

MINUTES OF THE PILLANS POINT SCHOOL BOARD OF TRUSTEES MEETING HELD ON MONDAY 21 May 2018

Present: Scott Hamilton, Matt Simeon, Christine Winstanley, Cherie Horne (Minutes Secretary this evening), Paul Stott, Jess Holtom, Mel McDonald

Meeting start time 6:00pm

Scott welcomed all to the meeting

Apologies: Luke Steward

Conflicts of Interest

Matt and Lee Simeon (Principal – IS Student Manager)

Resolved: that the Minutes of the Meeting 26 March 2018 be confirmed as a true and correct record.

Stott / McDonald Carried

Action Schedules

Green items off highlight

Board Objectives

Risk Matrix / Risk Mitigation

Questions from Scott: Does this align with our ERO report recommendations? International Students, risk #1 of International Student leaving, Lee Simeon to work on documenting her job description and role as International Student Manager

Process for Principal Resignation

Advice sought from Wayne Gribble, and shared by Matt. Question from Paul: Is there a similar mentoring programme available for DP/AP's along the lines of WBOPPA? Our DP/AP's are members of the DP/AP Association. Alongside this we have our own in school leadership programme for our leaders, which is ongoing. Question from Mel: How can we best support our current AP's to do their job? Could we offer more release time? Matt shared that he is currently working on a possible leadership re-structure for 2019 with more information to come. Question from Jess: Can the Board fund leaders with units or provide a



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bonus? Matt explained how the MU (Management Unit) and RRR (Recruitment, Retention, Responsibility Unit) work in our school.

Staff Recruitment Processes

For the first time at our school, we were unable to employ enough relievers to teach in classes last Friday. We are in the process of developing our reliever bank so that we have more teachers to call upon when required. Question from Jess: How will we manage the risk of learning support teacher? Matt shared that he has started to think of a way to address this by splitting the LS role across two leaders.

BOT Project Summary

Areas for proposed spending shared with the Board, with highlighted areas being shade over playground x2 and cover for the pool. Paul proposed that the sports spend would be supported as it is within financial reach currently. Matt highlighted the need for our school to address accountability for sport gear and invest time into system that works for the school moving forward. Matt suggested that we also add bike racks to the 'wish list'. Grant application for New Zealand Community Trust to assist with funding. PTA to contribute funds as well. Envisage to have these projects completed by December.

Charities available

Paul suggested that we look into other businesses to ask for support e.g. ASB – financial literacy. Matt suggested that AP's take this to teams to see how it aligns with teaching/learning focus in class.

MOE Building MOU

Paul suggests that we push back on the playground move expense. However, if we signed on the 5YA then we take this as a learning for the Board and move on. Scott agrees, that we at least try to push back with an action point to pen a letter to MOE outlining our concerns.

Finances

As read

Hometime Acquisition

In depth discussion around the room. Question from Paul: Are we interested in pursuing this further at this stage? Question from Simon: Is it worthwhile speaking to someone at Cambridge



Primary School? Question from Scott: Could Matt inquire further and report back to the Board? Matt to inquire into the management expectations, numbers of students from PPS who currently use the service, financially viability and staffing?

Administration / HR

The Board formally acknowledge the long service and contribution to the school given by Jude Haywood, and this is also reciprocated by Jude to the Board, in thanks for the Friday afternoon gathering at The Raft Café.

Learning Support Update

Taken as read.

International Student Update

Jess met with Lee Simeon today and agrees that the business summary is well set out as a guide. The systems in place for future IS visiting our school is well researched. Jess to meet with Lee Simeon this Friday during our IS strategic planning day to review the Board's discussion. At the completion of tabled visits, the Board would like some honest feedback from staff which Cherie will collect via the AP's. The Board acknowledge the depth of thinking in Lee's report as part of the Future Focus for IS business. The Board suggest recommendations 1 and 3 suggested by Lee in her report as short term plans, however number 2 is a long term aspiration for the Board to work towards.

BOT approved International Marketing trip for 2018 – Appropriate forms completed by chair on behalf of the board.

Principal PLD to Melbourne with WBOP Principals and Korean International Marketing

Question from Paul: Is there any personal gain from overseas travel? Response to the Board that we are aligned with current MOE guidelines.

Approved International Travel. Appropriate forms completed by chair on behalf of the board.

Paid Union Meeting – Notification of School Closure

Question from Jess: Is there a maximum number of school closures per year? Matt explained that days are added onto the finish date at the end of the year. Teacher Only Days are different to Union Meeting closure.



In the Media

Jess commented: When the Board is required to update a policy, do we have any participation in this process? Matt explained how school docs works in the review process for school's nationwide. Currently Matt and Luke receive the school docs updates via email. Any Board member is eligible to be added to this email feed.

Action

Matt will add the schedule of policy updates to the Board and add these for discussion in a termly manner.

Discussion around police vetting for non-core workers. Question from Scott: Do other schools within our CoL vet non-core workers? Matt will gather some feedback via CoL colleagues and will update at next meeting.

Modern Learning Environments – taken as read.

Incident Reporting

No incidents to report.

Labour Policy Updates

The \$150 per child was not passed this budget.

Finance Reporting Approved

Stott / Hamilton

Correspondence

No correspondence items to Simon

Any Other Business

Question from Simon: Did you go on the finance management course? Matt replied that yes and thanks the Board for this opportunity.

Points from Meeting

Paul – happy with where we got to with the financial spend.
Jess – keen to continue with IS business strategic planning.



Simon – sport equipment spend and mentioned that the gymnastics beam needs an additional support. Thank you Simon for offering to rectify this.

Christine – confirming spend projects from our wishlist.

Mel – spend for the children in the school on equipment.

Scott – positive discussion around the home time acquisition.

Matt – positive home time discussion and opportunity as well as the IS Manager discussion

Cherie – positive discussion around the wrap around IS business and looking forward to strategic planning day.

Meeting Closed: 8.30pm



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