

# CONFIRMED MINUTES

## BOARD MEETING 21 FEB 2022



At the **Board Meeting 212** on **21 Mar 2022** these minutes were **confirmed as presented**.

<b>Name:</b>	Pillans Point School
<b>Date:</b>	Monday, 21 February 2022
<b>Time:</b>	6:00 pm to 8:42 pm
<b>Location:</b>	Pillans Point School - Staffroom, 101 Maxwells Road Otumoetai Tauranga
<b>Board Members:</b>	Anthony (Gus) Bishell, Catherine Flowerday, Marty Mayston, Mikael Carter, Rachael Arthur, Scott Hamilton, Shannon Hannah
<b>Attendees:</b>	Kevin Piermarini, Paula Brinsden, Sarah Warr, Graeme Lind
<b>Apologies:</b>	Matt Simeon

## 1. Opening Meeting

### 1.1 Confirm Minutes

**Board Meeting 7 8 Nov 2021**, the minutes were confirmed with the following changes:

*Spelling errors resolved*

Previous minutes were amended to remedy spelling errors, including "International", "Portfolio" and Rachael's name being spelt incorrectly.

### 1.2 Interests Register

### 1.3 Action Item List

Due Date	Action Title	Owner
13 Sep 2021	Follow the Waihi Beach drowning and understand the impacts on school board <b>Status:</b> Completed on 21 Mar 2022	Catherine Flowerday
14 Dec 2021	Donation Receipts <b>Status:</b> Completed on 13 Dec 2021	Shannon Hannah
31 Mar 2022	Board bank authority <b>Status:</b> Completed on 21 Feb 2022	Matt Simeon
30 Apr 2022	Adoption of the School Docs Exit Interview Policy <b>Status:</b> In Progress	Catherine Flowerday
16 May 2022	Review of potential board portfolios and role descriptions <b>Status:</b> In Progress	Catherine Flowerday

**Waihi Beach:** On casual consultation with an ex Worksafe Director / Lawyer, it is unlikely that prosecution would be brought against the school in such instances. However, it would be best practice to look at our policies to ensure we prevent/reduce any risks.

Check OTC forms which the Principal signs.

**Donations:** Confirmed available on Hero. Circulate a notice to the Moa team that attended camp, if they would like to claim the rebate to download the receipt from Hero. Sarah and Kevin to collaborate on.

**Exit interviews:** Interviews for Permanent and Long Term employees (more than 12 months employed) are to be held. Short term Fixed Term staff interviewing will be discretionary. Provide the employee with the questions before the interview to allow preparation of response, or via google docs if a face-to-face interview is not wanted or available. Exit Interview Policy to contain clause about sharing the details from the interview with the Board - or a casual "are you happy to share the details with the Board" question? Recommended to share any board summary back to the employee for clarity and transparency. *Catherine to review the Exit Interview Policy.*

Responsibility to send the Exit Interview documents and set up the interview to fall with the HR Manager - likely the Principal.

Diary to interview Matt before 18/3/2022. Gus and Scott will hold the interview.

**Review of potential board portfolios and role descriptions:** postponed for discussion at a future date TBD

**Board Bank authority:** Shannon added as additional Board signatory. Signed off by Scott.



### Review Exit Interview Policy

Review the exit interview policy

**Due Date:** 31 Mar 2022

**Owner:** Catherine Flowerday



### Hero Donations

Send a notice to Moa camp children advising how to download their donation receipt should parents want to claim back tax.

21/3/20202: There is now a section on the school [website](#) under News -> Donations and TaxGift that explains how people can either gift their donation back to us, or how they can download their own donation receipts to supply to IRD. Kevin is putting out a Hero post shortly.

**Due Date:** 31 Mar 2022

**Owner:** Kevin Piermarini



### Exit Interview with Matt

Exit interview with Matt - Gus and Scott

To follow up with Matt. And provide questions to him.

**Due Date:** 18 Mar 2022

**Owner:** Scott Hamilton

## 1.4 Board Booster Jobs - Mandate for Education

In support of all staff, the Board has agreed to follow the mandated Covid-19 vaccination rulings and practices for the education sector.

## 2. Visitors

### 2.1 Visitor Presentations - Nil

### 3. Management Reports

#### 3.1 Finance Reports

#### 3.2 2022 Budget for Approval

Shannon has done a lot of background work with this budget and believes it to be sound. Overspends are largely Covid-19 related. An email has been sent to Dan at The School Office to check and account for end of year accruals.

It was agreed that this is an optimistic budget.

There is a lot of uncertainty around the cost and number of relievers and Teacher Aides that will be required during active Covid periods. Graeme advised that Leave Recovery funding application periods have been shortened, allowing more room for cost recovery. We are also now able to apply for funding to recover discretionary Covid-19 related leave costs incurred at the end of last year due to the mandate.

The Board has approved extra spending in areas of online learning and take-home-to-borrow devices recently; a small portion of the activity fee will be utilised to cover this.

Graeme indicated that by being frugal in other areas that we should avoid Covid-19 related blowouts.

It was noted that there may be potential frustrations from teaching staff as a consequence of having a minimal budget in regards to Teacher Aides availability.

Shannon, Kevin, Sarah and Graeme to meet to further discuss team budgets. Some communications have been made to Team Leaders regarding class and team budgets - Kevin and Graeme to distribute more information.

Follow up required with Sasha regarding art costs.



#### Chase outstanding Ministry/SIP payments

Shannon to work with Sarah to get open projects finalised and monies claimed from the Ministry.

21/3/2022: USB project final claim to ministry submitted by Frequency. We had to wait for the defects liability period to complete.

**Due Date:** 31 Mar 2022  
**Owner:** Shannon Hannah



#### 2022 Budget Approval

The Board approves the proposed 2022 Budget attached herein.

**Decision Date:** 21 Feb 2022  
**Mover:** Shannon Hannah  
**Seconded:** Scott Hamilton  
**Outcome:** Approved

#### 3.3 Board Bank Authority and updates

Authority given to add a credit card for Paula Brinsden and Graeme Lind. Matt's credit card is diaried for cancellation on 11 March 2022 by Sarah.

**Board Bank authority:** Removed old signatories - Matt, Lorna and Cherie. Added in Kevin, Paula, Sarah, Graeme and Shannon as new signatories. Signed off by Scott.



### **Add credit cards for Graeme and Paula**

Credit cards to be added for Graeme Lind and Paula Brinsden.

**Decision Date:** 21 Feb 2022  
**Mover:** Scott Hamilton  
**Second:** Anthony (Gus) Bishell  
**Outcome:** Approved

## **4. Building & Property Updates**

### **4.1 Property Summary**

Work is planned for 11 March 2022 to complete the concreting to tidy up the front of the Shed. It is scheduled for a Teacher Only day, impacting less on the school. No weekend work and no fencing hireage to close off the area to keep children safe. This cost is already included in the SIP project.

We are still in the process of collecting quotes to complete the concrete path from the Caretaker's Shed to the main buildings. At present they are too expensive. It is proposed to hold off on this work if the presented quotes are unreasonable. Potential to use the final Ministry building project payments to fund this? Graeme to follow up.



### **Project funding**

To confirm we have exhausted all areas of funding for this project.

**Due Date:** 31 Mar 2022  
**Owner:** Graeme Lind

### **4.2 5YA Verbal update from Meeting held Wednesday 16 Feb**

A meeting was held with WSP and the Ministry for the next 5YA funding. \$350k is available for building rework, and another \$200k is available with the caveat of being spent within a short period. Guidance is given on how this should be spent.

Rooms 7 to 10 could cost around 1 million to refurbish.

Advancing half of the project could enable access to the above mentioned \$200k, by upgrading rooms 7 and 8 and decommissioning the boiler at the same time. This would require a new heatpump in room 9 and potentially some carpeting to ensure rooms 9 and 10 remain warm. By engaging these works at the end of Term 4, the displaced children could fill the Kea/Kiwi rooms that are vacant until roll growth fills them around Term 2 the following year.

WSP and/or the Ministry is analysing how we may be able to get value for money / best use from these potential works.

### **4.3 Zone Review from MOE**

The Zone Review means a slight increase in eligible enrollers for us.

We need to confirm that our enrollment packs are updated to reflect this zoning change. Graeme to confirm the effective date for the zone change.



### **Zoning effective date**

To confirm the date that the zoning changes go live.

**Due Date:** 31 Mar 2022

**Owner:** Graeme Lind

## 5. Decisions, Discussions & Sharing

### 5.1 COVID Update

A Covid Response Team has been established in the school and consists of Lee, Brooke, Kevin, Paula, Sarah and Graeme. We are currently working through current policies to ensure they are consistent with other schools in the district, and are proactive rather than reactive. Ideally to setup a separation procedure, splitting leadership and admin teams into two rotating rosters. Perhaps holding group meetings outside rather than in the board room.

There is no home learning scheduled as yet, the tipping point is still to be determined. Ideally work towards having procedures in place by Wednesday 23 February for this.

Closing a classroom or groups of classrooms is likely to be a day-to-day decision. Although it would be nice to have text notifications, it was deemed too expensive. Recommended to post a community notice on Facebook and Hero etc that parents will need to check Hero regularly to see if school is open for their children.

The presentation to Staff on 22 February is likely to indicate our internal shift to Red Phase 2.

Any new policies will need to be passed on to the Board.

In terms of Health and Safety, it was reiterated that we aren't the Police. We can't force people to wear masks or restrict access to the school, and we can't police any exemptions. We remain reliant on positive reinforcement and leading by example to encourage people to comply with mask wearing, contact tracing and honesty in when to send their children to school.



#### **Covid policy**

Covid policy to be supplied to the Board for review. (Available on School docs now)

**Due Date:** 28 Feb 2022

**Owner:** Graeme Lind

A foundation of remote learning has been formed (at this stage) for children in isolation. After staff consultation each morning, at around 11am a Google meet event will happen directed at children at home. This will have a writing focus and set children up for self directed learning over the course of the day. When this starts will be based on numbers of children affected. It will be accessed from each child's device - information will be sent home on Friday 25 February on how to login.

New chromebooks have been ordered for the senior children to use. Older chromebooks will be made available to go home with children that don't have access to a device. It is noted that these all require WiFi to work.

This learning utilises the Reading Eggs, Mathletics and Math seeds subscriptions recently purchased.

### 5.2 2021 End of Year Academic Achievement Reports

The school is satisfied with the results contained in these reports. There are lots of positives and good improvements.

Staff can easily identify the children that are not meeting targets. Most of these children are already in targeted groups at team and classroom levels.

It is worth relaying to parents that half year reports are indicative only and indicate room for growth. Display the year in curriculum levels in mid year reports.

### 5.3 2022 Strategic Direction

The main theme is Purpose, Understanding, Clarity and Consistency. Reinforcing use of the tools that we already use. The file storage system has been updated for 2022 with a number of templates available to encourage consistency.

There is further clarity available for staff around assessments, and feedback surrounding this is largely positive.

Implementing a GATE program - expressions of interest have been extended to children. Covid may handbrake full implementation, so it will be assessed on a week by week basis. The aim is to cover all cohorts across the school. Children will be questioned on expectations vs results; hopefully to demonstrate proof of the program's success. Paula to share with the Board when plans are finalised.

Staff PLD- We have a highly talented art teacher available to model skills and set a start point and direction for other teachers. She will do this one block a week. We are also having a follow up communications session with Mark Bunting later in the year.

The colour run is in planning stage, pending Covid.

Staff induction website - decided it would be too hard to manage another website. A Welcome Pack is to be made available instead. A few documents were shared to become a starting point for this fluid document. Graeme to be responsible for creating the induction checklist.



#### Staff Induction

Merge old documents into a new Welcome pack for staff and determine an induction checklist

**Due Date:** 31 Mar 2022

**Owner:** Graeme Lind

### 5.4 Appointment Process Update

Consultation with the community - data has been collected, but yet to be reviewed.

The advertisement will go into the Gazette on 2 March 2022.

## 6. For Noting

### 6.1 International Students and Covid-19

Gus recently met with Lee and Graeme. Happy with Lee's significant work within the nationally combined submission regarding International students and their continuing education during Covid-19. This submission has a direct impact on the school's income. Up until July 2022, we can enroll self-funding International Students (dependent on boarder openings).

Submissions are open until 11 March 2022 and have considerable community and Ministry support.

Scott has determined that the Board should make a submission in support of continuation of the International Student program. Rather than the financial aspects, the Board should approach the different cultures and global citizenship related aspects.

It is reported that our families are very settled. Regular communications indicate that we are doing a great job and are well positioned.

A meeting has been held with Simon Bridges to discuss the submission. Consider contacting Jan Tinetti or Stuart Nash to support continuation of the program.

Lee has decided to be more hands on/ one to one with the International children with regards to ESOL teaching.



### **Board to make submission RE: International students**

Scott has determined that the Board should make a submission in support of continuation of the International Student program. Rather than the financial aspects, the Board should approach the different cultures and global citizenship related aspects.

**Due Date:** 9 Mar 2022  
**Owner:** Scott Hamilton

7. Compliance Reporting

8. In Committee

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

**9.1 Board Member insights to the meeting**

10. Close Meeting

**10.1 Close the meeting**

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

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

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