key people for building, if the board is short of funds, Breakdown of PTA / Board relationship.

3) Capital Expenditure - discussion had around heating / cooling of classroom environments and what the ministry will provide in a new build going forward.

All requests put into a spread sheet and prices obtained to work through projects. PTA fundraising for some projects.

Grants and charities - provide a list of contributors and amounts received from each.

Reporting to parents

In depth discussion had around seesaw versus written reporting.

Seesaw is a platform where an insight is given of a child's school day.

Written Reports remain an important part of curriculum/wellbeing reporting to parents. Some adjustments required to report document.

General Comment being the key comment around curriculum, wellbeing and holistic overview.

International Students

Scott spoke to the board.

A trip to Korea has been approved for Lee funded by the Korean Education Centre.

Scott has had a discussion with Lee about succession planning.

Scott has asked that Matt be present when International student discussion is had despite conflict. Board agree.

Possibility for a regular meeting set up between Jess as International Student board rep and Lee.

Admin / HR

Mel updated board with EO interview applicants.

Appointment to be made by Wednesday, job offered Thursday.

Matt discussed recommendation for a farewell for Jude to recognise her 27 years of service. \$1000 travel voucher with an informal afternoon gathering at Raft.

Office Asst Update

14 applicants shortlisted to 3 for interview.

Lianne's reduced hours confirmed.

Adjustments being made to office area to accommodate new employee.



Finance

Changes to some reporting to be made in line with new EO starting term 2.

Collective Agreement

First stop work meeting held. A further meeting to be held.

Charter

Taken as read

Insights into School

Teachers reports taken as read.

Comments made around placement of study group students with school families. A learning curve. Worked well for some families while others had an unpleasant experience. Notes being kept of future.

Discussion around class sizing / ratios and ways to reduce class sizes. Board have picked up that teachers are feeling pressured with a number of things - new writing curriculum, class sizes (numbers and physical space),

Discussion had around the number of activities children are involved in through school. Is there too much happening?

Paul has suggested a reply from the board as an acknowledgement that their concerns have been recognised and what is required from the board to provide realistic support.

Teachers planning day, currently a half day. Would like a full day but not best use of funds as its expensive to employ relievers to cover.

To staff - Recognising limited financial resources,

Board could acknowledge to the school community the workload that is undertaken by staff.

Areas a problem for Kiwi being spread over two teaching spaces.

Matt to draft letter to staff. What can board do to help?

Incident Report

No reports



Ako Hāpara

Labour Policy Updates
Taken as read.

Property
Building update.
Approved a six stage development.
Matt to include as a regular agenda item with updates to keep the board informed of key points.

Paul spoke to finances
Some changes to Reporting and budgeting to coincide with employment of new EO.

Furniture - Matt will update at the next board meeting.

***Cash reserves 2017 \$85,297.00 to go into reserves for 2018.
Resolved that the board agree to cash being put into reserves for 2018.***

Stott / Hamilton Carried

Scott moved that payments for February 2018 be approved
Resolved that the cheques for \$168,749.99 February 2018 be accepted
Hamilton Stott Carried

Property
Resolved that the cheques for \$81,367.81 be accepted
Hamilton /Stott Carried

Correspondence
Taken as read
***Email correspondence items to Simon
Holtom / Hamilton***

Points of meeting
Feedback from staff and the board reporting back to them



Meeting Closed: 8.50pm

Close of Meeting Points
Chairperson closing remarks
Action Points
Preparation for next meeting
Close pm
Next Meeting - 21 May 2018



Ako Hāpara