

CONFIRMED MINUTES

BOARD MEETING 6



At the **Board Meeting 7** on **4 Nov 2019** these minutes were **confirmed as presented**.

Name:	Pillans Point School
Date:	Monday, 16 September 2019
Time:	6:00 PM to 8:46 PM
Location:	Pillans Point School - Staffroom, 101 Maxwells Road Otumoetai Tauranga
Board Members:	Scott Hamilton (Chair), Catherine Flowerday, Anthony (Gus) Bishell, Mikael Carter, Cherie Horne, Rachael Arthur, Sarah Stock, Shannon Hannah
Attendees:	Matt Simeon, Matt Simeon, Ange Burgess
Apologies:	Mel McDonald

1. Opening Meeting

1.1 Confirm Minutes

Board Meeting 5 2019 19 Aug 2019, the minutes were confirmed as presented.

Meeting opened at 6.02pm.

Apologies of Mel McDonald noted.



Minutes approved

Minutes from 19 August approved.

Decision Date:	16 Sep 2019
Mover:	Shannon Hannah
Seconder:	Anthony (Gus) Bishell
Outcome:	Approved

1.2 Interests Register

Interests register noted.

2. Actions from Previous Meetings

2.1 Action Item List

Due Date	Action Title	Owner
1 Apr 2019	Recognition of Personal Identity Policy Status: Completed on 31 Oct 2019	Matt Simeon

Due Date	Action Title	Owner
1 May 2019	Develop budget for the Kiwi Tui Area Status: Completed on 6 Sep 2019	Sarah Stock
22 Jul 2019	Deputy Chair role to be confirmed at next Board Meeting Status: Completed on 6 Sep 2019	Matt Simeon
22 Jul 2019	Finalise Vehicle Policy for next Meeting Status: Completed on 19 Aug 2019	Matt Simeon
20 Aug 2019	Matt to ensure June payments are ratified. Status: Completed on 10 Sep 2019	Matt Simeon
29 Aug 2019	Communication with PTA - inform them & tag an event to promote/launch Welfare fund Status: Completed on 29 Aug 2019	Rachael Arthur
31 Aug 2019	Update Board page on website to include photos and contact details for each member. Status: Completed on 10 Sep 2019	Matt Simeon
31 Aug 2019	Put Photos & Titles of Board Members on Staff Photo Board in school office. Status: Completed on 31 Oct 2019	Matt Simeon
31 Aug 2019	Matt to approach other schools eg Tauranga Primary as to policy/framework & develop a PPS proposal Status: In Progress	Matt Simeon
1 Sep 2019	Complete Community and Staff survey again in 12 months Status: Completed on 10 Sep 2019	Matt Simeon
30 Sep 2019	Matt to ensure heavy load will be possible on new carpark. Status: Completed on 10 Sep 2019	Matt Simeon

Action items noted.

3. Decisions and Discussions

3.1 AP End of Term Reports

Kelly Lonergan - KLC Team Leader

Kelly Lonergan welcomed to the meeting and introduced to the Board. Discussion / review of the KLC end of term report.

It's been a great term for KLC, with everything running smoothly; including an increase of roll and new classes (KLC 5 & KLC 6) formed in the Discovery Den.

Agreement that the new KLC 5 & KLC 6 class space was opened/made available within adequate timeframes; in fact earlier than originally expected.

Collaborative teaching is still going well. All the teachers get to know the students; and vice versa. There has been no problem with swapping the KLC/TUI physical spaces in 2019 - this is something that will likely happen again next year as which group goes where is all based on roll growth.

There were initial concerns regarding having KLC 5 & KLC 6 in the Discovery Den which is a fair distance away from the existing KLC. These concerns have proven unwarranted, and this "distance" is actually working to an advantage of the KLC 5 & 6 children. Both KLC 5 & 6 visit & play at the main KLC a lot; but it's fantastic they have their own safe space as it makes adjusting to school life and the KLC less overwhelming. The team spirit within KLC is alive and well.

Discussion around parents asking for advice and where the line is between parental care and school care. The KLC are giving parents advice, but are also now directing parents to resources they can explore themselves. Open communication between home and school is very important; however what KLC teachers are noticing is questions more along the line of "how can we parent", KLC teachers over the last few years have been relied upon to give parental advice.

Senior Management are investigating & researching the Mutukaroa Project which was initially developed at Sylvia Park School; and has been adopted by Tahatai Coast School, Papamoa. This

programme involves meeting parents & families prior to their arrival at school, allowing for early intervention and identification of children and families who require support. PPS would be coming at this programme from a Learning Support lens. We currently get poor attendance at the new parents nights - which means many families come to school not understanding the policies and strategies of Pillans Point - why we do, what we do. Matt & Cherie are visiting Tahatai Coast School this week to meet with their Principal and to research how they're running the Mutukaroa programme there. The Board will be presented with a proposal once further research has been completed.

The Te Reo presentation by Rachel Wikeepa was great for the KLC & all agree that bringing in Te Reo at this level is great. It's important that Te Reo is absorbed and normalised from the first years of school; and the fact that this is happening at PPS is becoming evident.

Johanna Brown - Tui Team Leader

The different demands of the APs of the Kiwi versus Tui team are discussed and noted. There are many kids within the current Tui cohort that require Learning Support. The Board notes that some of these children may need more support prior to reaching Fantail - particularly in increasing reading levels.

Discussion around playscape outside KLC/Tui block, and the fact that it is difficult to keep teachers and kids away from the resources that are already in place, but not able to be officially used due to the space not being ready for full use. Reassurance that this will be completed as soon as possible.

Jo's shift from KLC to Tui is a great eye opener as to what is needed by kids and parents/families at this age group. If we can take away a workload from the Kiwi AP by having that first induction process handled by someone else (i.e. through initiation of the Mutukaroa project or similar); this would allow the Kiwi AP to focus on other areas. The large bubble of kids requiring Learning Support in Tui, is encouraging Senior Management to work out ways to address this; and having earlier intervention could be one solution.

Paul Askin - Fantail Team Leader

Speeches have been a big deal within the Fantail team. There have been robust conversations as to how Fantail will approach speeches in 2020. The finals held today were fantastic, and the quality of the kids was amazing. Most of the conversation to date has been around the expectations of Year 3 children versus Year 4 children & whether what we are asking of Year 3's is too much developmentally. However when you can see what the Year 4's CAN do - it's hard to work out how much to pull the requirements back. This robust discussion will continue within Fantail.

Parental input at Fantail celebration assemblies is challenging - we need to address whether these are the best way forward in the future. One of the hardest things about celebration assembly for Fantail is the time limit (1 hour, 6 classes); which allows approx. 4-5 minutes a class. Within this short time, it's difficult to work out a way for each class to "be seen and heard" in a way that parents find beneficial, and that it is a celebration of all kids, and not just key kids. This will be raised in the Senior Management strategy meeting in Term 4.

Temira Slatter - Moa Leader

Moa has moved away from celebration assemblies due to lack of parental attendance. They're rather going with events where parents can join/watch their kids & be involved that way e.g. winter tournament, science fair.

Current space limitations within the school have posed a few hurdles, but the team are coping with these.

Preparation for camp has been going well; parental info night was well attended and was successful.

Board thanks the AP's for writing their reports and taking the time to attend & present at the Board meeting.

The Board congratulates the AP's for being their recent appointments; and thanks Gus Bishell for working through this process with Matt & the Senior Leadership team.

The current framework of having AP's write the end of term reports and attending the Board meeting once a term is working very well. A few minor changes can be made to the format of the reports. Great to note that AP's seek feedback from their team prior to writing their reports.



Review Format of AP Reports & Get their feedback

Perhaps summary isn't required as it's a repeat of info above.

We should add who contributes to the reports.

We should ask AP's if it adds value to them to attend the meetings and how can we add value back to them.

Due Date: 25 Oct 2019

Owner: Matt Simeon

3.2 ERO

ERO visit has been deferred to early to mid Term 1, 2020 - which is a much better time for the school; as the strategic planning for 2020 would already be initiated.

Discussion around how ERO visits work. They usually select various highly specific elements that they want to focus on. It's similar to being audited.

ERO Priorities:

- Accelerating progress - i.e. kids making more than one year's progress in one year.
- Priority learners - Learning Support
- Cultural competency - whether you've got a high Pacifica/Maori/Indian or other ethnic community within the school and how you're addressing the needs of this group. As PPS doesn't have a high level of any of these cultures; we will be looking at our Korean students.
- Outcomes related to identity, language and culture
- Valued outcomes as defined by your school's curriculum
- Evidence of whole school's improvement over the last 3 years.
- Evidence of staff & student well being.

PPS will lean towards being one of the lead schools when it comes to Learning Support, which encapsulates a big part of their focus on Priority Learners.

Discussion around what the timeline, and what the requirements & expectations are from the Board.

- Monday - welcome, opening presentation, discussion, question and answers with the Board (which Senior Management attends). ERO then go through the school and look for the evidence of what's been discussed.
- Thursday afternoon - they present their report.

A more detailed timeline will be sent out closer to the time in 2020.

3.3 2020 Staffing

The appointment of the two DP's and the Fantail & Moa AP's was a very difficult task and robust process.

The panel for each appointment process note that the calibre of candidates interviewed was very high, all possible options and outcomes were explored (including devil advocate type questions). Those that were appointed to the roles were the best candidates for the job. All due diligence was done.

Several candidates that were interviewed have been red flagged as people PPS could look at recruiting in the future due to their high calibre & potential to add value to our community.

The next step of the process will be much more difficult; with 6 interviews taking place for 3.5 roles. The biggest concern for the Board is to be conscious of potential personal grievances, in case anyone has a problem with the process. This is highly unlikely as there has been clear communication to date with all applicable staff detailing the situation. The aim is to juggle the process as best as possible, so as to not lose anyone to other opportunities - as these are all great people.

Discussion around other schools having a Full time "Relief" teacher. PPS currently has a 0.4 person for this. Our teachers prefer having their release time as 1.5hours per week which works well for everyone; with the students having the same relief teacher each week when their teacher has their release time.

Board notes and thanks the time and effort that has gone into the staffing process.

3.4 Parent/Staff Survey Results

Sarah notes there have been changes to document currently in the agenda; and updates the board to these changes.

The uptake of the survey was very low with 68 responses (versus 130 last year), and this needs to be acknowledged when reviewing results. Questions used this year were identical to last year to allow easy comparison, contrast & analysis. These questions are consistent across our COL.

Discussion around how we can raise the number of responses, and how we can get people to actually engage in the survey. Board agrees re-doing the survey is not an option for 2019; and agree on an action plan to review the format of the survey for 2020; in a way that encourages more engagement.

Board notes that including last year's data in the report would be beneficial.

Board would like staff's response to question 3 explored as it skews one way.

Discussion over how the summary report was created. Consensus that sharing raw data with the Board is not required or necessary.

We would publish this information for the wider community differently.

Strategic planning in term 4 will address how the school/teachers report back to parents. Discussion over whether latest technology / real time reporting is beneficial; and a review of the use of Seesaw by teachers.

With the upcoming curriculum review, Senior Management are considering talking to staff and asking them to select their 5-10 most engaged parents; and having this group of parents answer a survey / questions that will help us shape our local curriculum. There could be the potential to create a focus group or similar from this group of parents. Board notes that it would be worth asking this group of parents how they would prefer to be engaged with.



Sarah to circulate updated report including comparison with 2018 results

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Due Date: 20 Sep 2019

Owner: Sarah Stock



Investigate the "why" behind the staff's response to question 3

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Due Date: 20 Sep 2019

Owner: Sarah Stock



Address Seesaw use and engagement at next Strategic Meeting agenda

Address Seesaw use and engagement at next Strategic Meeting agenda

Due Date: 31 Oct 2019

Owner: Matt Simeon

3.5 Staffing notice and 2020 budget preparation

The drops in staffing entitlement will have an impact on the budgeting for the school. We have made significant gains this year due to being staffed higher. Budget wise/financially we won't look as flash next year, as we do this year. However - this is an accurate reflection of how we should be staffed.

3.6 Measles - What if TGA epidemic?

Discussion over the state of measles in Tauranga.

As a school we have a policy and we have the Ministry's guidelines and the school will be essentially following those.

Discussion over whether contact with preschoolers has been made.

We are currently working out the numbers of un-vaccinated children at PPS.

There was a suspected measles case within the school community, that worked out to be chicken pox. Unnecessary to broadcast this.

Our staff have been vigilant in terms of noticing kids who are looking particularly unwell under the weather to send them home; and front line staff are encouraging parents with unwell kids to just stay home.

If and when it did happen; we would follow the attached policies.

If there was a confirmed case at school, unvaccinated children's parents would have to be notified. It's up to the parents whether they send their kids to school.

There's no way to be perfectly placed for a potential epidemic.

Board requests to be notified of any confirmed cases of measles; and if multiple cases are confirmed, the Board would convene.

3.7 Gender Policy update

This is the first rewrite of the policy since the meeting with Sandy.

Matt has liaised in detail with Phil from School Docs.

Matt notes without having a policy in place; it's actually been easier to navigate camp, which has led to the conclusion that having a policy that's broader and less specific, could be the way to go. Phil concurs after conversations with other people dealing with this issue.

The current rewrite is quite broad and general and doesn't refer to specific situations, it is more of an inclusive policy versus a specific Gender Diversity Policy.

Points of the policy are discussed in detail; with the acknowledgement that many "lines" of these points will come down to the school's values of see me, know me, understand me.

Robust discussion had regarding whether the broadness of the policy could be a problem and how this policy would compare or be adopted by Intermediate Schools for particular students going forward. Consensus from the board that a broader policy allows for more flexibility and scope; it allows for a subjective approach; and for conversations that are required to take place.



Let School Docs know we agree in principal/ general to the policy

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Due Date: 20 Sep 2019

Owner: Matt Simeon



Ask School Docs if we can share with Intermediate School & particular parents

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Due Date: 20 Sep 2019

Owner: Matt Simeon

4. For Noting

4.1 Welfare Fund

PTA are happy to support the welfare fund but would prefer not to align it to the casino night for several reasons.

- Casino night is quite soon and as the fund is still only a concept the PTA feel people may be uncomfortable supporting a fund they know nothing about. Best to get the policy and the comms around the fund sorted first.

- PTA kitty has been depleted with purchase of shade sails etc, casino night is ideal to build the funds up again

- Given the comments regarding casino night online and some people feeling financial pressure to attend, perhaps the casino night is not the ideal source of money for a welfare fund, seen as a little insensitive/inappropriate.

Fundraising around Christmas events and a mufti day earmarked next year could be better options to align the welfare fund launch to.

Hauora (Wellbeing for All) Fund would be the preferred name of the fund, rather than welfare fund.

Senior Management team acknowledges that communication with the PTA has been poor from their end in 2019, but will be vastly improved for 2020; with the idea being that plans will be created with the PTA. What has been achieved will be highlighted, and where to next will be discussed (taking into consideration what is happening around the school).

It's also an objective to make sure new parents and existing parents know the PTA is not just about fundraising.

Board attendance at the PTA meetings is appreciated.

4.2 Building Update

Update noted.

Contractor to be confirmed shortly.

4.3 International Marketing Trip

Noted.

4.4 Board Projects Playscape Update

TECT application being pushed out; rather than being declined is noted as positive outcome to date.

5. Management Reports

5.1 Finance Report

Shannon gives the board an update / summary on the Finance report; and notes that we are tracking well and the balance sheet is looking healthy.

We now have \$400 000 invested in term deposits; with essentially \$150 000 sitting in there that is not currently ear marked.

Robust discussion had around the idea of investing \$20000 - \$25000 in a PPS mobile coffee cart. There are a number of existing schools who have purchased one and it's working well for them. This could be utilised at school events both on and off site; and could also be leased out to an operator over the weekends - allowing for good returns.

Board agrees to Senior Management developing a business case / proposal for a sustainable coffee cart.



Payments of \$179649.77 ratified

All in favour.

Decision Date: 16 Sep 2019
Mover: Shannon Hannah
Seconder: Scott Hamilton
Outcome: Approved



Develop Business Case/Plan for Sustainable Coffee Cart

Develop Business Case/Plan for Sustainable Coffee Cart

Due Date: 18 Dec 2019
Owner: Matt Simeon

5.2 Budget announcement \$150per child.Decile 1-7.

This announcement is likely to have a negative compounded effect on PPS. This could impact on our donations and our activity fee which is \$60 000 approx income to the school.

Being a Decile 8 school, our negative return could be quite substantial. Lorna is researching this and doing some modelling and will present back to Matt & the Board, preempting what might happen.

The school needs to ensure present data is being recorded in detail and accurately, prior to this being rolled out, to be able to prove the potential detrimental impact.

5.3 Health & Safety

6. Compliance Reporting

6.1 Correspondence

Correspondence noted.

6.2 Document Control and Release Notes from Schooldocs Policy updates

6.3 Self Review 2019 Full Year

7. In Committee

7.1 Nil

8. Close Meeting

8.1 Close the meeting

Next meeting: Board Meeting 7 - 4 Nov 2019, 6:00 PM

Close of meeting question.

What have we done or achieved in this meeting that makes our school a better place?

(In Sir Peter Blakes eye's - Will it make the boat go faster?)

MIKAEL: Appreciate the work that the AP's do that goes into supporting our students, and relaying that information in the different ways they do.

CATHERINE: Really like the AP reports - really interesting to get that level of understanding. Great to see how passionate they are about their students.

CHERIE: ERO and knowing that we're in a good place. Very thankful that the work has been put into it this end of the year, and we can go into summer holidays feeling confident. Bulk of work is done.

GUS: We achieved a lot in tonight's meeting. A lot of ground was covered. Very happy with regard to where we've got to with appointments thus far.

SARAH: Reciprocal relationship with the board and the school i.e AP reports are read, those little nuances are important.

MATT: The fact that we have an engaged board with robust discussion. If you look at the conversation around the parental survey - not just taken as read, really discussed and that's how it should be. Coming together on what's best for community. Enjoy the robustness.

RACHAEL: Being on the panel with Gus and Matt and Jo, appreciate the high calibre of people working at our school. Sometimes things aren't always perfect, but teachers are willing to accept that and work out how to make it better.

SHANNON: AP input is so valuable to us. We've all tried really hard to put great ideas in to help improve the survey engagement.

SCOTT: Long journey for AP & DP positions. They've been temporary for so long. Credit to all parties to have reached a decision on that. Community stuff is good too - highlights opportunity for improvement.

Signature: _____

Date: _____