

# CONFIRMED MINUTES

## BOT MEETING 4



At the **BoT Meeting 5** on **27 Mar 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	Pillans Point School
<b>Date:</b>	Monday, 20 February 2023
<b>Time:</b>	5:00 pm to 7:50 pm (NZDT)
<b>Location:</b>	Pillans Point School - Staffroom, 101 Maxwells Road Otumoetai Tauranga
<b>Board Members:</b>	Clay Fulcher, Jacqui-Ellen Price, Katie Pritchard, Liam Geraghty, Lucy Sheppard, Marty Mayston (Chair), Monique Brooks, Rachael Arthur
<b>Attendees:</b>	Kevin Piermarini, Paula Brinsden, Sarah Warr

## 1. Opening Meeting

### 1.1 Confirm Minutes

**Meeting 3 5 Dec 2022**, the minutes were confirmed with the following changes:

*Wording of TECT funding to be changed*

Previous meeting: Tect funding wording - missing as in not sourced, not missing as in lost.

### 1.2 Interests Register

### 1.3 Action Item List

Due Date	Action Title	Owner
31 Oct 2022	Staff Induction <b>Status:</b> In Progress	Jacq Price
31 Oct 2022	NELP's to be discussed by new board <b>Status:</b> Completed on 5 Dec 2022	Jacqui-Ellen Price
5 Dec 2022	Sponsorship Committee - Report on progress <b>Status:</b> Not Started	Liam Geraghty
12 Dec 2022	Wk 6 - comms regarding pool <b>Status:</b> Completed on 5 Dec 2022	Jacqui-Ellen Price
15 Dec 2022	Set up Katie with Board items <b>Status:</b> Completed on 20 Dec 2022	Sarah Warr
31 Jan 2023	Grants - sourcing potential grants <b>Status:</b> In Progress	Lucy Sheppard
31 Jan 2023	Casual Use Agreement <b>Status:</b> Completed on 10 Feb 2023	Jacqui-Ellen Price
31 Mar 2023	Quote request for "Mud Kitchen" concreting <b>Status:</b> Completed on 17 Mar 2023	Jacqui-Ellen Price
30 Jun 2023	Induction process review <b>Status:</b> In Progress	Rachael Arthur

<b>Due Date</b>	<b>Action Title</b>	<b>Owner</b>
30 Jun 2023	International Committee <b>Status:</b> In Progress	Clay Fulcher
1 Oct 2023	Review the Charter <b>Status:</b> Completed on 5 Dec 2022	Monique Brooks

## 2. Visitors

### 2.1 Visitors

## 3. Board Actions

### 3.1 Board Checklist

### 3.2 Delegations

Worked through in the last couple of weeks between Jacq and Marty. Confirmed that this was the standard document used across a large number of schools.

Clarity given around the level of Board agreement when minor approvals are required.

Minor edit in punctuation for employment agreements to be signed without full board approval.

Acting Principal - short term Paula Brinsden. Long term Paula and Kevin to share by way of collaboration.

Board agreement given to share Board member phone numbers amongst Board members.

Document approved by Board. 2 half days for support staff training days.

## 4. Subcommittees

### 4.1 International Subcommittee

### 4.2 Pool subcommittee

Pool duty was pretty easy. Seemed to work well.

Quotes coming to do repairs and source grant.

Plan to prevent cost blowouts. Theories floated for other revenue sources generated by the pool.

### 4.3 Grants and Sponsorship committee

Bus grant - documents not available on time to submit .

Learning support assistants - source topup grant

Plan list of items that could be perpetually granted. eg: sports gears, travel, school projects, technology etc. Refer to strategic goals / direction of the school.

Source list of grant providers.



### **Gather list of items to spend grants on**

Gather list of items to spend any grants on

**Due Date:** 30 Apr 2023

**Owner:** Jacqui-Ellen Price

## **5. Management Reports**

### **5.1 Finance Reports**

Liam presented 2022 end of year prediction on financial outcome. Engaged Finance consultant from the Ministry. Planning underway to return to breakeven within 3-5 years. Creative planning surrounding reliever costs.

Comms surrounding level of payments made by parents last year, to encourage payment to make payments for this year. Planned comms to give greater visibility to what activities the children are engaging in for their money.

Statement monthly. Plan other Hero comms.

### **5.2 Gobsmacked**

Discussion held on the cost vs ticket sales. Absolutely worth paying a production company vs doing it ourselves despite enormous cost.

Generally positive feedback surrounding children's enjoyment of process.

## **6. Building & Property Updates**

### **6.1 Property Summary**

### **6.2 Refurbishment progress**

Costs have been returned, drawings are done. Heading to tender for construction soon. Looking to make some changes to reduce costs in certain areas whilst keeping with teacher requests.

## **7. Health and Safety**

### **7.1 Health and Safety Committee**

## **8. School Policies**

### **8.1 Policy Review**

Item noted by the Board.

Sarah sent calendar invites for board to make reviews.

## 9. Decisions, Discussions & Sharing

### 9.1 Board meeting dates for 2023

Meetings have been set, and calendar invites sent.

### 9.2 2023 Teacher Only Day

Document presented providing clarity on desired culture, lines of communication / structure, collaborative spaces and approaches to teaching, our expectations of staff and direction for the year.

Informal plans previously made to monitor staff wellbeing due to change and new expectations.

Question surrounding how to ensure any new staff align to our vision? Interviewing, observation, role descriptions, explicit expectations.

Kahui Ako roles created to drive curriculum changes.

### 9.3 2023 Annual plan

Query surrounding strategic goals of the Board. Positive indication to generate this document. Marty to follow up.

Strategic Vision Board meeting set up.



#### Strategic Goals for the Board

Collaboratively build a strategic goal / document for the Board. Strategy session.

**Due Date:** 6 Apr 2023

**Owner:** Marty Mayston

### 9.4 Trust Funds paid into the school account to support ORS High Needs Student

Following up with NZSTA around legality of employment to cover.



#### ORS Funds

Follow up with NZSTA around legality of employment to cover ORS by external contractor / funding.

**Due Date:** 1 May 2023

**Owner:** Jacqui-Ellen Price

### 9.5 Achievement Goals

Board is happy to see achievement targets. Planning to provide more support to resource the outliers. Planning surrounding parent communication regarding what their children are learning.

## 10. International

### 10.1 International

Collins vs Cambridge - Collins is based around the Cambridge system. Lower initial cost and recurring costs.

Group stays were discussed. Financial benefits undeniable, but pressure on ISM and classes seems a setback. More thought required and SoP's created.

To discuss maximum number of groups to come in within a year.

## 11. For Noting

### 11.1 Legality of road signage



#### Road signage

Follow up with Kevin surrounding legality of road signage

**Due Date:** 30 Apr 2023

**Owner:** Kevin Piermarini

Comms have gone out about the school's wishes surrounding traffic behaviour

## 12. Compliance Reporting

### 12.1 Compliance reporting

Assurance given that requirements have been met

Reminder to Board to review policies.

To Add: action points for School Doc reviews. or Calendar invite. Calendar invites sent.

## 13. In Committee

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

### 14.1 Board Member insights to the meeting

LS: Feel that we've strengthened our links with each other and feeling more collaborative.

KP: Yay, 1st meeting of the year.

LG: Welcome to the new year, feel the enthusiasm

MM: Agree with Lucy, thank to Liam and other members who are working after hours. Great to see the passion and motivation.

CF: Good to see a structure coming in. Good collaboration. Good start to the year.

JP: Great to utilise the strengths of each other. Great to see a healthy Board.

MB: Welcome Katie, great to have you on board. Interesting ToD outcomes and feedback.

RA: Encouraging to have clarity in direction for the year. Positive start.

PB: Good to see everyone on the same page - great to see that we're all after the best for our Tamariki.

## 15. Close Meeting

### 15.1 Close the meeting

**Next meeting:** BoT Meeting 5 - 27 Mar 2023, 5:00 pm

Moved to committee 7.50 pm

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_