

# CONFIRMED MINUTES

## BOARD MEETING #2



At the **Board Meeting #3** on **31 May 2021** these minutes were **confirmed as presented**.

<b>Name:</b>	Pillans Point School
<b>Date:</b>	Monday, 12 April 2021
<b>Time:</b>	6:00 pm to 9:26 pm
<b>Location:</b>	Pillans Point School - Staffroom, 101 Maxwells Road Otumoetai Tauranga
<b>Board Members:</b>	Anthony (Gus) Bishell, Catherine Flowerday, Cherie Horne, Mel McDonald, Mikael Carter, Rachael Arthur, Scott Hamilton, Shannon Hannah
<b>Attendees:</b>	Kevin Piermarini, Matt Simeon, Brooke Polley

### 1. Opening Meeting

#### 1.1 Confirm Minutes

**Board Meeting #1 1 Mar 2021**, the minutes were confirmed as presented.



#### Approved BOT minutes

Approved

<b>Decision Date:</b>	12 Apr 2021
<b>Mover:</b>	Anthony (Gus) Bishell
<b>Seconder:</b>	Mel McDonald
<b>Outcome:</b>	Approved

#### 1.2 Interests Register

#### 1.3 Board Succession Planning - Update

### 2. Management Reports

#### 2.1 Finance Reports

Shannon spoke to the board based on her correspondence with Lorna.

Auditor was in school last Thurs

Still in a transition from Old system to Xero happening which has been compounded with end of year financials.

We are still tracking well financially and nothing to really worry about as a board at this point in time.

## 2.2 Health & Safety

We are installing some detraction spikes on the silver poles on the senior playground 4m up to deter children from climbing up higher on the poles and getting onto the shades also.

As child exited the pool, caught leg on sharp edge on side of the pool and cut leg open.

Follow up: Staff all informed, reminded children to exit out steps/ladder, Shayne and Matt went along step and took off any sharp edges

## 3. Actions from Previous Meetings

### 3.1 Action Item List

Due Date	Action Title	Owner
11 Dec 2020	Change internal format of Strategic Outcomes Document <b>Status:</b> Completed on 21 May 2021	Matt Simeon
20 Dec 2020	Invite Fosters to the Feb/Mar 2021 Board Meeting <b>Status:</b> Completed on 21 May 2021	Matt Simeon
1 Mar 2021	Parent Proposal for Turn-a-round bay <b>Status:</b> Completed on 1 Apr 2021	Matt Simeon
1 Apr 2021	Matt to add board succession to each board agenda <b>Status:</b> Completed on 21 May 2021	Matt Simeon
1 Apr 2021	Matt to make board document <b>Status:</b> Completed on 1 Apr 2021	Matt Simeon

## 4. Visitors

### 4.1 International Student Report

Lee spoke to border potentially opening 2023

Beginning of 2022, **if** all our International Students stay we will have 14 students.

We have maintained good numbers in comparison to other local schools, our agent seems to be going ok with the number of students still in the city.

The main investment back into the internationals may need to be next year if we do not bring new children into the country. For 2021, our business is still viable.

### 4.2 Reports from Assistant Principals

Discussion around high needs students we are seeing start at our school and teaching and learning programmes across the school. Discussed importance of social and emotional needs, oral language, and relationships (developing the whole child) alongside scope and sequence of reading, writing, maths.

Board heard about the investments in the junior school pays off in the senior school.

The scope and sequence the school has for core curriculum areas is very strong.

We have challenges when we enrol new children into the school high up in their year levels.

If the school has a child from day one and they work through their time at PPS, those children transition to intermediate ver successfully.

Overall a well-received and lengthy discussion with the 5 APs.

### 4.3 Ngatahi Report

Was covered off in more detail through the Kea team report.

Feedback to a board member is the value seen in this position by members of the community.

Ngatahi proving to be very very valuable to not only the school but the community also.

### 4.4 Cohort Entry

A general discussion around cohort entry.

Questions around workload for Jo.

Some board members aware of this happening in another local school.

Questions around children starting at 6 and are we noticing any trends?



#### Cohort Entry Policy

The board supports consultation with the community around the introduction of a Cohort Entry Policy.

The board will make a decision on the introduction of the policy based on the consultation.

<b>Decision Date:</b>	12 Apr 2021
<b>Mover:</b>	Scott Hamilton
<b>Seconded:</b>	Catherine Flowerday
<b>Outcome:</b>	Approved

## 5. Major Decisions and Discussions

### 5.1 Children Attending Learning Matters - Board Member Raised Agenda Item

BOT members wanted to be reassured that if their child is struggling, teachers would contact parents

Some parents have approached BOT member to voice that they are unsure if their child is making progress and that teachers are unapproachable

Matt asked BOT what can we do as a school to overcome this?

Scott suggested as BOT, if approached by parents, give them the reassurance that they can go and talk to their child's teacher, if they don't feel comfortable, go to DP or Principal, take a friend/support person if don't feel comfortable.

Question asked by BOT member: When would I as a parent be informed/contacted if my child is struggling with their learning and that they require additional learning support?

Matt explained the tier system we use for identifying needs and the processes we take as a school to ensure children are supported with their learning progress

Tier 1 - Teaching and Learning (PLD for teachers to provide all children the best start for their academic learning)

Tier 2 - Teacher Aide Support

Tier 3 - Additional Learning Support (external agencies eg: MiCHAMS, RTLB, RTlit, Speech/Language)

Tier 4 - External Academic Business Providers (Learning Matters etc)

Outcome:

Scott suggested as a BOT we have invested heavily in PLD, additional teacher aide support, tier system and I know from being a BOT member that APs report twice a year to us regarding matters arising within their teams. We also understand the reporting system and steps teachers take to ensure children are making progress.

Scott - As BOT we know and understand what we are trying to achieve. As a BOT member, we need to have the confidence to say we know the school is doing the best we can with the resources we have available. If you need further information, go to the teacher, AP, DP or Principal (take a support person with you if needed)

## **5.2 Significance of welcoming Ngai Tamarawaho into PPS.**

Matt gave review of significance of our powhiri in welcoming Ngai Tamarawaho into our school. This means we now have a link to our local iwi to support around the school in terms of naming buildings, speaking at mihi whakatau, blessing of openings and guidance to ensure cultural responsiveness/Te Ao Maori across our school. We also now have a background into the carvings at the entrance to the hall. We are planning on making this area of the hall to reflect the history of our school

## **5.3 2021 Board Objectives / Goals**

Taken as read and agreed that these are the main objectives for the board for 2021.

## **6. For Noting**

### **6.1 Hosting the MOE - Structured Literacy**

Taken as read.

### **6.2 Employment Updates**

Taken as read

### **6.3 Gobsmacked Summary**

Taken as read

## **7. Building Updates**

### **7.1 Master Plan C&L, B Admin, New R Block**

Matt shared videos he has made to share with the community regarding the building progress of Block B, accessible bathroom and holiday projects that will be happening around school.

Slight hold up with outdoor area on Block B, now looking at moving into the building end of Week 4 next term.

Covered bag bay is being constructed in the holidays for all the R7&8 bags as accessible toilet has taken up the cloakbay of R7.

## 7.2 School Improvement Package - SIP



### Approval of funds

Approved \$10,000 for building

**Decision Date:** 12 Apr 2021

**Mover:** Scott Hamilton

**Second:** Shannon Hannah

**Outcome:** Approved

Alot of work being completed in these April school holidays. Specifically, the new astroturf court, school entrance including drainage works, fencing around the court and astroturf heading to the filed next to the existing turf.

## 7.3 PTA Project List - Updated

Taken as read

## 8. Compliance Reporting

### 8.1 Board Compliance and Work Plan

Noted

## 9. In Committee

### 9.1 Update on Additional Learning Needs Funding

### 9.2 Verbal Update on Learning Needs Across the School and Coming into School...

## 10. What have we achieved for our school in this meeting?

### 10.1 Board Member insights to the meeting

Mikael - listening and accepting decisions made and confidence children are getting the best deal that they school can offer under the current funding allocations to school.

Mel - Huge thanks to all of staff and especially Cherie/learning support for all of the effort put into supporting our most vulnerable.

Shannon - Many hard to hear situations of children across the school within the meeting. Makes it quite emotional to listen to. However, very much appreciate transparency from the leaders of the school and the time and support that goes into these children.

Cherie - Excited about new buildings and new toilet! Thanks Matt for all your work with building and ensure we have the best facilities that we can.

Rachel - Jo's Ngatahi role.. so valuable for transitioning and supporting children and whanau and so appreciated by members of the community.

Catherine - Agenda item 5.1 appreciated the openness and honesty from school leadership and it has really clarified things for me as a parent and a board member. Have a plan on how to respond

to parents who ask questions of me.. Encourage to speak to the classroom teacher OR take someone with you to speak to them, speak to the AP, DP Principal.

Jo - Thanks for listening, when we ask for help action is taken... I LOVE my ngatahi role, but I can see it making a difference and I love following these children through...

Matt - Achieved clarity as a BOT around who we are as a school what and why we do what we do at each area of our school. Both Academic and social emotional. Lots of pressures on schools and on teachers and it's important that we recognise the need to acknowledge the excellent things that are happening within our school.

Gus - Achieved the opportunity to have Marty here to see how things operate. Achieved robust discussion around important aspects of what we are trying to achieve for all children. Appreciate the level of openness and vulnerability of people to speak up.

Kevin - The scope and sequence for all curriculum areas at Pillans POint is very very strong. Knowing there is consistency across the school from NE through to Y6 is an asset and credit to the school. Great tools that the school is using to ensure all children are making progress

Scott - Journey taken with local iwi - big step/change for this school. Listening to all the work across the school, appreciated APs coming to share everything going on. Open/robust discussion

## 11. Close Meeting

### 11.1 Close the meeting

**Next meeting:** Board Meeting #3 - 31 May 2021, 6:00 pm

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_