

CONFIRMED MINUTES

BOARD MEETING 1 - MARCH 2019



At the **Board Meeting #2 2019** on **Monday, April 1, 2019** these minutes were **confirmed as presented**.

Name:	Pillans Point School
Date:	Monday, March 4, 2019
Time:	6:00 PM to 9:00 PM
Location:	Pillans Point School - Staffroom, 101 Maxwells Road Otumoetai Tauranga
Board Members:	Scott Hamilton (Chair), Catherine Flowerday, Christine Winstanley, Jess Holtom, Mel McDonald, Cherie Horne, Sarah Stock, Shannon Hannah
Attendees:	Matt Simeon, Ange Burgess
Apologies:	Paul Stott, Luke Stewart

1. Site Walk

1.1 Board Projects / PTA Funds 2019... Whats the plan/

Matt notes that the Chairperson of the board is usually elected at the first meeting of the year, but due to it being Election year, this is not required and Scott will continue on in this position.

Tour of school grounds:

1. Outside Moa block. Matt explained proposed changes to this block - keynote being a covered thoroughfare courtyard between current courts and the new building where the current car park is. Involves removing one toilet block.

2. Additional bike stands behind Moa block viewed and noted.

3. Current staff carpark area - Matt explained where the new building will go up & it's detailed including outdoor roof design and gender neutral toilets.

Scott checked the total number of toilets would still be fine despite the removal of the block by Room 3. Matt confirms we will still have more than enough per head.

Scott checks re retaining native trees in this area. Matt confirms we hope to, and smaller ones will be able to be relocated and replanted.

Matt notes we are a month or so ahead of schedule at this stage.

4. Junior Playground - shade sails noted. Discussed impact and positive feedback from parents. Matt notes that the Senior playground shade sails are on hold, due to the supplier turning down the steel they were originally supplied due to it lacking structural integrity. Board agrees we should wait for the safe product.

5. Matt notes other small jobs that have been completed i.e cover on the pool, flags in the hall, painting of concrete games etc

6. Discussion re playbased learning area outside the field side of KLC/Tui block. Plan developed by teacher Laura Burr as part of her permaculture studies (Pillans Point School will be her case study). Playbased learning area to be a S shape, including mud kitchen, edible/sensory gardens, nothing too permanent. Suggestion to use large boulders to give the space a sense of containment

without being permanent. Permanent path to be made adjacent to the cricket nets to be used for triathlon/duathlon etc traffic.

7. Discussion re proposed plan for new staff room & staff resource room in current Tui hub rooms. Note that library will likely move back into Room 6, as the classrooms on the field will be removed.

8. Explanation of changes to current office area, and current staff room. Key points being sick bay will be doubled in size (losing one of the current 3 staff toilets to do so). Meeting room will be extended and will be able to be used as a quiet area & for private meetings/phone calls. Matt notes that the least amount of money will be spent in these areas, to allow for higher spending in classroom/student areas.

Walked around the grounds. Talked about new developments.

Sarah's taking the reigns of the development for her leadership challenge.

Great communication from Hayley in Wellington. Iwi consultations happening Tues 2nd Mar - keeping ball rolling quickly.

Design process by mid year, out to tender, chance they can start late this year. Latest March next year to turn soil.

Sarah notes there'll be very minimal disruption - as they'll finish the new block, before starting on remaining blocks.

Scott asks re drop off area - anything we can do? Matt says no. Traffic plans/contract work - delivery times etc will need to be sorted.

\$70-\$80K earmarked last year, great to see all the progress and to get a feel of what's happening in new year.

Scott asks re-estimate of costs/budget to new play area being designed by Laura Burr. Do we have a number we want to try and work towards this year like we did last year.

Matt says board needs to approve in principle to developing those areas; put it to Sarah to find out how much we can do in a working bee and what can be contributed from our community; then we can build budget and concepts around that further, then tying into the PTA with their fundraising and funds. Jess suggests grants.



Board agrees in principle to the redevelopment of the area around...

Board agrees in principle to the redevelopment of the area around the kiwi and tui block

Decision Date: 04 Mar 2019
Mover: Scott Hamilton
Seconder: Matt Simeon
Outcome: Approved



Develop budget for the Kiwi Tui Area

Develop budget

Due Date: 01 May 2019
Owner: Sarah Stock



Speaking rights for Cherie & Sarah

Matt asked for Cherie & Sarah to have speaking rights. Decision approved.

Decision Date: 04 Mar 2019
Mover: Scott Hamilton
Seconder: Mel McDonald
Outcome: Approved

2. Opening Meeting

2.1 Confirm Minutes

December Board Meeting Monday, December 10, 2018, the minutes were confirmed as presented.



Minutes Confirmed

Previous Minutes confirmed

Decision Date: 04 Mar 2019
Mover: Mel McDonald
Seconded: Catherine Flowerday
Outcome: Approved

2.2 Interests Register

Discussed Lee's conflict of interest. Everyone feels they have a clear definition of where Lee's involvement with other schools/organisations sit and could explain these if asked.

3. Management Reports

3.1 Finance Report

Income wise we didn't push out for payments until 21 Jan this year, whereas last year we did it earlier.

February we're likely to see a different picture.

Lorna creating notes retiming.

Discussion re \$40K leftover from last year. Matt keen to prepare a business case to buy a school van which is approx. \$42k. Scott suggested re-grant applications.



Business Plan for School Van

Matt will develop business plan for school van to present to next meeting.

To investigate whether TECT would contribute 50% of the cost. Matt will chat to key admin person at next meeting.

Due Date: 01 Apr 2019
Owner: Matt Simeon



Payments to be ratified.

Payments fro Jan \$

63,561.61

Pillans Point School - Payments to be Ratified - January 2019

Decision Date: 04 Mar 2019
Mover: Scott Hamilton
Seconded: Mel McDonald
Outcome: Approved



NZCT Photos/Thanks Shade Sail

Take photos of kids playing in playground under shade sail and send to NZCT with thanks

Due Date: 01 Apr 2019
Owner: Sarah Stock

3.2 Health & Safety

4. Actions from Previous Meetings

4.1 Action Item List

Due Date	Action Title	Owner
05 Nov 2018	Play Based Learning Status: Completed on 24 Feb 2019	Matt Simeon
02 Dec 2018	Supporters Board updated. Status: Completed on 01 Apr 2019	Matt Simeon
03 Dec 2018	Group Policy Updates Status: Completed on 21 Feb 2019	Matt Simeon
03 Dec 2018	Overview of how an Admin based person could work. Status: On Hold	Matt Simeon
10 Dec 2018	Community Property Info Board Status: In Progress	Matt Simeon
14 Dec 2018	PLD Status: Completed on 21 Feb 2019	Matt Simeon
14 Dec 2018	Board newsletter Status: Completed on 15 Feb 2019	Matt Simeon
12 Feb 2019	Out of Zone enrolments Status: In Progress	Matt Simeon
01 Sep 2019	Complete Community and Staff survey again in 12 months Status: In Progress	Matt Simeon

5. Major Decisions and Discussions

5.1 2019 Board Objectives / Goals

Discussion re the fact that a teacher negotiation / voting meeting is being held on 18th March; which clashes with Gobsmacked performance day & how to broach this w staff.

Matt happy to create board objectives based on the above list, if everyone's happy to agree these are things the board wants them to be based on.

Everyone agrees, Mel notes that she would like board succession planning to be included as an objective.



Board Succession Planning

Build board succession planning into our board objectives as well to ensure continuity.

Include one pager in newsletter with board objectives, so that we can review at the end of the year.

Scott asks anyone with feedback to contact Matt directly.

Agreed to get a draft; circulate and resolve outside of board meeting whether those are the agreed actions.

Due Date: 01 Apr 2019

Owner: Matt Simeon

5.2 2019 Charter / Annual Plan / Analysis of Variance

Matt ran through the charter quickly in summary including the summary of the values to one page; strategic goals discussed & Matt notes these have been summarised and content reduced here as well.

Academic Targets - these are based around things that have been going on or happening in the school for some time.

#1 Quick 60 - reading & writing intervention - proving to be of great value.

#2 Prime Maths Programme introduced 2017 - tracking Y5 cohort this year. Things below them tracking well, above them are gaps. Working on ways to increase the kids' ability to be accurate with quick calculations.

#3 Writing Cohort Y6 - all externally moderated

#4 Y2 Reading cohort - pressure off in the first year in terms of National Standards, looking at a 2 year period rather than a single year.

Analysis of Variance discussed last year.

The discussion that academic targets are not the only measure of how we evaluate the school - we have a lot more of a holistic approach now.

Agreement to summarise the charter further (i.e academic targets to one page) for community distribution (i.e website).

Discussion re ERO reports & what's been done to address issues they raised. The agreement we are on track and would welcome ERO visit.

Discussion re-learning support and definition of ALL CHILDREN - is it too encompassing? i.e. various groups like vulnerable children, Pacifica community. Do we need to specify which kids we're referring to? Scott suggests adding this into academic targets rather than the strategic goals.

Do we need to specifically mention the priority learners?

Matt suggests put a page between goals and academic targets as to what learning support we offer to different learners.



Summarise Charter for Website

Matt to summarise the Charter for community/website distribution.

i.e summarise academic targets onto a page.

We'd then end up with a 6-7 page document for the website.

Due Date: 01 Apr 2019

Owner: Matt Simeon



Learning Support & Additional Needs / Learning differences

Matt suggest put a page between goals and academic targets as to what learning support we offer to different learners in the charter.

Due Date: 01 Apr 2019

Owner: Cherie Horne



Charter to go to Ministry / Summarised version for website

Board agrees charter good to go to Ministry with extra page re learning support added. Summarised version to be created for website/ community distribution.

Decision Date: 04 Mar 2019
Mover: Jess Holtom
Seconder: Matt Simeon
Outcome: Approved

5.3 Out of Zone Enrolments

Discussion re whether opening up out of zone enrolments could put us at risk of any future builds.

Discussion re daycares and how many Y1's we can expect for future years i.e will opening up out of zone further be an issue for the future. Matt notes usually ECE's are close to the parent's work, v schooling being close to home. Hard to know who is local and fast.

We currently have 40 on the list for 2020 - higher than where we were this time last year for 2019 - so looks like numbers will be up again next year.

Do we want to open up 10 spaces before July 1st? If we don't fill them - then we will have to address staffing for the following years.

Matt raises issues of siblings & future enrolments of out of zone siblings. Agreement that we'd accept younger siblings of current out of zone students. i.e younger students than the 5 year olds we're excepting.

Scott asks practically what number we need to get to, to make sure the school runs efficiently & remains operable. Matt answers we'd like to sit around the 74-78 NE number. We don't want a cohort of 68 - it needs to be higher. If we got 10 more - that would be great. No concerns if we had to get more staff on for 2020 - plenty of great teachers around.

Discussion re Bureta Rd/Vale St development. On hold, people are getting refunded. Impact of this would only be in sometime in the future.

Discussion over what's involved and the process. Can't be first in the first serve, it has to be a ballot.



Open out of zone enrolment

Board approved 10 out of zone enrolments for 5 year olds in terms 1&2 2019

Decision Date: 04 Mar 2019
Mover: Scott Hamilton
Seconder: Mel McDonald
Outcome: Approved



Finalise out of zone enrolment process

Finalise process to opening up out of zone enrolment & start actioning it.

Due Date: 05 Mar 2019
Owner: Matt Simeon

5.4 Building Update - From Hayley MOE

Matt suggests get the \$25K - put it on term deposit and have it accruing interest.

This would allow us to have a fund we can dip into to allow for any expense. eg we could require consultation on the build from Property Manager OR if we need to fund Sarah Stock out of the class room for x amount of time for example.

Discussion re how payments would work. eg board has to agree on payments OR can Matt have an approval amount i.e that he can spend up to a certain point without seeking approval.

Discussion re transparency of where the money goes for our purposes - ie we don't need to declare what we spend the money on, but for our purposes we need transparency.

Discussion re PPS development posters - addressing action from Board - how do we communicate with community. Put on the reigns due to field issues, but pretty close now. Sitting in a good position with the Ministry in terms of what we are wanting.

Matt will keep everyone apprised of PSG meetings. Ownership remains with Ministry but we have a lot of scope/choice involved.

Discussion re College development - mainly to do with efficiencies in terms of tender - but still separate project. Matt impressed with Brewer Davidson - Lead Architect - they're being really responsive to us, despite us being "little brother" to the college.



Request \$25K - Principal's Release Time Funding

Request \$25K and put it on term deposit.

Due Date: 01 Apr 2019

Owner: Matt Simeon

5.5 Board Elections 2019



Angela Burgess appointed Returning Officer

Ang Burgess confirmed as Returning Officer for Board Elections.

Decision Date: 04 Mar 2019

Mover: Scott Hamilton

Seconder: Jess Holtom

Outcome: Approved



Add Board Elections to agenda of next board meeting

Add Board Elections to agenda of next board meeting.

Due Date: 31 Mar 2019

Owner: Matt Simeon

5.6 Tomorrows Schools Review / Consultation

Important that the board is aware of this. At this stage no actions/or discussion as such - just awareness. Matt will keep the board updated.

5.7 International Students Start of Year & Strategic Intent 2019

A lot work has been done by Lee, Jess, Cherie & Matt re building International Students scope.

Scott asked Lee to have a first pass as to what development could be had with International Students.

Discussion re support person for Lee. Lee has said no - not required. Lee has systemised things / worked out how to organise things. Working out ways for Lee to delegate elements eg catering for events.

Lee's had to do a few full weeks over first Term (rather than her 0.8); this extra time has been either put against Marketing Budget - or Lee has taken the time in lieu.

Cherie discusses that Lee has a very clear thought process of where she wants to take the school. Exceptional planning, thinking out of the box & Cherie feels we're in very safe hands. Outstanding, future proofing the school. Cherie is sure Lee feels well supported by Cherie & Jess.

Discussion re looping Jess in to pre group meetings to ensure Jess is across everything to do with International.

Discussion re Chinese agents and doing what we can to maximise the Chinese emerging market. Likely to be the cost of additional cost to China for Matt, as timing for Chinese agents doesn't align with Korean trip already planned & budgeted for. Board agrees to this extra trip.



Schedule in International Presentation to Board

Lee Simeon to present International Strategic Plan to board & discuss.

Due Date: 01 Apr 2019
Owner: Matt Simeon



Support Matt additional trip to China w CAN study tour

Matt feels can make it work in marketing budget.

Decision Date: 04 Mar 2019
Mover: Scott Hamilton
Seconder: Sarah Stock
Outcome: Approved

6. Compliance Reporting

6.1 Self Review 2019 Full Year

Jess raises discussion re alcohol & rules around alcohol. Do we need to go further in terms of alcohol on site? Matt says not that he's aware of. Confirmation that kids can't access the alcohol at PPS.

Jess raises use of pool - is there an emergency contact number in the information poster?

First Aid kit at pool - we need to work out system for this.



Alter cost of Pool Key in Policy doc

Alter cost of Pool Key on Policy Site

Due Date: 01 Apr 2019
Owner: Matt Simeon



Correspondence

NZSTA News and other relevant board correspondence.

Due Date: 06 Mar 2019
Owner: Matt Simeon

6.2 Board Risk Matrix Review



Relocate IS Income Stream to Major

Relocate IS Income Stream to Major & remove the word stop

Due Date: 05 Mar 2019
Owner: Matt Simeon

Discussion over IS Income stream and where this should sit in the matrix grid. Currently in Extreme, moved to put in Major.

Matt alerts board that under proposed education reform - the IS Income stream being lost could have more of an impact than it does now. If reform happens - is it worth putting all the time and investment in this area if it becomes income neutral?

Legislation could have a large impact.

7. Other Business

7.1 Community of Learning - Kahui Ako

As read.

8. Confidential - Sensitive -In Committee

8.1 Staff Leave / Retuning from Leave



Approve Christine Winstanley's leave - 12 months

Recommendation is to approve 12 months leave; holding open full position of Teacher & Leadership role; with 6 months transition back into the school when/if she arrives back.

Decision Date: 04 Mar 2019
Mover: Scott Hamilton
Seconder: Mel McDonald
Outcome: Approved

8.2 Additional Policy

The board acknowledges & supports the need for a policy such as this; Matt to liaise further with School Docs on creating a policy to align with points raised by the parent already consulted with but also including but not limited to approaching other parents in the similar situations. The board wants to start the process but also wants to be measured in its approach to a very sensitive topic. Agreement that policy needs to be written to support all children both current and future but also written to give protection and guidance to the school's staff and board should they be placed in situations where the policy is challenged by members of the community that may see things differently.



Recognition of Personal Identity Policy

Matt will liaise with School Docs on creating a policy including approaching other parents in the same situation; fleshing out points raised by parent already consulted with. Start the process. Agreement that policy needs to be as general as possible.

Due Date: 01 Apr 2019
Owner: Matt Simeon

8.3 Principal Appraisal 2019

Noted.

9. Close Meeting

9.1 Close the meeting

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

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

MEL: Good discussion around the charter & key objectives for the year.

CATHERINE: Charter interesting, putting it on website good idea in terms of bridging the gap between community.

JESS: Agrees with Catherine and likewise for the development. Walk around to see what's coming really exciting.

SARAH: Walk around, work Matt's put in front footing development really great.

MATT: Engagement from the board around the roundness of the school. Trying to have eyes on as many aspects as we can without having hands in. Feeling a lot of trust for myself and the team, but know the support is there should we need it. A thank you towards the board for continued trust and support.

SHANNON: All very interesting. Building, walk around - because when my daughter started school was when Nicky Kay did the walk around - so great to finally see draft plans.

CHRISTINE: Approval of going ahead with the area outside Kiwi and Tui - seeing something productive out there rather than the dry dirt. Kids will get a lot out of this useable space.

CHERIE: Recognition re the Chinese Study group wanting to showcase our school to their teachers - that's a huge accolade for us and our School. We're obviously doing something right.

SCOTT: Appreciate all contributions. Risk register being tidied up etc, shows school's in a really good mindset in terms of understanding what are the challenges facing us and how we'll address those. Walk around great, shows what we've achieved over last year. Gives assurances we can achieve it again this year.

The completion of projects. The community survey. The International Department reports and the smooth running of the department. The CoL input.

Signature: _____

Date: _____