

CONFIRMED MINUTES

SEPTEMBER BOARD MEETING



At the **November 5th Board Meeting** on **Monday, November 5, 2018** these minutes were confirmed as presented.

Name:	Pillans Point School
Date:	Monday, September 24, 2018
Time:	6:00 PM to 9:05 PM
Location:	Pillans Point School - Staffroom, 101 Maxwells Road Otumoetai Tauranga
Board Members:	Jess Holtom, Luke Stewart, Mel McDonald, Paul Stott, Christine Winstanley, Scott Hamilton (Chair)
Attendees:	Matt Simeon, Cherie Horne, Simon Potter, Carol Spooner
Guests/Notes:	Johanna Brown - Assistant Principal Kiwi Team

1. Opening Meeting

1.1 Confirm Minutes

Kyle's resignation is only from his leadership position and not his position from his teaching position within the school.

Scott suggested Lee get her house in order rather than seek out more groups.



Minutes confirmed see notes

Minutes confirmed see notes

Decision Date:	24 Sep 2018
Mover:	Jess Holtom
Seconder:	Mel McDonald
Outcome:	Approved

1.2 Interests Register

1.3 2018 Board Objectives.

2. Major Decisions and Discussions

2.1 Board Visit to ArtExhibition

The board started with a walk through the Art Exhibition, the school mural and the new sandpit toy cupboard

and were very impressed. The board were shown a few examples of the art that is up for silent auction.

2.2 Play based Learning - Jo Brown, Christine Winstanley

Jo welcomed to the meeting. A presentation given by Jo and Christine to give an insight into what Play Base Learning is about and how it works within a school. It develops social skills and oral language through stages of play until a child is ready to learn. It encourages children to think and do for themselves with guidance from the teacher. Jo and Christine involved in PD in Play Based Learning and tutoring other teachers in Tui and Kiwi. All teachers now wanting to learn more. Jo and Christine have prepared a budget for the board of some costings to provide more equipment for the children and for further PD for all junior staff. Matt thanked Jo and Christine for their interesting presentation.



Play Based Learning

To look at budget for 2019 to include Play Based Learning requirements going forward

Due Date: 05 Nov 2018

Owner: Matt Simeon

2.3 Board Succession Planning



Accept Simon Potters Resignation from the Board Effective 24th September

Dear Matt and The Board of Trustees

It has been my pleasure to serve with you all on the Board of Trustees at Pillans Point School, however please accept this as my letter of resignation, effective from 7pm today!

I have enjoyed my time and feel that our accomplishments have benefited all the children currently at our school, and future pupils. I have no doubt that the board and staff will continue to strive to ensure the best interests of our children are met.

I wish you all the very best and will undoubtedly stay in touch :)

Warmest regards,

Simon Potter

[linkedin](#)

027 230 3585

Decision Date: 24 Sep 2018

Mover: Matt Simeon

Seconded: Scott Hamilton

Outcome: Approved

Succession Planning for the board. The intentions of the current board members were put forward with the majority of members possibly looking at another term with the option of opting out when their children finish primary school. The feeling is that the meetings are running more smoothly now and a 3 year term works well. This gives the option of selection to gain a preferred skill set if a member resigns mid term. Matt has had some interest from several parents for 2019 elections.

Discussion had around the importance of having members with particular skills eg finance.

A proposal to put any names forward to Matt of interested people.



New Board Member

Board Members to share with MS names of possible board members by Friday 28th. MS and SH to meeting to put forward a decision for the board.

Due Date: 28 Sep 2018

Owner: Matt Simeon

2.4 Staffing 2019

Alison Willis has applied for 12 months leave - confirmed.

A second DP - Sarah Stock to take on Curriculum and student learning.

Paul Askin and Temira Slatter into AP roles.

3 appointments have been made Blayn Fraser fixed term position in yr 1/2, Shannon Dobbs BT and Rachel Wikeepa.

New staffing will be shared with parents early November.

Board acknowledged the work that has happened here to have staff on the front foot around employment this early in the year.

2.5 Building Update - From Hayley MOE

Taken as read.

Meeting this Thursday (27th) with MOE officials from Wellington.

2.6 International Student Marketing Trip

Take as read.

Options for next year discussed in relation to 2019 Korean trip and who / how many staff go.

Matt spoke to the benefits of sending somebody to Korea. The best option is to send the principal as this is the preferred option for the Korean families. Scott suggests continuity of a presence in Korea is important. Further discussion.

Matt suggest if there was a year to send two people, 2019 would be that year due to financial position.



International Students

Matt to bring a marketing proposal for 2019.

This action should provide some clarity for new board members as to the long term commitment to marketing in Korea for continuity.

Due Date: 01 Apr 2019

Owner: Matt Simeon

2.7 Board Objective One - Student achievement, well being and welfare

Take as read.

Some discussion as to how this survey was managed and completed.

Discussion had about how we could share this valuable information to the community.

MS to incorporate this into an end of year board newsletter to community.



End of year newsletter to the board.

MS to write end of year board newsletter to parents. This should include information around the students Hauoura survey results.

Due Date: 28 Nov 2018

Owner: Matt Simeon

2.8 Board / PTA Project - Update

PTA funds close to \$40000.

Matt spoke of the projects that have been completed to date, then talked about the needs / wants / requirements (landscaping for play based learning area).

We have had a number of expensive donations made to the school i.e hangi baskets, bike stands, garden restructuring and planting.

A suggestion made by Paul about spending funds on bigger ticket items. Discussion had around the costs and uses of bigger ticket items eg. a school van.

Scott suggested that the school create a register of Charitable Trusts to enable us to rotate our funding applications.

Hopeful that shade money will be forthcoming from NZCT.



Front of school flags

To renew shabby flags.

Due Date: 05 Nov 2018

Owner: Cherie Horne



Charities Register

Matt to create a Charities register

Due Date: 05 Nov 2018

Owner: Matt Simeon



Supporters Board updated.

Ensure supporters of the school this year have their logos added to the supporters board at the front of the school.

Due Date: 02 Dec 2018

Owner: Matt Simeon

3. International Student Business

4. Compliance Reporting

4.1 Self Review 2018 Full Year

4.2 This Term Review Documents

4.3 Current Numbers

4.4 Correspondence

Nothing to report

5. Actions from Previous Meetings

5.1 Action Item List

Refer to the action list PDF attached within meeting documents for previous meeting actions.

5.2 Old Actions into board Pro



Community Property Info Board

Investigate a community notice board to display what is happening around our school in regards to buildings.

Due Date: 10 Dec 2018

Owner: Matt Simeon

6. Management Reports

6.1 Finance Report

Matt spoke to the finance report.



That the board approve payments of \$117,987.13

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Decision Date: 24 Sep 2018

Mover: Paul Stott

Seconder: Matt Simeon

Outcome: Approved

6.2 Health & Safety Review

7. Other Business

8. Close Meeting

8.1 Close the meeting

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

New Actions raised in this meeting

Item	Action Title	Owner
2.2	Play Based Learning Due Date: 05 Nov 2018	Matt Simeon
2.3	New Board Member Due Date: 28 Sep 2018	Matt Simeon

Item	Action Title	Owner
2.6	International Students Due Date: 01 Apr 2019	Matt Simeon
2.7	End of year newsletter to the board. Due Date: 28 Nov 2018	Matt Simeon
2.8	Front of school flags Due Date: 05 Nov 2018	Cherie Horne
2.8	Charities Register Due Date: 05 Nov 2018	Matt Simeon
2.8	Supporters Board updated. Due Date: 02 Dec 2018	Matt Simeon
5.2	Community Property Info Board Due Date: 10 Dec 2018	Matt Simeon

What have we enabled for the student, staff and community within this meeting?

Mel - play based learning and projects happening

Matt play based learning, projects and child survey

Cherie - staffing calibra for 2019

Luke - understanding the play based learning

Jess - staffing and the art exhibition

Paul - Board Pro

Simon - Smoke detection during art activity and Simon thanked the board for support and his time as a board member

Christine - the sharing of the play based learning

Scott - happy kids and teachers (staffing), happy community. Scott acknowledged Simons input during his time on the board

Signature: _____

Date: _____