

CONFIRMED MINUTES

MEETING 7



At the **Meeting 8** on **12 Aug 2026** these minutes were **confirmed as presented**.

Name:	Pillans Point School
Date:	Thursday, 18 June 2026
Time:	5:00 pm to 7:20 pm (NZST)
Location:	Pillans Point School - Staffroom, 101 Maxwells Road Otumoetai Tauranga
Board Members:	Monique Brooks (Chair), Clay Fulcher, Jacqui-Ellen Price, James McAuley, Katie Pritchard, Paul Blatchford, Tahlia Charleson
Attendees:	Jason Morgan, Paula Brinsden, Sarah Warr
Apologies:	Sarah Goldsbury

1. Opening Meeting

1.1 Karakia

1.2 Interests Register

1.3 Action Item List

Due Date	Action Title	Owner(s)
15 Jun 2026	Canopy funding streams Status: Completed on 11 Jun 2026	Sarah Warr
18 Jun 2026	Decision Making strategy Status: Not Started	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: Not Started	Monique Brooks
10 Aug 2026	B&T championing Status: Not Started	Clay Fulcher
20 Aug 2026	Pool user terms and conditions Status: Completed on 12 Jun 2026	Sarah Warr

1.4 Confirm Minutes

Meeting 6 14 May 2026, the minutes were confirmed as presented.

Poutama action plan review. Confirm wk9 T3.

Unanimous confirm

2. Governance Matters

2.1 Proposed Board Charter

Add in the procedure for online meetings and how agreement is reached - eg quorum Email procedures

Tie charter back to policies, code of conduct and delegations.

Keep continuing honoring Te Tiriti.

Table for T3 wk 4

2.2 Setting Evaluation Criteria

Skipped for this meeting. Table wk 4 T3.

3. Strategy

3.1 Strategic Plan

Table for future.

4. Board Actions

4.1 Policy Review

4.2 Term 2 Assurances

Taken as read.

4.3 Pool Policies

Update the pool document in School Docs by T3.

Opening dates will be confirmed by the school . School reserves the right to set opening times and days available for community use.

Notification up-front of what people will be agreeing to upon purchasing a key - pool cover etc. When signing up, they go through a form and tick boxes that state what they are agreeing to.

Investigate recommendations document and implement.

5. Building & Property Updates

5.1 Finance Reports

Financial reports spoken to.

5.2 Canopy Update

Narrative of why we are doing the canopy at all, instead of spending it elsewhere? Refresh this to the community.

Tag Alumni



Supplier queries

Sourcing updated quotes and finalising queries raised.

Due Date: 19 Aug 2026

Owner: Jacqui-Ellen Price

The Board received an update from the supplier via video link regarding the canopy construction project. Discussion focused on fiscal risk mitigation, design adjustments, and regulatory compliance for constructing on Ministry of Education land.

Key Governance Outcomes & Actions:

- **Project Management Oversight:** The Board directed that an independent Project Manager be engaged to quality-check current documentation, evaluate architectural plans, provide a secondary opinion on infrastructure assets (e.g., water tank configurations), and identify potential pitfalls. A formal quote for these services is to be obtained.
- **Risk Mitigation and Liability Management:** To limit the school's financial exposure, the Board requested a structured "Stop/Go" clause in the contract. This mechanism allows the project to proceed to specific milestone checkpoints with clear off-ramps to minimize liability before final construction commences.
- **Financial Plan Adjustments:** The updated financial plan must include Project Manager fees and unquantified operational contingencies. All final costing must clearly reflect exclusive-of-GST figures and map out specific cash allocations and reserves to serve as a financial buffer.
- **Action Required (Supplier):** The supplier is to update the concept quotation to incorporate structural variations (such as pre-installed electrical conduits for lighting/sound) and formalize both the estimated construction schedule and long-term asset maintenance quotes. The supplier must also confirm the final "drop-dead date" required to guarantee a summer holiday construction window.
- **Action Required (Management):** Sarah Warr to review and evaluate the cost-benefit of standard asset insurance versus the specific \$17,000 turf coverage policy.
- **Community Engagement:** The Board noted that a virtual flythrough and financial thermometer have been shared with the public. Management will refresh the project narrative for the community to reinforce the strategic purpose of the canopy investment, alongside a targeted appeal to alumni and potential grant writers.

Approval Status:

- The canopy project remains **approved in principle**, pending the resolution of final queries and comprehensive assurance of the Board's risk mitigation strategies before formal notification is issued to the supplier.

6. Decisions, Discussions & Sharing

6.1 2026 Mid Year Progress and Achievement Data

Great outcomes seen in our most current data. Assured operational needs are being met and upheld with strong foundational messaging and staff development from a passionate and high-quality staffing base. Clarity on our data for governance has risen exponentially and well received.

Progress is being made across the school. Students achieving at below level are still progressing positively, despite still sitting low.

Board shout-out to community via Hero post / facebook regarding data.

Coffee cart? during parent teacher interviews.

Year on year comparison next year will not be available because of curriculum and reporting changes. Expectation shifts between curriculums. New reporting measures explained and limitations of measuring actual progress.



Shout-out to staff

Thankful to teachers and support staff. Community Posts.

Due Date: 25 Jun 2026

Owner: Paul Blatchford

6.2 SLT/Leadership Report

Taken as read. Resignation submitted and accepted from ESOL Tutor. Clarified why the position is permanent vs fixed term.

6.3 Term 2 TOD Curriculum Updates

Taken as read. No notes.

6.4 WBOPPA Trip North

Taken as read. No notes.

6.5 Learning Support and Pastoral Care Report

Query around diagnoses - number of unique students who require learning support.

6.6 Staff and Community Survey Summary

Discussion held on feedback received. No key actions required.

6.7 International Report

4 students starting Term 3. Roundup on Group visits and financials. Students only this year. Jacq to Korea.

7. General Business

7.1 General Business

Discussion on boardpro ai. Approved to turn on the functionality.

Align to AI use policies across the staff/students/board for AI overall.

8. Evaluation

8.1 Evaluation

Parked for a future meeting.

9. Closing Karakia

9.1 Closing Karakia

10. Close Meeting

10.1 Close the meeting

Next meeting: Meeting 8 - 12 Aug 2026, 5:00 pm

Signature:_____

Date:_____