

CONFIRMED MINUTES

BOARD MEETING 5 2019



At the **Board Meeting 6** on **16 Sep 2019** these minutes were **confirmed as presented**.

Name:	Pillans Point School
Date:	Monday, 19 August 2019
Time:	6:00 PM to 8:34 PM
Location:	Pillans Point School - Staffroom, 101 Maxwells Road Otumoetai Tauranga
Board Members:	Scott Hamilton (Chair), Sarah Stock, Catherine Flowerday, Mel McDonald, Cherie Horne, Shannon Hannah, Anthony (Gus) Bishell, Rachael Arthur, Mikael Carter
Attendees:	Matt Simeon, Matt Simeon

1. Opening Meeting

1.1 Confirm Minutes

Extraordinary Meeting - 31 Jul 2019, the minutes were confirmed as presented.

Board Meeting 3 2019 27 May 2019, the minutes were confirmed as presented.

Board Meeting 4 2019 24 Jun 2019, the minutes were confirmed as presented.

Meeting opened at 1805.

Board notes that Mikael Carter will be late to meeting due to son's basketball.



Amended Minutes from 27 May confirmed as true & correct record

All in favour

Decision Date: 19 Aug 2019
Mover: Scott Hamilton
Seconder: Mel McDonald
Outcome: Approved



Minutes from 24 June confirmed as true & accurate.

All in favour.

Decision Date: 19 Aug 2019
Mover: Shannon Hannah

Seconded: Catherine Flowerday
Outcome: Approved



Minutes from Extraordinary meeting June confirmed as true & accurate.

All in favour.

Decision Date: 19 Aug 2019
Mover: Anthony (Gus) Bishell
Seconded: Rachael Arthur
Outcome: Approved

1.2 Interests Register

Additions to interest register noted.

- Matt's Secondment to MOE
- Gus & Mikael's personal relationship

The Board notes Gus Bishell & Mikael Carter's personal relationship.

2. Actions from Previous Meetings

2.1 Action Item List

Due Date	Action Title	Owner
1 Apr 2019	Recognition of Personal Identity Policy Status: In Progress	Matt Simeon
1 May 2019	Develop budget for the Kiwi Tui Area Status: Completed on 6 Sep 2019	Sarah Stock
25 Jun 2019	Delete names of guests as they are recorded in the In Committee minutes Status: Completed on 13 Aug 2019	Matt Simeon
30 Jun 2019	Create information/education resource on being a PPS Homestay Status: Completed on 13 Aug 2019	Matt Simeon
30 Jun 2019	Loop back to PTA on what we have achieved, smooth the waters, seek context and support. Status: Completed on 13 Aug 2019	Matt Simeon
30 Jun 2019	Allocate person to assess/review policies at the beginning of each term Status: Completed on 13 Aug 2019	Matt Simeon
12 Jul 2019	Matt to summarise income/outgoing for new Board Members Status: Completed on 13 Aug 2019	Matt Simeon
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
1 Aug 2019	Make Amendments, Write Clause 11, add Excess clauses & write Appendix Status: Completed on 7 Aug 2019	Ange Burgess
2 Aug 2019	Proof Read Van Policy - grammar, spelling etc Status: Completed on 13 Aug 2019	Catherine Flowerday
1 Sep 2019	Complete Community and Staff survey again in 12 months Status: Completed on 10 Sep 2019	Matt Simeon

Discussion regarding status of Recognition of Personal Identity Policy.

Steady progress is underway - Matt will keep the board noted of any developments & updates.

Note meeting planned for 29th August between Phil Harding & Sandy Hastings.

Mikael Carter joins meeting 1810.

Remaining Action Items reviewed and noted.

3. Decisions and Discussions

3.1 Deputy Chairperson

Shannon Hannah is happy to put herself forward as Deputy Chair. All agree. All in favour.



Shannon Hannah nominated as Deputy Chairperson.

Shannon Hannah nominated as Deputy Chairperson. All in favour.

Decision Date: 19 Aug 2019
Mover: Scott Hamilton
Seconder: Mel McDonald
Outcome: Approved

3.2 Mid Year Student Achievement Insights

- Looking at data at PPS is easy as its relatively consistent - there are not huge fluctuations between or within year levels. There are a few reasons for this:
 - the professional development/learning we've had; moderation is level & consistent throughout the school with all of our teachers really on board.
 - this is the second year now of looking at curriculum levels as opposed to National Standards - it's becoming easier to work out where kids are at within this new format

The consistency in the data proves that the systems we've implemented within the school are working & operating well.
- There is a trend where some schools are not reporting on year 1 data as its relevancy is unclear. However, Sarah notes that if PPS didn't have any data on Year 1 - we wouldn't be able to see the high achievers within these Year levels and it's still good to acknowledge this.
- Discussion around how we should deal with Year 0-1 parents that are focused on reading, writing, maths etc - when the kids are not ready to start learning these yet. How do we transition children from one learning curriculum (i.e ECE) to another?

PPS has an assessment model (Clarity Education - Ready for Learning Framework). This assessment model allows us to be able to identify what skills kids need as a pre-cursor to being ready to get into learning how to read, write, do maths etc. This assessment helps us work out the gaps that kids may have in certain areas, and allows us to build the bridges required for those kids.

This assessment also allows us to give the parents a tangible reason why the kids are learning what they're learning i.e. how to hold a pencil etc & how this will help them in the future (i.e. learning to write).

The Pathway is to see if this framework works for PPS, and if so - the COL would implement it to ensure consistency, and this would then be followed by involving ECE's.

- These mid year numbers should follow a similar pattern to last year's - i.e. a good improvement by the end of the year.
- In terms of the COL and comparison to other schools - we currently only share writing and oral language data. Discussion around exploring whether schools within our COL would be willing to share more data & to find out HOW they record data. Sharing more data could be

problematic if the assessment process is different, however improvements in data that can be put down to implementing programmes (eg improvements PPS has had with Prime Maths) is great information that could be shared with other schools.

- Discussion around how this data translates into assessment for Year 7 (Intermediate schools). i.e. where will PPS kids sit in the intermediate pool. Historically PPS has marked kids harder than Intermediates do - however this has been on a very consistent basis.
- Discussion around how PPS teachers are able to use this information.
- Board notes they are grateful for compilation of this report & acknowledge the work done by teachers as well.
- Board addresses the backend of the report regarding case studies of specific children who register achievement outside of reading, writing & maths. Recognition of the work by the AP's and Cherie Horne's Learning Support work involved in terms of helping these children reach these achievements. We're not solely driven by reading, writing and maths results when it comes to developing a primary school child.
- Discussion in regards to how we transition these children (who register achievement differently) out of PPS to Intermediate. Cherie has met with the appropriate people at Otumoetai Intermediate and feels very confident there will be a smooth transition. The Learning Support delivery model travels with the child from one school to another - which is a clear example of the success of the model.
- Acknowledgement that the mentoring/buddy system at PPS works really well.

3.3 Board Contact/Photos On school website

Discussion regarding how this would work; with the consensus being that there is great benefit for the school community to be able to put names to faces of the Board members.

Decision that PPS email addresses will be set up for each member, which will automatically be redirected to the member's personal email address.



Update Board page on website to include photos and contact details for each member.

Put Photos of Board Members on website; along with PPS email for each person that will be redirected to their personal email.

Due Date: 31 Aug 2019

Owner: Matt Simeon



Put Photos & Titles of Board Members on Staff Photo Board in school office.

Put Photos & Titles of Board Members on Staff Photo Board in school office.

Due Date: 31 Aug 2019

Owner: Matt Simeon

3.4 2020 Staffing / Lifestyle Position / Resignations



Resignations of Fiona McNeill & Rachel Judkins accepted.

All in favour.

Decision Date: 19 Aug 2019

Mover: Matt Simeon

Seconded: Scott Hamilton

Outcome: Approved

3.5 Building Update

Board reviews major design features & plans. Board acknowledged & noted:

- the allocation of new teaching space is large in terms of actual square metres.
- a Library Space is back in the plans. This space would likely be used for KLC roll growth, with the library being put in what is currently Room 6. The space would allow for two teaching spaces here if required.
- allocation for International Space within the new Block R (where staff carpark currently is). Currently we only have 15sqm for International Space which is a combination of teaching space & Lee's office. Having a larger and well thought out allocation of space with an appealing indoor/outdoor flow to it, will be an incredible improvement.
- outdoor, covered learning spaces within new block R.
- Each studio within new Block R will have access to noisy, quiet & conversational space. i.e. if kitchen is in use, doors can close this area off. We don't currently have this in the current KLC/Tui block - which means often the kitchen space is not used.
- In Block B (current offices, staffroom etc) the most major change will be to toilet/sick bay area to allow for a larger sick bay. The staffroom will be converted to an open plan office, with the current kitchen/kitchenette remaining. Discussion regarding format of this open plan office for Principal, DP's & Executive Officer and how private breakout spaces will be used.

Discussion regarding projected surplus in finance report - this puts us in a great position to allow us to allocate some money on furniture and fit outs. For example modernising the existing kitchen in the current staffroom by putting new bench tops in etc. Allocation from the 5YA could also go towards this.

Timeline for development reviewed:

- Ideally at the end of this year, we'll empty current Tui 4 & 5, Resource Room, offices etc and these people will be dispersed around the school. While work happens on this Block, Block R will also start simultaneously.
- Moa will then move out of Block B into new building Block R - 6-7 months while Block B is renovated. Kids will access Block R a different way for a short period of time.
- 5 Year annual maintenance money will then allow for us to develop the current Fantail block.
- Very last stage of whole project will be the removal of the prefabs on the field.
- Block R is expected to have sign off and be completed in Jan 2021.
- Block B is expected to have sign off and be completed in May/June 2021.

Matt is happy and confident with performance of Brewer Davidson & MOAA Architects. Also notes that the MOE have been great & highly supportive, offering consultants.

Further discussion around checking whether new carpark will be able to handle a heavy load i.e. truck loaded with pre-fab for removal, and where Hometime will go once work is complete. This could potentially be the hall, and/or use empty classroom space if available.

Acknowledgement that the current boiler in the caretaker's area does not heat the new Kiwi/Tui block, and won't be used to heat new Block R. When we get to redeveloping the Fantail Block (Block A); part of the budget will be allocated to removing/revamping the boiler/heating.

Board notes that a thorough discussion has taken place where visual plans & designs have been reviewed as per attached; Board is happy for Matt to be the sole signature on the plans going forward.



Board approves Matt as sole signature on plans

Board approves Matt as sole signature on plans; after thorough discussion and review of plans.

Decision Date: 19 Aug 2019
Mover: Scott Hamilton
Seconded: Catherine Flowerday
Outcome: Approved



Matt to ensure heavy load will be possible on new carpark.

Responses

Hi Matt

Shouldn't be a problem. The surface has changed to a Concrete finish, in lieu of asphalt. Alec, can you please run this by the civil team and confirm if OK to drive heavy trucks w/portacoms on – over the new carpark when complete?

Greg Ward - PM

I agree. 175mm concrete with a 30mm asphalt topping should be OK.

Alec Couchman Architect

Due Date: 30 Sep 2019
Owner: Matt Simeon

3.6 International Student Report

Board addresses key points of the report:

- the additional homestays required to assist our Chinese agent when his arrangement with another school fell through.
- Lee has started outsourcing some of the requirements i.e. trips to Hobbiton and catering and how helpful this has been to her reducing a little of the massive workload.

Board acknowledges the amazing & meticulous work Lee Simeon does in terms of sourcing and checking homestay families.

The Board has recognised Lee's incredible hours, having worked 24 hours 7 days a week leading up to these homestay trips by purchasing her a significant voucher from Bayfair. Lee Simeon was thrilled to receive this.

Lee has gone to great effort to give all staff members (from caretaker to office staff to teaching staff) a personalised thank you card and a double pass movie voucher as a recognition of thanks to the team for the time, effort and resource put in by all when overseas visitors are at PPS.

There are many ways the International programme tries to give back to teaching staff and the school staff to reflect the impact these visits have on our school. i.e. allowing trips to happen when activity budgets have been exhausted; using International Business revenue.

3.7 Learning Support Update

We have been delivered 12 Learning Support Co-ordinators across our COL. PPS has been allocated one Learning Support Co-ordinator which means we get another FTE (full time equivalent) person working in our school in 2020 however we see fit. Cherie's current role is broad and wide. Having another person we can put into the mix means we can build leadership and assist children in whatever ways are required.

PPS had an early adoption of the Learning Support Delivery plan, and we now have a Learning Support Action Plan. We are in an enviable position of being well ahead of the game in this field. We've worked exceptionally hard since 2015 to be in this position.

The Board recognises all of Theresa Rosborough's work in this area to date & acknowledges how it is all coming to fruition now with this Learning Support Action Plan 2019 - 2025.

Our structure of having two DP's will now be cemented in place by having this extra FTE allocation.

Discussion around allocation of LSC's within our COL - ensuring all schools have at least one LSC allocated to them. We have managed to strengthen PPS as an individual school, but we have also managed to strengthen our community's schools. An amazing example of how this collaborative approach can work for the benefit of our entire community.

Acknowledgement and discussion of scrutiny our community is under in regards to the LSC roll out due to us being an early adopter and developer of the model.

Discussion regarding the case studies in Cherie's report - which highlight the challenges PPS staff still face on a day to day basis at the coal face.

Discussion regarding comparing data between schools. i.e. it doesn't appear the decile of school makes a difference to how much Learning Support is required. Within "like" schools data seems to be gathered consistently. These dashboards help identify the number one needs of kids within our community. The LS delivery model is trying to give context to communities, in order to help fund their specific needs in the right way.

4. For Noting

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

Noted.

4.2 Board Projects Playscape Update

Noted.

4.3 Parent Teacher Interviews

Noted.

5. Management Reports

5.1 Finance Report

Shannon notes wonderful job Lorna McGregor is doing.

We're well ahead of budget for the year. Sitting at a profit of \$134000 year to date. Be great to hold some of this back for items like kitting out staffroom, shade sails, kitchen bench tops etc as discussed earlier.



Matt to ensure June payments are ratified.

Matt to ensure we ratify payments for June

Due Date: 20 Aug 2019

Owner: Matt Simeon

5.2 New Welfare Fund

Robust discussion had around the idea of introducing a "welfare fund" to Pillans Point School. Tauranga Primary School have one. An example of how it works is if someone has double paid or over paid - the school responds saying we have a welfare fund - you can either receive a refund or put this money towards the welfare fund.

Discussion around ways a welfare fund could work & how it could be actioned at PPS:

- We could have a tick box at the beginning of the year when activity fees, donations etc are paid where you can tick to put \$10 in the Welfare fund - totally optional.

- the Board could seed fund the welfare fund with a kickstart fund of \$5000 or similar. This would allow the community to learn about the welfare fund as an avenue they can either use or contribute to.

- The school has been approached at different times with people asking if there are any students they can pay for camp for - so the desire for people to contribute to the welfare fund is already there.

- Could allow for funds to go to kids that want to play sport, but who are unable to afford the fees/uniform etc

- Can we tap into organisations who can match contributions etc. e.g for every \$10 that's donated to the PPS Welfare Fund - they'll match it. It might be a way we can get another form of benefit.

Discussion regarding informing the PTA that there could be a fundraising activity that would be allocated to the welfare fund. The Casino night could work out well for this.

Board is all in favour of exploring the idea of introducing a welfare fund. Matt to research rules, policy, framework etc and develop a proposal for the Board.



Matt to approach other schools eg Tauranga Primary as to policy/framework & develop a PPS proposal

Matt to approach other schools eg Tauranga Primary as to policy/framework they have in place, that we can use to build our own policy/rules from. Potential committee around making those decisions.

It would be good to work out what kind of figure we're looking at on an annual basis as a requirement.

Due Date: 31 Aug 2019

Owner: Matt Simeon



Communication with PTA - inform them & tag an event to promote/launch Welfare fund

Communication with PTA - tag an event to promote/launch Welfare fund - i.e. Casino Night would be a great one.

i.e let PTA know we're working on the policy etc.

Due Date: 29 Aug 2019

Owner: Rachael Arthur

5.3 Health & Safety

Noted.

6. Compliance Reporting

6.1 Correspondence

No comments. Correspondence noted.

6.2 Document Control and Release Notes from Schooldocs Policy updates

Noted.

6.3 Self Review 2019 Full Year

Acknowledgement that first aid kit is ready to go for swimming pool area, and will be put up closer to the time of the pool being in use.

7. In Committee

7.1 Children of Concern



Move into committee to protect names / sensitive information

Move into committee to protect names / sensitive information

Decision Date: 19 Aug 2019
Mover: Scott Hamilton
Seconder: Matt Simeon
Outcome: Approved

7.2 Gender Diverse Update

8. Close Meeting

8.1 Close the meeting

Next meeting: Board Meeting 6 - 16 Sep 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: generally tonight we've been very future focused in terms of the Learning Support Action plan and looking at our building work etc.

MEL: Feel same way, very well rounded. Development of building, Learning support, International Update - well rounded - covering different aspects.

CATHERINE: Learning Support really resonated, fantastic to hear about kids that have moved through the school successfully.

CHERIE: Learning Support Action Plan and "never giving up motto" - we're here to be inclusive.

SARAH: Very similar, we're committed to key kids and seeing them through.

SHANNON: Collaborative nature of the Learning Support Community

RACHAEL: how well thought out everything is, and how much happens behind the scene.

GUS: I get more excited with each meeting.

MATT: For me - it's these comments. I designed this meeting to hit the mark of balancing all the kids' needs within the school. On the surface it all looks happy days, but to know underneath that all these little needs are being looked after is great for the Board.

SCOTT: What tonight highlights is the fact that as an Executive, Collective and as a Board the role of thinking strategically, particularly with the Ministry is really beneficial. We're sitting at the front of what the Ministry wants to do, which is really important. And if we continue to do that; we'll get more benefit from what they're doing; which is hugely beneficial for our school.

Signature: _____

Date: _____