

CONFIRMED MINUTES

BOARD MEETING #6



At the **Board Meeting 7** on **8 Nov 2021** these minutes were **confirmed with the following changes:**

As per notes within the minutes

Name:	Pillans Point School
Date:	Monday, 20 September 2021
Time:	6:00 pm to 8:16 pm
Location:	Pillans Point School - Staffroom, 101 Maxwells Road Otumoetai Tauranga
Board Members:	Anthony (Gus) Bishell, Kevin Piermarini, Mikael Carter, Rachael Arthur, Scott Hamilton, Shannon Hannah, Marty Mayston
Attendees:	Cherie Horne, Mel McDonald
Apologies:	Matt Simeon, Catherine Flowerday

1. Opening Meeting

1.1 Confirm Minutes

Board Meeting #5 16 Aug 2021, the minutes were confirmed as presented.

Board thanks Catherine for putting together documents.

1.2 Interests Register

No changes.

1.3 Board Succession Planning

Board welcomes Marty and has a discussion around board members actively shadowing the Chairperson.

2. Visitors

2.1 Visitor Presentations

Board thanks Assistant Principal's for preparing their reports and welcomes them into the meeting.

Assistant principals from Moa, Fantail, Tui, Kiwi and Kea present their reports and answer questions from the board.

The Board and Assistant Principals have a wide and varied discussion around collaborative learning spaces and feedback from their teams. In light of all discussions, there was a review of classroom changes over the past week. Fantail will be remaining in rooms 7,8,9,10,16,17 to create more of a natural progression from a single cell classroom to co-teaching spaces. Tui will move into the newly renovated buildings, co-teacher classes.

Board and Assistant Principals have a discussion around our Ngatahi Programme, our Ngatahi Coordinator with us for 2 years now. There are many positive effects since implementing this into our school. Parents know what to expect when their children start and have someone to touch base with if they have questions. We are able to identify our transitioning childrens' needs prior to starting. For example, in the past, this has meant we were able to use visual supports at home before the children start school to make the transition easier.



Kevin to investigate feedback around open classrooms and see what is required for a happy medium.

Looking at the positives and negatives. With what we have heard, how can we get the best of both.

Due Date: 11 Oct 2021
Owner: Kevin Piermarini

2.2 Lockdown Summary

Board asks Assistant Principals from a teaching perspective about lockdown. Assistant Principal's agreed that the lockdown came abruptly and we had no concept of the longevity. During the lockdown, we had less engagement from students than in 2020. Staff provided fun, creative learning tasks. Seesaw was useful for viewing students learning posts and providing comments on their learning. Zoom was valuable for face to face connections.

Assistant principals note and share feedback from parents around face to face engagement.

3. Management Reports

3.1 Finance Reports

Board discusses finances, concerns around relief budget. The school has put in place a process moving forward to help this.

Board notes that the finance manager went to a conference. Discussion around camp fees and ability to claim the tax credit.

Board notes that they will sign the following documents on behalf of the board;

- To approve the yearly accounts
- To approve audit fees for next year

3.2 Health & Safety

Board has a discussion around the effectiveness of our content, school reports a high level of compliance.

Board has a discussion about the back playground, situated by the staff carpark. The suspected soak hole is under the playground, which is full of rainfall runoff from Rooms 11-14. Waiting for natural drainage before re-opening.

4. Actions from Previous Meetings

4.1 Action Item List

Due Date	Action Title	Owner
7 Aug 2021	Review list of Board Governance documents from NZSTA and add relevant documents to PPS website Status: Completed on 20 Sep 2021	Catherine Flowerday
30 Aug 2021	Let fosters know we are accepting quote Status: Completed on 29 Aug 2021	Kevin Piermarini
6 Sep 2021	Find out how much we have paid for this so far, where we are at with the council consent. Status: Completed on 20 Sep 2021	Shannon Hannah
13 Sep 2021	Follow the Waihi Beach drowning and understand the impacts on school board Status: In Progress	Catherine Flowerday

Note that Catherine has given us documents, currently working through these.

Consent came through and invoice for the caretakers shed, making progress, Health and Safety risk, no further information to report on.

5. Decisions and Discussions Sharing

5.1 International Student Business

Board welcomes Lee into the meeting and thanks her for putting together the documents presented.

Board appreciates Lee's efforts during lockdown - full time teaching. Lee advises that her International students were 100% engaged and it was a team effort between her and Emily.

Lee mentions future meetings with the ministry about primary international students and advises the board on what the process may look like. There was a wide and varied discussion around the latest announcement concerning the future of International Students in the Primary School sector. Lee explained the process, submission followed by consultation. Pillans Point School will put forward a submission.

Lee advises the board of international students who will remain at the school and new students that will start next year.

Board discusses the prospect of talking to agents about Pillans Point School helping if surrounding schools are struggling with maintaining their international programme.

5.2 Resignations

Board congratulates Cherie.

Cherie's job has been posted on Education Gazette, with 5-6 requests so far for the Board Pack.

Discussion around 2 members of the board being welcomed into the interview process for the Deputy Principal's role.

Lianne, Office administrator, leaving at the end of Term 4. Hiring is underway with 4 candidates shortlisted for the job, interviews this week. Very positive that we will find someone great.

5.3 2022 Staffing

5.4 Out of Zone Enrolments - update

Board discusses the out of zone applications, we have had 3 people apply and we have extended the ballot. Board discusses the status of these applicants, the Board suggests we accept these children and keep the ballot opening for any remaining interest.

6. For Noting

6.1 Moa Camp at Tui Ridge

Board noted

7. Building Updates

7.1 SIP - Caretaker Shed

Board noted.

We have a consent and moving in the right direction.

8. Compliance Reporting

8.1 Board Compliance Term 3 2021

Noted policies being sent and are compliant.

9. In Committee

9.1 Nil

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

10.1 Board Member insights to the meeting

Formally acknowledge both Mel McDonald and Cherie Horne for their time on the board, thank you.

Shannon - We didn't ask the Assistant Principals to talk to their reports, but instead the board asked relevant questions and received good feedback.

Cherie - Overview example of Fantail team being listened to, feeling apprehensive of timing moving into the new building. Awesome that staff can feel brave enough to speak out. School and board have listened, nothing is set in stone till everyone is in agreement. Shows we have a powerful board and leadership team to turn problems into solutions.

Rachael - Going through lockdown and seeing how every child is treated individually. Everyone was considered during lockdown and everyone was so well supported. We should be proud.

Mikael - I see both sides, the finished product in board meetings and also sitting in the team meeting where it's formulated. It's a full team expressing their thoughts. Feels grateful for being able to see both sides and be confident to encourage those conversations.

Mel - Tonight shows there is a huge sense of unity and strength, you get a real feeling of openness and being able to be heard. Sign of a very strong school and a great board. Thank you for having me a part of it. Thanks Cherie, for what you do and how you do it. The passion you speak within board meetings, I feel so excited that so many more people are going to benefit from you. Good luck and I will miss you.

Kev - For me, the discussion around our flexible learning spaces was really meaningful. I came from a school where it was completely implemented. I'm looking forward to helping teachers understand how to best utilise the new spaces for teaching and learning. Tonight's meeting helped us understand more about our flexible learning spaces.

Gus - Cherie, on a personal note thank you. Working alongside you is amazing and no doubt you will be a superstar where ever you go. Tonight's meeting, to reiterate to everyone else, great to have the Assistant Principals' input and it is an eye opener to see the full picture. From the board perspective we have covered a lot of ground, it's a pleasure to be in a board that gets things done.

Marty - Mirroring what Cherie said, it's great to be here and see Assistant Principals confidently front up and show trust in the Board. It is an inviting place for them, All the best Cherie.

Scott - A lot of openness from Assistant Principals and Lee in terms of challenges that are there. For the board it is good to see the challenges, we can't support if we don't know they are there. Kev, great job stepping up. Cherie, thank you both on a board and personal level. You have done a lot of educating the board and putting the school on the map for all the things you are doing. All the best. Thank you Mel, Marty and Brooke for taking the minutes.

11. Close Meeting

11.1 Close the meeting

Next meeting: Board Meeting 7 - 8 Nov 2021, 6:00 pm

Signature: _____

Date: _____