

CONFIRMED MINUTES

BOARD MEETING 6



At the **Board Meeting 7** on **19 Jun 2023** these minutes were **confirmed as presented**.

Name:	Pillans Point School
Date:	Monday, 15 May 2023
Time:	5:00 pm to 7:00 pm (NZST)
Location:	Pillans Point School - Staffroom, 101 Maxwells Road Otumoetai Tauranga
Board Members:	Clay Fulcher, Jacqui-Ellen Price, Katie Pritchard, Liam Geraghty, Lucy Sheppard, Marty Mayston (Chair), Monique Brooks, Rachael Arthur
Attendees:	Kevin Piermarini, Paula Brinsden, Sarah Warr

1. Opening Meeting

1.1 Confirm Minutes

BoT Meeting 5 27 Mar 2023, the minutes were confirmed as presented.



Confirmed

Previous minutes confirmed.

Decision Date:	15 May 2023
Mover:	Marty Mayston
Seconder:	Rachael Arthur
Outcome:	Approved

1.2 Interests Register

1.3 Action Item List

Due Date	Action Title	Owner
31 Oct 2022	Staff Induction Status: In Progress	Jacq Price
5 Dec 2022	Sponsorship Committee - Report on progress Status: In Progress	Liam Geraghty
30 Apr 2023	Gather list of items to spend grants on Status: Completed on 1 May 2023	Jacqui-Ellen Price
30 Apr 2023	Road signage Status: In Progress	Kevin Piermarini
1 May 2023	ORS Funds Status: Completed on 13 Jun 2023	Jacqui-Ellen Price
1 May 2023	Updated EOTC document Status: In Progress	Kevin Piermarini
31 May 2023	Review and/or update the Enrol student and Cohort entry policies Status: Completed on 28 Mar 2023	Jacqui-Ellen Price

Due Date	Action Title	Owner
31 May 2023	Draw up roster for attendance at staff meeting Status: In Progress	Clay Fulcher
30 Jun 2023	Induction process review Status: In Progress	Rachael Arthur
30 Jun 2023	International Committee Status: In Progress	Clay Fulcher
30 Jun 2023	Grants - sourcing potential grants Status: Completed on 12 Jun 2023	Lucy Sheppard

2. Visitors

2.1 Visitors

3. Board Actions

3.1 2021 Financial Statements

Rachael's name spelt incorrectly on the Representative page.

No comments from management letter.

3.2 Checklist

Principal professional growth cycle working well.

Register to attend a live learning event - emphasised for the board members.

Generally on track with this checklist.

4. Subcommittees

4.1 International Subcommittee

Moved to in-committee.

4.2 Pool subcommittee

One quote back for the pool cover. Nothing from the other contractors that were invited to quote. Frustrating waiting for these. Aiming for September grant cycle.

4.3 Grants and Sponsorship committee

Set a target value and build an offer to entice sponsors in. Sponsorship programme by level type scheme. Engage sponsors for specific events - community related sponsors to attend events?

Create a robust commercial structure and pickup sponsors that are a targeted fit to the spaces available. Ideally mid year start, but definitely target 2024.

Queries around how sponsors were sourced for PTA events. Sponsorship doesn't have to be cash money, could be supplies or relevant promotional materials (drink bottles etc). Mindful to not over-demand of the sponsors.

Transparency and consistency required.

5. Management Reports

5.1 Finance Reports

Smoothed budget a bit more to reflect accurate budget vs actual.

Ops grant is up on budget! Received more relieving costs back. Will definitely help us for the year.

To do: watch that the rest of the year tracks well, particularly Internationals.

Minuted approval to send WBOP funds over to Papamoa Primary as the new host school.

6. Building & Property Updates

6.1 Property Summary

Main concern is the hall and water-tightness. Glad to have this noted, in writing, with the Ministry.

6.2 Refurbishment progress

Moving along well - now into detailed quoting. Plan and concept is finalised for this round of quoting. Optimistic on how this will fall.

Timeline is still current, no delays.

7. Health and Safety

7.1 Health and Safety Committee

The document supplied to the board came from the EOTC course that Kevin went on. Updated to be specific to Pillans Point School. EOTC co-ordinator and H & S Manager is currently Kevin. A lot of work has gone in to get these systems up to scratch, especially relevant now with current events. Kev to update EOTC to add or remove gender pronouns.

Staff meeting on EOTC forms happened at the beginning of school. On a needs basis, Kevin has been walking teachers through the forms one-on-one.

Discussion around the documentational requirements that the board can make a good decision on EOTC that requires board approval. Discussion on delegated responsibilities within EOTC.

Principal and Board approval of these documents: All agreed.

Camp documents should approve before it is ever planned. Confirmed there is a pre-trip checklist. Board approval should likely be on the camp's off year. Does the board need to seek re-assurances that risks have not changed?

Escalation process seems sound, well documented. EOTC supervision structure was explained (leader/assistant etc). Ratios are no longer required to be followed. Meeting before events for the risks to be shared with all that are on the trip -RAMS must be sighted by all involved before trips.

What happens if things go wrong? There is a policy and process that covers the various degrees of wrong. There is also a trip review after the event.



Add or remove pronouns from EOTC

Add or remove pronouns from EOTC - he/she/they or remove gender all-together.

Due Date: 8 Jun 2023
Owner: Kevin Piermarini



Track Northland tragedy

Track Northland tragedy in future meetings, particularly the details leading to the tragedy. Review recommendations from the official report.

Due Date: 30 Sept 2023
Owner: Jacqui-Ellen Price

8. School Policies

8.1 Policy Review

9. Decisions, Discussions & Sharing

9.1 Lifestyle Position

Great Hauora option, unique to PPS, but needs process and limitational documentation. Ideally only one (two max) due to staffing entitlement, and what is best for the students.

How to determine the "winner", and how to communicate to the unsuccessful the criteria applied. Expectations to be documented - expectation to do extra work at home to finish reporting/planning etc.

In general, board would like this to happen. Requires guidelines / transparency / criteria. Offered on a year-by-year basis, maybe not available one year over another. The day should be Friday due to the current workflows.

Board happy for Jacq to determine rigorous criteria and limitations of the role to pass on to the for review at a later date.



Draft up criteria and rules for Lifestyle Position

Draft up criteria and rules for Lifestyle Position.

Due Date: 9 Jun 2023
Owner: Jacqui-Ellen Price

9.2 Request for approval of 2023 Moa Camp

Ideally this would have been approved last year, but weren't aware of the level of approval required.

Camp has been asked to supply RAMS. PPS will add the RAMS required for our parts.

Approval made for the current proposal to enable booking.

Final camp approval is pending review of the final RAMS.

Future concerns - gender identity concerns. How to safely maintain privacy and support individual needs. Gender neutral options?

9.3 Establish Teacher Aide Review

Review requested surrounding Board Funded teacher aides, as Board funded staffing. Seek to justify the investment has a good return on child learning.

Are the current TA's placed where they would be most needed? Is correct professional learning happening? What roles they are actually fulfilling in the classroom. Is this consistent over the school? Are they making the right difference? Could they be deployed more effectively?

Roughly 25% of our school is requiring more individualised support.

Prescriptive process provided by NZSTA.



Sub-committee approval for Teacher Aide review

Sub-committee approval for Teacher Aide review

Sub-committee consists of Rachael, Jacq, Paula

Rachael is delegated to be the board member on the committee while the review is in process.

Board review is required at the end of the review.

Decision Date: 15 May 2023

Mover: Marty Mayston

Seconder: Clay Fulcher

Outcome: Approved

9.4 TOD Monday 24th April

FYI to the board on what was covered on the Teacher Only Day.

KP: Hectic day, not everything covered. A good curriculum day!

9.5 Staffing

An update given on new Teacher Aide and new Sports and Events Co-ordinator.

9.6 Legislative Requirements for Boards

FYI on new legislative requirements coming in.

Curriculum refresh is a long-term plan. Implementation must be finalised by 2027.

PPS local curriculum is under review.

9.7 Staff Representative

Katie presented a brief history of our Kura. Emphasis that the school site was a Pa and part of a cluster of nearby Pa sites. Really rich history in this area,

Names to our buildings were gifted to us and are culturally significant. Working to include these names in our day-to-day.

Brief history of the first days of school discussed.

The school doesn't visually reflect the historical narrative - potential to set a goal of making this more prominent.

9.8 Board Strategic Goals

Finalising the strategic plan into strategic goals. Timelines and measurements declared.

Action plan to review each board meeting.

10. International

11. For Noting

11.1 Out of Zone enrolments

Ballot was opened for T3 and T4 - 3 applications received.

Check on advertising breadth.

11.2 Noting

12. Compliance Reporting

12.1 ERO Review feedback?

No feedback received to date.

Positive experience so far.

13. In Committee

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

14.1 Board Member insights to the meeting

MB: Really happy about all the H&S work done - timely in reference to recent news.

KP: Sponsorship is positive move. Nice to have extra cashflow

LS: Feeling really organised. Using processes well to make good decision

RA: Real progress on big things. Recognise SLT contribution to progress.

LG: Feel like things are moving nicely, nice to hear KP and PB getting into the classrooms

PB: Nice to see the financial boundaries paying off. Feel very supported by Board

KP: Heartened to see a learner focus in the Board directions.

CF: Good to hear financial position and history of the school. Value recognition of hard work behind the scenes - collaborative effort is working well. Level of equity across decision making is refreshing.

JP: Success of the right people in the right roles - good to see the right people shining. All stakeholders are learning at the same time - nice. Passion for collaboration, and feels that this team is nailing it.

MM: Great to see progress happening. The rock is shifting. Let the kids be at the heart of our decisions. Big well done, thank you to International committee. Good effort everyone.

15. Close Meeting

15.1 Close the meeting

Next meeting: Board Meeting 7 - 19 Jun 2023, 5:00 pm

Moved to committee 7.10 pm

Signature: _____

Date: _____