

CONFIRMED MINUTES

BOARD MEETING #5



At the **Board Meeting #6** on **20 Sep 2021** these minutes were **confirmed as presented**.

Name:	Pillans Point School
Date:	Monday, 16 August 2021
Time:	6:00 pm to 8:24 pm
Location:	Pillans Point School - Staffroom, 101 Maxwells Road Otumoetai Tauranga
Board Members:	Anthony (Gus) Bishell, Catherine Flowerday, Cherie Horne, Kevin Piermarini, Mikael Carter, Rachael Arthur, Scott Hamilton, Shannon Hannah
Attendees:	Brooke Polley
Apologies:	Mel McDonald, Matt Simeon

1. Opening Meeting

1.1 Confirm Minutes

Board Meeting #3 31 May 2021, the minutes were confirmed as presented.

Board Meeting #4 5 Jul 2021, the minutes were confirmed as presented.



Confirmation of Minutes #3

Board has confirmed and approved the minutes from Meeting #3 with no changes.

Decision Date: 16 Aug 2021
Mover: Mikael Carter
Seconder: Shannon Hannah
Outcome: Approved



Confirmation of Minutes #4

Board has confirmed and approved the minutes from Meeting #4 with no changes.

Decision Date: 16 Aug 2021
Mover: Anthony (Gus) Bishell
Seconder: Rachael Arthur
Outcome: Approved

1.2 Interests Register

No changes.

1.3 Board Succession Planning

Catherine updated the board on her action of reviewing list of Board Governance documents from NZSTA and adding relevant documents to PPS website.

Board to look over the documents created by Catherine, amend if needed, then agree to adopt the policy. Board discusses a code of conduct to sign.

Board has a discussion around the last meeting with Wayne Gribble. Feedback around this was; It was worthwhile as we were able to identify gaps. Good to have while we are looking at welcoming new members into the board.

The board had a discussion around potential future members of the board. The board noted that both Mel McDonald and Scott Hamilton both have their youngest children in their last year at Pillans. The board noted the desire to second members onto the board for the remaining term. The Board will seek to find someone who will take over the Chairperson role, preference to have a chair from the existing board as they know the full picture of the school and what is happening. Interested board members can shadow the Chair for coming months.

2. Visitors

2.1 No Visitor Presentations

No visitor presentations.

3. Management Reports

3.1 Finance Reports

Board has a discussion around the budget report, this shows we are above budget in some areas. Shannon is making sure we aren't over budget. Potential re-forecast for the rest of the year as to when the budget was created, we were unsure about certain costs such as Hero.

Board has a discussion around delegations, it is known there is something in place but needs to be clear moving forward. In absence of the principal, financial delegations are passed to our deputy principals.



Financial delegations in absence of Principal

In absence of the principal, financial delegations are passed to deputy principal/s who will have access to the same financial limit as the principal would.

Decision Date:	16 Aug 2021
Mover:	Scott Hamilton
Seconded:	Shannon Hannah
Outcome:	Approved

3.2 Health & Safety

Board discussed our latest fire call out, teachers are now aware of the extractor fan and the school has replaced the smoke alarm with a heat detector as advised to avoid this in the future.

Discussion around Melville School Board being prosecuted. This was in Waihi, on a school trip in February 2020 where a child on the trip drowned. Worksafe is prosecuting the board, unsure on what grounds.

The Board agreed that we need to understand the facts and circumstances to protect our school community from similar tragedy.



Follow the case and understand the impacts on school board

What is the status for school boards - find out about the level of risk. Investigate with NZSTA

Due Date: 13 Sep 2021

Owner: Catherine Flowerday

4. Actions from Previous Meetings

4.1 Action Item List

Due Date	Action Title	Owner
7 Aug 2021	Review list of Board Governance documents from NZSTA and add relevant documents to PPS website Status: Completed on 20 Sep 2021	Catherine Flowerday

5. Decisions and Discussions Sharing

5.1 Term 2 Student Achievement, Reporting and Interview summary

Board questions are we seeing that kids are doing better than under the other system. Kevin speaks to this and says it is hard to tell with being so fresh into this system. We have never gone into goals before, just overall teacher judgement. You are looking at it more in-depth than we have before so hard to compare.

Kevin demonstrates to the board visually how we track insights and progress through Hero. Insights will be more useful when we can compare from year to year using the same system. It's effective in being able to identify the children who need more help and providing that at a classroom/team level. We can create target groups by making Hero groups using the insights data.

In Reading Level 3 and up there was a lot of structured literacy, which outweighed comprehension goals. Feedback was that there are not enough comprehension goals. This has changed to have more comprehension goals now than structured literacy goals in the higher levels (3 and up). Data will change/look different on comparison because the goals have changed. In Term 4 we will be able to see a solid comparison where goals are the same.

Board questions the wellbeing of staff, if there was any resistance and how much extra work it's created for staff? Kevin speaks to this - It ended up being a big effort, bigger than anticipated but we can now see it's worthwhile.

Element of staff getting used to a new way of reporting, they don't want to tick goals if the child isn't very secure at that level. You want to draw from a number of sources, assessments writing books. Not easy to do on a daily basis in the classroom so hard to do in real-time.

We have developed an assessment snapshot to back our own teacher judgement, a check-in assessment that is created alongside the concepts. Instead of an overall teacher judgement.

Different teachers do this in different ways and have created systems in place to help them tick off goals and ensure they are at the correct level.

5.2 Learning Support Update - Cherie Horne

Board checks in with Cherie to make sure she is OK.

The report shows what we are up against, huge barriers in front of us to get resourcing. Referrals for speech and language are not being accepted or allocated.

A minimal amount of speech/language therapists in the public health sector. Private speech/language therapists are closed for 2021 and booked for the first 4 months in 2022 already. So even for the people that are willing to pay it is very difficult.

As a school, we cater to needs and adapt where needed. We do the best we can and provide a great level of social and emotional support. Great to see groups such as the Lego group start-up for these kids that need it.

Is it worthwhile the pressure of gathering data and samples of work to send to them off to only get kicked back by the system - our needs are nowhere close to what they require. Children have to be failing 3 years behind in reading writing and maths to meet the criteria. Cherie has been proactive with staff, don't put the pressure on them to do the above if they are not falling very behind. We can see trends of kids going further behind in Hero, great for identifying as the gaps/milestones get further apart.

Cherie speaks to parents seeking a diagnosis, it is a label that enhances a teacher's knowledge/understanding/awareness of what that means it doesn't change what we do. We always push and do what is needed to cater to the children.

Board asks what the current process is for these children and if we get any pushback from parents. Identify in-need children and meet with the parents, compare what they have noticed in school and what is noticed at home, and find a pathway to move forward. We as a school approach it in a way where we haven't had defensive responses from families.

Incredible years used by some parents and has been noted as very useful.

Our 1:1 Teacher Aides collect narratives daily for progress. Loading any info needed to Hero that is relevant. All referrals to agencies outside of school are typed directly into one spot. Staff are very dedicated to collecting narratives for ALL children. It's particularly useful for teachers' shared care of students (for example groups, blocks etc) - a great way of communicating what is going on in each block.

Scott noted he had raised some education matters in a recent meeting with Jan Tinetti.

5.3 Out of Zone Enrolments

Board discusses a recommendation for out of zone enrolments. It is in our best interest for cohorts to have similar numbers to keep the teaching staff stable. 80 instead of 68 if we open the out of zone.

Discussion around the outcome of opening out of zone enrolments previously. Noted that we didn't fill all spots last time.

Jo is very connected with preschools around the area and is confident that the spaces will be filled. Jo has such a close relationship with ECE centres and is having an amazing impact.

If we fill the spots via ballot and get further interest we will then return to in zone enrolments only. The worst case would be potential roll growth early.



Approving the opening of out of zone enrolments

Board approves opening of 10-12 out of zone spaces. Children who are eligible for this must turn 5 before February the 1st 2022.

Decision Date: 16 Aug 2021

Mover: Scott Hamilton
Seconded: Catherine Flowerday
Outcome: Approved

5.4 What is our plans for board Governance Documents?

6. For Noting

6.1 COVID Preparedness

School teaching staff/lead staff is meeting on Tuesday 17th after school around COVID to put a plan in place to be ready for a lockdown if it were to happen.

7. Building Updates

7.1 Block B Work Summary

Board discusses expenditure for Block B. We have a better quote now for the painting to move forward. Will come under repairs and maintenance. We've got the money, we want to finish the building and then we can start fresh again. It fits with everything else happening.



Board approve expenditure for painting

Board approves expenditure for painting Block B based on the quote received.

Decision Date: 16 Aug 2021
Mover: Shannon Hannah
Seconded: Anthony (Gus) Bishell
Outcome: Approved



Let fosters know we are accepting quote

Kevin to let fosters know we are approving the quote and moving forward with this.

Due Date: 30 Aug 2021
Owner: Kevin Piermarini

7.2 SIP - Room 6 Block E, 16/17 Block O

Board discusses expenditure for this Block, we have received a quote within our budget and happy to proceed and move forward with this.



Approval of expenditure based on quote amount

Board approves of this expenditure based on the quote being within the designated budget.

Decision Date: 16 Aug 2021
Mover: Scott Hamilton
Seconded: Catherine Flowerday
Outcome: Approved

7.3 SIP - Caretaker Shed

This is sitting at council consent currently but unsure where. Query with Lorna what we have spent if anything and how much.



Find out how much we have paid for this so far, where we are at with the council consent.

Shannon to ask lorna if we have spent any money to date and if so, what we have spent. Also find out where we lie at the moment in the process of council consent.

Due Date: 6 Sep 2021

Owner: Shannon Hannah

8. Compliance Reporting

8.1 Board Compliance Term 3 2021

Board acknowledges that this is updated.

Scott received a letter from Jan Tinetti surrounding sex education in school. Arising from harassment issues in Christchurch, no clarification if it's aimed at primary school. This is around promoting wellbeing through sexual education.

We know that the intermediate school level does it well from the beginning.

Board advises PPS has a "keeping ourselves safe programme" which covers everything we need at the primary level.

9. In Committee

9.1 Nil

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

10.1 Board Member insights to the meeting

In committee

11. Close Meeting

11.1 Close the meeting

Next meeting: Board Meeting #6 - 20 Sep 2021, 6:00 pm

Signature: _____

Date: _____

