

CONFIRMED MINUTES

BOARD MEETING #1



At the **Board Meeting #2** on **12 Apr 2021** these minutes were **confirmed as presented**.

Name:	Pillans Point School
Date:	Monday, 1 March 2021
Time:	5:30 pm to 8:20 pm
Location:	Pillans Point School - Staffroom, 101 Maxwells Road Otumoetai Tauranga
Board Members:	Anthony (Gus) Bishell, Catherine Flowerday, Kevin Piermarini, Mikael Carter, Rachael Arthur, Scott Hamilton, Shannon Hannah
Attendees:	Matt Simeon, Brooke Polley
Apologies:	Mel McDonald, Cherie Horne

1. Opening Meeting

1.1 Visit Building Site

Matt guided board members through the new building site and other areas of key significance around the school for 2021.

1.2 Election of Chairperson



Election of Chairperson - Scott

Scott was successfully elected. All in favour.

Decision Date:	1 Mar 2021
Mover:	Shannon Hannah
Seconder:	Rachael Arthur
Outcome:	Approved

1.3 Confirmation of Current Board Portfolios & Succession Planning



Matt to add board succession to each board agenda

Add board succession to each board agenda, in-committee

Due Date:	1 Apr 2021
Owner:	Matt Simeon

Board members to retain their existing profiles as all board members are comfortable.

A discussion was held around succession planning with two board members children coming to the end of their time at Pillans Point School. Succession planning will form part of each board meeting for the foreseeable future.

1.4 Confirm Minutes

Board Meeting #8 2020 7 Dec 2020, the minutes were confirmed with the following changes:
Names of people who said which item at the end of the round the table on the success for the school needed to reflect differently.

1.5 Interests Register

2. Management Reports

2.1 Finance Report

No new accounts as yet with the transition to Xero.

Transition is progressing well, but we are just not in the position to present account at this meeting. Financially things are going well.

2.2 Health & Safety

3. Actions from Previous Meetings

3.1 Action Item List

Due Date	Action Title	Owner
30 Nov 2020	Budget action to do's Status: Completed on 7 Dec 2020	Matt Simeon
30 Nov 2020	Bring up Board Succession in Meeting 1 Term 1 2021 Status: Completed on 23 Feb 2021	Matt Simeon
11 Dec 2020	Change internal format of Strategic Outcomes Document Status: In Progress	Matt Simeon
14 Dec 2020	Write Letters Status: Completed on 23 Feb 2021	Matt Simeon
20 Dec 2020	Invite Fosters to the Feb/Mar 2021 Board Meeting Status: In Progress	Matt Simeon
1 Mar 2021	Parent Proposal for Turn-a-round bay Status: Completed on 1 Apr 2021	Matt Simeon

Not quite ready to invite Fosters

4. For Noting

4.1 Student Numbers, Classes and Forecast for 2021

Board acknowledges that we hold a good gender balance currently.

Questions raised by board around funding milestones we trip over when the school grows over 500 students as well as hitting maximum capacity.

Matt acknowledges that funding appears to be easier over 500 students than it was under 500 students.

Discussion around how hitting maximum capacity hasn't yet happened. The question was raised by the board about 3-4 new Kea classes and where they will go. Matt discussed with board the shuffle of classes upon new building completion that will create room for these children.

4.2 Staff Changes

Board discussed staff changes, who has departed and who is taking over these roles.

Board welcomes new staff into the school.

4.3 Principal DP insights on the beginning of the year

Matt addresses Iwi hapū connection. Aramahou Ririnui is a cross-school teacher for Māori - family whānau connections. Des, main kaumātua for hapū and keen to reconnect with us. Uncertain if we have a history of being connected but this will be part of the journey.

Pōwhiri to welcome them back into our school. This will mean we can have a blessing of new buildings and areas.

Exploring the concept of each block being given a name and teaching teams being the guardians of the block rather than designating each block to Kea, Moa, Kiwi for example.

Matt showed the board pictures of Otumoetai College's new covered outdoor area and explained how they've used cultural connection with the naming. This area is a prime example of a localised curriculum and is the ultimate dream for our school's court that sits in the centre of classrooms.

Term 2 to bless and name the building, working with the school. Start to work through all buildings following this. Matt asks the board to join these if and where possible, making dates and times in advance to acknowledge Iwi coming into our school.

Kevin summarises his first month at our school. He is loving it here, he puts this down to staff culture as everyone is very welcoming. Has enjoyed introducing Hero, having rolled this out before in a school.

Board asks Kevin if he has any questions for them or any comments on the way things are run, Kev hasn't thought about it but hasn't got any questions or comments currently. Kevin puts the seamless transition into school down to organisational structures in place, which credits the support of other senior staff.

While Kevin was discussing Hero, the board acknowledges the positive feedback about Hero along with some of the minor issues including;

Hero sessions time out often, resulting in having to log into the app constantly.

Parents only being able to access one child on Hero and not the other, some parents are getting one child each.

We were lead to believe we could accept part payments, but still trying to work through this. Currently, you can pay for one whole item but not a part payment of one item.

Board raises the question about the potential to miss important messages on HERO as it logs you out. This was to be followed up by Matt

Matt spoke on behalf of Cherie, a lot of high needs circumstances at the moment.

Board raises question around what resources we have or what can we do to support Cherie with this. Matt speaks to this explains support from ministry, my can clinicians on site, Vicky who is ECE learning support coordinator. No investment from school needed currently. Matt discusses action taken to relieve this situation.

Matt acknowledges that the challenge is to find staff for high needs children and wants to refrain from from putting teachers one on one with high needs children as this can cause dependency. Will require funding for additional Teacher Aide/s.

Have seen the pay off in past board decisions around high needs students.

4.4 Update on Our COVID Response and Potential Risks

Scanning codes for every classroom now, with each classroom/space acknowledged as different areas.

We have staff readiness from last COVID lockdown with learning resources.

Discussion around Gobsmacked being a large risk with COVID.

Board raises question around what plans are in place for children who can't attend school due to exposure or requirements to isolate. Matt advises we are ready with resources for this situation.

4.5 Maternity Leave

Maternity Leave Approved.

5. Major Decisions and Discussions

5.1 Principal Delegations 2021

Same delegation as the last few years.



Acceptance of 2021 Delegations

BOT action/ decision overrides a delegation

Decision Date: 1 Mar 2021
Mover: Scott Hamilton
Seconder: Rachael Arthur
Outcome: Approved

5.2 2021 Charter / Annual Plan



Board approved the 2021 - 2024 annual plan

Board is very happy with the direction that we are moving in

Decision Date: 1 Mar 2021
Mover: Shannon Hannah
Seconder: Catherine Flowerday
Outcome: Approved

5.3 2021 Board Objectives / Goals

Matt acknowledges the involvement of both the board and school. The board charter is effective and guiding us well, however is open to an additional document or an alternative.

Board discusses an idea of a background document for new board members, to have something in black and white. Community and board success outside the charter raised. The building is covered by charter, but more information about covid.

Matt to action this to have an additional document to the charter, board specific.



Matt to make board document

Matt to create board document as board suggested

Due Date: 1 Apr 2021
Owner: Matt Simeon

5.4 2020 Board Work Plan

Keeps Matt accountable to who's coming and gives everyone notice of what to expect.

6. Building Updates

6.1 Master Plan C&L, B Admin, New R Block

Matt speaks to building delays, although these are happening we do have enough time up our sleeve. May 3rd is the proposed completion date and we are still looking to meet that.

Admin complete, Learning Support Toilet due to finish end of March.

Board have a wide and varied discussion around what the future of Libraries will look like. Tech vs books. Matt speaks to this, we need a place where children can go and embrace books just as we have sports facility for kids that enjoy sports. Discussion around movement of library.

Board raises question around what the future library space would be used for if we were to have no Library in the future. Matt advises wireless and physical networking is done for this area, future proofing completed already in the future library spot so that we can use this space for what is needed at the time.

6.2 School Improvement Package - SIP

Board acknowledges the proposed projects and supports this work being done as soon as possible.

6.3 BOT/PTA Projects

Board acknowledge they need to execute on big things first, if not prioritised right this can be detrimental.

PTA in a good place. Ministry, school and PTA together as a whole is going well.

Board discussed fundraisers and where the money will be spent. The money from fundraisers aren't tagged to one particular place. Mufti days to go to compassion freezer.

7. Compliance Reporting

7.1 School Docs Self Review 2020 Full Year & 2019-2021

Matt carried out assurance review.

7.2 Board Risk Matrix Review

Board discusses changes to this, Lockdown should be in major not extreme and Internationals into moderate.

8. In Committee

8.1 Principal Appraisal 2021

8.2 Parent Proposal for Turn-a-round bay

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

9.1 Board Member insights to the meeting

Rachael - All future proofing, long term value of what we are adding around the school.

Gus - Welcomes Kevin + Brooke, nice to get through a meeting with a lot going on and thanks to management we can work through at pace.

Catherine - Nice to walk through the new building and seeing it rather than visualising from plans. Loves ambitious goal for SIP time frames. Looking forward to new spaces.

Kevin - Excited about school moving towards collaborative teaching in new spaces. Next step, use of new spaces. Has experienced this transition in past and looking forward to doing the same here and the journey.

Shannon - Enjoyed seeing the building but mostly what's happening now is future proofing. Moving kids into spaces that work better for them.

Mikael - Appreciates everyone's over-mindedness. Succession planning and prepared. Appreciates Kevin's words about how we have welcomed him into the school. Using the space and teaching collaboratively, good to see everyone is willing to try new things.

Matt - Questions that come around about kids and needs and the board responding with the question how can we help. Successes of a child and knowing the journey and seeing the change. You don't get snippets often but once we do it's a journey to look back on. We can take on high needs kids and it is recognised at board level.

Scott - Succession and what is strategy for board. This evening we have seen the benefit of this on the teaching side, and how well they work for the kids.

10. Close Meeting

10.1 Close the meeting

Next meeting: Board Meeting #2 - 12 Apr 2021, 6:00 pm

Signature: _____

Date: _____