CONFIRMED MINUTES

MEETING 9

At the **Meeting 10** on **5 Nov 2026** these minutes were **confirmed as presented.**

Name:	Pillans Point School
Date:	Thursday, 17 September 2026
Time:	5:00 pm to 7:00 pm (NZST)
Location:	Pillans Point School - Staffroom, 101 Maxwells Road Otumoetai Tauranga
Board Members:	Sarah Goldsbury, Monique Brooks (Chair), Clay Fulcher, Jacqui-Ellen Price, James McAuley, Katie Pritchard, Tahlia Charleson
Attendees:	Jason Morgan, Paula Brinsden, Sarah Warr
Apologies:	Paul Blatchford
Guests/Notes:	Anna Mason, Parent guest

1. Opening Meeting

1.1 Karakia

1.2 Interests Register

1.3 Action Item List

Due Date	Action Title	Owner(s)
18 Jun 2026	Decision Making strategy **Status:** Completed on 17 Sept 2026	Monique Brooks
18 Jun 2026	Create Roster system for Board presence + event confirmation **Status:** Completed on 12 Aug 2026	Tahlia Charleson
18 Jun 2026	Tasks for Monique **Status:** Completed on 17 Sept 2026	Monique Brooks
10 Aug 2026	B&T championing **Status:** Not Started	Clay Fulcher
17 Sept 2026	Send agenda after board pack is published for Hero notification. **Status:** Completed on 17 Sept 2026	Monique Brooks

1.4 Confirm Minutes

Meeting 8 12 Aug 2026, the minutes were confirmed as presented.

2. Digital Technology Strategy

2.1 Digital Technology Strategy

Digital Strategy & Hero Integration: Anna Mason and Jason Morgan presented the updated Digital Technology Strategy (2026–2028). Seesaw is being phased out due to rising costs, streamlining all parent communication and student portfolio reporting through Hero.

AI & Security: The school is prioritizing secure, Enterprise level Google Suite tools (Gemini and Notebook LM) over insecure open tools like ChatGPT to ensure data privacy and security.

Pedagogy & Handwriting: Discussion held on balancing future-focused digital tools with cognitive research supporting strong handwriting foundations, particularly in junior classes.

Anna Mason and Community parent left the meeting.

Generative AI Policy

The Board formally adopted the new Generative AI Policy and updated Acceptable Use Agreement.

Decision Date: 17 Sept 2026
Outcome: Approved

Generative AI Policy review cycle

Ensure an annual/regular review cycle to the Generative AI Policy given the rapid pace of technology changes.

Due Date: 1 Jan 2027
Owners: Jason Morgan, Sarah Warr

Community Engagement Session

Plan a community engagement event in Term 1 2027 focusing on digital technology and digital citizenship.

Due Date: 1 Mar 2027
Owners: Jacqui-Ellen Price, Jason Morgan, Paula Brinsden

3. Board Actions

3.1 Policy Review - Term 3

Taken as read.

3.2 Term 3 Assurances

Board received and noted all required Term 3 operational assurances provided by the Principal.

4. Governance Matters

4.1 Strategy and Annual Plan

The Board acknowledged the extensive work completed on the Strategic Plan via Springboard Trust support.

To meet updated Ministry requirements (taking effect 1 January 2027), the Board completed a breakout exercise reviewing the three strategic pillars: Empowered, Evaluative, and Future-Focused.

Key Takeaways: Strong support for research-driven foundations; emphasis on ensuring clear plain-language communication for parents; feedback will be synthesized by the Senior Leadership Team to refine the upcoming Annual Plan.

5. Financial Reports

5.1 Finance Reports

Canopy Fund: The balance of funds held for the Canopy project is now clearly isolated in a dedicated Current Asset line on the Balance Sheet.

Financial Position: Working capital remains strong and within Ministry parameters. Full-year reforecast indicates a healthier surplus than originally budgeted.

International Income: Year-to-date tuition revenue remains steady, with substantial Revenue Received in Advance scheduled for recognition across Q3 and Q4.

Reports: Financial reports approved as presented.

6. Property Updates

6.1 Canopy Update

Progress update received.

6.2 Hall update

Scope of rot/mould is worse than anticipated. MOE Property Team is escalating this to include surrounding areas/building works. Noted that 5YA funding may be required for minor fit-out stages.

6.3 10YPP Update

Initial site assessment completed by Property Consultant. Priority projects identified include admin area redesign, classroom refits, and pool area updates. Discussion held regarding potential funding options, and Ministry allocation lists.

6.4 Solar Programme Update

Taken as read.

7. Information Sharing

7.1 SLT/Leadership Report

Taken as read. Brief discussion held regarding future cohort numbers and local community housing development.

7.2 2027 Staffing Planning

Update provided on managing a staff funding reduction for 2027, staff leave, variated hours, and support staff contract nuances while awaiting final Ministry allocations

7.3 International

Taken as read. Debrief provided on the Korea fair trip. Noted feedback regarding overseas online search visibility.

7.4 Curriculum Information Evening Presentation

Taken as read

8. General Business

8.1 Board Meeting Evaluation

Board meeting self-evaluation completed (Teamwork Score: 4 | Decision Quality and Outcomes Score: 4).

9. Close Meeting

9.1 Closing Karakia

9.2 Close the meeting

Next meeting: Meeting 10 - 5 Nov 2026, 5:00 pm

Signature:_____ **Date:**_____