

CONFIRMED MINUTES

BOARD MEETING 216



At the **Meeting 2** on **7 Nov 2022** these minutes were **confirmed with the following changes:**

7.1 - Amend: Policy has been amended by School Docs to meet new legislative requirements.

Name:	Pillans Point School
Date:	Monday, 19 September 2022
Time:	6:00 pm to 8:00 pm (NZST)
Location:	Pillans Point School - Staffroom, 101 Maxwells Road Otumoetai Tauranga
Board Members:	Jacqui-Ellen Price, Liam Geraghty, Marty Mayston, Monique Brooks, Penny Askin, Rachael Arthur
Attendees:	Kevin Piermarini, Paula Brinsden, Sarah Warr
Apologies:	Anthony (Gus) Bishell, Scott Hamilton

1. Opening Meeting

1.1 Confirm Minutes

Board Meeting 215 15 Aug 2022, the minutes were confirmed as presented.



Approved without changes.

Approved without changes.

Decision Date:	19 Sep 2022
Mover:	Marty Mayston
Seconder:	Monique Brooks
Outcome:	Approved

1.2 Interests Register

1.3 Action Item List

Due Date	Action Title	Owner
31 Aug 2022	Board Election Action Status: Completed on 31 Aug 2022	Rachael Arthur
31 Aug 2022	Fantail Project Status: Completed on 20 Aug 2022	Marty Mayston
15 Sep 2022	All board members to review policies Status: Completed on 7 Sep 2022	Sarah Warr
15 Sep 2022	Follow up with Lee about content within Lee's Report Status: Completed on 28 Oct 2022	Anthony (Gus) Bishell
30 Sep 2022	Project funding for Concrete Path Status: Completed on 7 Nov 2022	Graeme Lind
30 Sep 2022	Meeting time confirmation Status: Completed on 28 Oct 2022	Jacq Price

Due Date	Action Title	Owner
31 Oct 2022	Staff Induction Status: In Progress	Jacq Price
31 Oct 2022	Jacq to investigate Status: Completed on 19 Sep 2022	Jacq Price
31 Jan 2023	Review of potential board portfolios and role descriptions Status: In Progress	Monique Brooks



Induction process review

Review induction process - 3 mths in. Feedback requested from Clay and Lucy.

Due Date: 28 Feb 2023
Owner: Rachael Arthur

2. Visitors

2.1 Visitors

3. Board Actions

3.1 Election progress

JP to call candidates whether successful or not.

3.2 Checklists

1st meeting for new board to be scheduled within 7 days. Presiding member to be chosen at this meeting. Set for 29th September, 6pm.

Discussion around someone independent to come in and advise on BoT responsibilities and best practices.

3.3 Meeting Time Proposal

3.4 Items for the New Board (preparation).

Discussion around someone to come in and go over the role of a Board. Presiding member to trigger the process.

Discussion around the increased requirement for Te Reo in the curriculum and the level of skill required from Teachers. Teachers must be shown to be making an effort to learn Te Reo.

3.5 BoT Role Descriptions

Look to ask another school for roles/portfolios for examples and/or starting point for the new Board.

4. Management Reports

4.1 Finance Reports

Re-look at original budget. Set new targets for the remainder of the year?

End of year financials to be looked over in depth by new Board.

Auditor coming in next week - Audit due to be finalised 2 weeks after at this stage.

4.2 Staffing

Waiting with baited breath on staffing entitlements!

Staff have been invited to share their intentions on continued employment and various scenarios are planned to distribute units and staffing.

NZSTA has been commissioned to do a staffing review.

5. Building & Property Updates

5.1 Property Summary

MDRS may effect future rolls - nothing of note for now.

5.2 Refurbishment progress

Brent got an update on the proposal and sourced concepts. Concept drawing will be finalised soon.

6. Health and Safety

6.1 Health and Safety Committee

7. School Policies

7.1 Policy Review

Check on child protection in school docs vs ERO requirement.

Protected disclosures policy has been amended by School Docs to meet new legislative requirements.



Check on child protection in school docs vs ERO requirement.

Check on child protection policy in school docs vs ERO requirement.

Due Date: 18 Oct 2022

Owner: Jacqui-Ellen Price

8. Decisions, Discussions & Sharing

8.1 COVID Update

8.2 ERO update

Self evaluations will be completed. Data to be sourced for ERO to view.

2pm, 8 November 2022 meeting for new Board. As many as possible. May need to confirm time.



Set ERO invite

Due 8 November for new Board. ERO invite to meet with as many Board members as possible.

Due Date: 1 Nov 2022

Owner: Jacqui-Ellen Price

8.3 Traffic Suggestions

Positive feedback regarding Wednesday Challenge. Concern that this is more a seasonal plan - winter weather deters walking busses etc. Sustainability of alternatives strongly questioned. Staggered finish times on wet days?

Look to engage external traffic management plan. Remove Board responsibility on this task and reduce kickback from community by advising we've had independent consultation. Pushback to council on what responsibilities they have to make neighbouring roads safe.



Source traffic management contractor

Source traffic management contractor to verify traffic problem and suggest viable alternatives. Extra crossings?

Due Date: 31 Oct 2022

Owner: Marty Mayston

8.4 2023 Strategic Consultation

8.5 National Education Learning Priorities (NELP's)

Starts 1 Jan 2023.



NELP's to be discussed by new board

Discuss Nelp's.

Due Date: 31 Oct 2022

Owner: Jacqui-Ellen Price

8.6 Community and Staff Feedback

AP's currently sourcing kid's feedback.

Overwhelmingly positive! Useful stuff gained from the responses. Consistent with feedback provided to Board members.

9. International

9.1 International business report

Marketing material that Lee has taken with her was presented to the Board.

General discussion around numbers of children in each class.

Plan to discuss Lee's teaching hours and teacher aide hours for future.

10. For Noting

10.1 PTA no longer attending Board meetings.

Discussed in committee.

11. Compliance Reporting

12. In Committee

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

13.1 Board Member insights to the meeting

MB: Things seem on-track. Nelp's interesting insight to where we are going - future focus is positive.

LG: Joked about potential short tenure, but good to be together, enjoying the role.

JP: Enjoying the feeling of cohesiveness of everyone. Acknowledgement to PB and KP for being open and approachable to JP's ideas.

KP: Like to see the feedback from Community/kids/staff. Nice to know the direction meets community wishes.

PA: Being the Road Patrol, nice to have traffic issues discussed at a Board level

PB: Feels like we're at a pivotal point in the school, with new directions coming. Glad to have the powerful relationship with the Board and is positive for future.

RA: Great to feel we're headed to a more stable place. Looking forward to continuance of this feeling.

MM: Well done to Management with huge changes to come - appreciate contributions and Mahi. Wish the existing Board all the best at elections!!

14. Close Meeting

14.1 Close the meeting

Next meeting: No date for the next meeting has been set.

Moved to committee 8.05 pm

Signature: _____

Date: _____