

CONFIRMED MINUTES

BOARD MEETING 212



At the **BOT Meeting** on **23 May 2022** these minutes were **confirmed with the following changes:**

Graeme, Shannon and Catherine indicated as Board Members

Name:	Pillans Point School
Date:	Monday, 21 March 2022
Time:	6:00 pm to 8:06 pm
Location:	Pillans Point School - Staffroom, 101 Maxwells Road Otumoetai Tauranga
Board Members:	Anthony (Gus) Bishell, Catherine Flowerday, Marty Mayston, Mikael Carter, Rachael Arthur, Scott Hamilton, Shannon Hannah, Graeme Lind
Attendees:	Paula Brinsden, Sarah Warr
Apologies:	Kevin Piermarini
Guests/Notes:	Liam Geraghty, Monique Brooks

1. Opening Meeting

1.1 Confirm Minutes

Board Meeting 21 Feb 2022 21 Feb 2022, the minutes were confirmed as presented.

Shannon joined via Zoom.

Round the room introductions for the guests.

Previous minutes accepted. Moved Mikael, Seconded Rachael.

1.2 Interests Register

Matt and Lee party interests are removed.

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 Status: Completed on 21 Mar 2022	Catherine Flowerday
28 Feb 2022	Covid policy Status: Completed on 17 Mar 2022	Graeme Lind
9 Mar 2022	Board to make submission RE: International students Status: Completed on 21 Mar 2022	Scott Hamilton
18 Mar 2022	Exit Interview with Matt Status: In Progress	Scott Hamilton
31 Mar 2022	Board bank authority Status: Completed on 21 Feb 2022	Matt Simeon

Due Date	Action Title	Owner
31 Mar 2022	Hero Donations Status: In Progress	Kevin Piermarini
31 Mar 2022	Chase outstanding Ministry/SIP payments Status: Completed on 23 May 2022	Shannon Hannah
31 Mar 2022	Project funding for Concrete Path Status: On Hold	Graeme Lind
31 Mar 2022	Zoning effective date Status: In Progress	Graeme Lind
30 Apr 2022	Adoption of the School Docs Exit Interview Policy Status: In Progress	Graeme Lind
16 May 2022	Review of potential board portfolios and role descriptions Status: In Progress	Catherine Flowerday
30 Jun 2022	Staff Induction Status: In Progress	Graeme Lind
30 Jun 2022	Review Exit Interview Policy Status: In Progress	Rachael Arthur



Send Board info to the guests for review

Distribute Charter and Board pack to visitors

Due Date: 27 Mar 2022

Owner: Mikael Carter

2. Visitors

2.1 Visitor Presentations - Nil

3. Management Reports

3.1 Finance Reports

Budget has been tidied up in terms of monthly allocations and queries answered as attached. Brief description of how a school financially runs provided to the guests.

3.2 Board Bank Authority and updates

These have been submitted to the bank.

3.3 International Students

Lee has done a mountain load of work on behalf of PPS and community with the submission (Limiting International students to Y9 and above only) to Government. Gus caught up with Lee and confirmed submission done, and she is back focusing on her core duties. Everything is ticking over nicely. About to go into a marketing campaign for the "12 week visit" groups. International Parental feedback is extremely positive and they are grateful for how things are working out. Lee is delighted that the Korean fathers are coming out due to open borders.

3.4 Staffing

Two staff resignations since we last met - one due to wellbeing and one a new position. Lee-Anne Timms promoted to the Ngatahi position - expressions of interest were requested from within the school. Due to the short placement time it was decided to promote internally, and she had previously acted in that role last year. The appointments positions team met last week regarding

the second position, and fielded 30 applicants. 4 shortlisted, 3 interviewed. Eloise Reid was awarded the role. Thoughts given to the recent increase in turnover.

Exit interviews to be triggered. Gus and Rachael to run.

Income protection insurance - propose to have some staff development dedicated to this. Graeme to follow up.

Gus questioned: what level of qualified level of people if deemed appropriate can be granted Limited Authority to Teach? We would look to "promote" existing support staff for 10 days at a time. Covid has reduced the difficulty of achieving LAT's. Not a path we've had to consider at this stage, due to the amount of students away at the same time.



Income Protection Insurance

Investigate some staff development/visitor talks regarding income protection insurance. Is it something that staff could benefit from a group buy situation?

Due Date: 14 Apr 2022
Owner: Graeme Lind



Exit interviews

Exit interviews for Jo and Andrea

Due Date: 8 Apr 2022
Owner: Rachael Arthur

4. New Agenda Header

5. Building & Property Updates

5.1 Property Summary

Meeting between Graeme and Richard Standing. \$1,230,000 available to do projects. \$600,000 can be released now, remainder (xxxx) \$200,000 accelerated modernisation scheme (urgent improvement work). Go ahead and tender for project management. Once that is in place, we can make sure we have more substantial plans drawn up. Advised to do in one hit due to cost. Potential to start Christmas time when there are less children enrolled. We have confirmed these numbers with Gary Anaru (Head of Property).

Consult with staff about the design: do we go Open Learning or Flexible Learning or Single Cell style? Note: Staff enquiry out of curiosity if plans were already available and what style would it be? Consider the flow through the whole school for the child versus flexibility over all environments and space continuity.

Marty and Graeme to proceed with finding a project manager.



Project manager

Source a project manager to facilitate building upgrades.

Due Date: 30 Apr 2022
Owner: Marty Mayston

5.2 5YA Verbal update from Meeting held Wednesday 16 Feb

5.3 Zone Review from MOE

6. Decisions, Discussions & Sharing

6.1 COVID Update

Sarah Warr given permission from Board to be on the Privacy team to aid Brooke in Vaccination Mandate related work.

14 positive today, staff positive 2. 147 student. 16 staff. 76% attendance back today.

To date, we have spent 13.5k on relievers. (We will get money back for this from the Ministry).

\$300 sanitizer

\$400 rat tests

\$2k extra admin costs.

And are managing finances as best we are able to with these additional costs.

More masks are on the way from the Ministry.

Proposed: a recognition event for staff when the restrictions of Covid cool off - but they're right in the thick of it now. Is there anything we can do now? Perhaps set up a tab at Atrium for a staff member to get a coffee, or a coffee cart or similar. Mikael to investigate a coffee cart.

Do we put out an APB from the board - we understand things are difficult and we appreciate you and your efforts.

No feedback received yet if staff that have contracted Covid are happy with or short on sick leave levels? What are the steps to go through when staff are back from testing positive? Graeme and Sarah to confirm disregarded leave situations and application process.

[Disregarded Sick Leave](#)

Waiting for the Government announcement on Wednesday. Hopefully we will get confirmation regarding the people who have had Covid, are double vaccinated, but have not been boosted, and whether they have to get an exemption. (As people who have had Covid are not recommended to get the Booster within the same timeframe as those that have not had it). Potential for Board members to be prevented from attending meetings on site if the status quo remains based on their agreement to follow the education mandate.

Student coping - a few struggled to come back and settle after being away, and coming back to maybe not their normal teacher or familiar faces. A noticeable undercurrent of anxiety and unsettledness in some children. We are trying to hold consistency and routines within the class for these kids. Staff have been fabulous in terms of reassignments and split classes, though fatigue is setting in. Emphasis to support the staff with reassurance about their role and that it is ok to drop some daily responsibilities to make their day work.

Most parents are keeping to the isolation periods, usually a day early due to confusion over which day is Day Zero.

Brooke and Lee doing an excellent job with Covid communication, tracking and monitoring.

Community feedback: in general there is appreciation in the content of the updates. We have reduced the frequency to stop inbox overload for parents. In general parents have been appreciative of the home learning packs - and that they work well. Perhaps a little confusion regarding the devices and expectation surrounding the amount of work that children may do or not do.

Critical worker exemptions. Example given of Teacher isolating due to being a household contact, coming back to work early as Critical Worker, but then returning a positive Covid result a few days later. Encouragement should be given to stay away and work from home if possible and reduce the risk of spreading the virus. As this is not always practical, a case-by-case basis risk assessment should be undertaken in similar scenarios.

The board acknowledge Brooke and Lee's hard work managing Covid data collection and collation, and the DP's in support for Graeme. Agreement is given to support teacher's during Covid restrictions with coffee.



Board community communication re Covid

Prepare Board message to community about Covid, and Co-opting members. Acknowledge replacement process for Matt. Ideally before end of Term.

Due Date: 12 Apr 2022
Owner: Scott Hamilton



Coffee Cart!

Ring around to scope the possibility of having a coffee cart arrive one day soon for staff recognition.

Due Date: 31 Mar 2022
Owner: Mikael Carter

Since the meeting, the vaccination mandate has been removed for Education as at 4 April.

6.2 2021 End of Year Academic Achievement Reports

Kevin was absent and no review given.

6.3 2022 Strategic Direction

No further comments to add at this stage due to absence.

6.4 Appointment Process Update

19 application packs forwarded to date. Applications close shortly. Waiting for more applications, and expecting about a 30-50% return rate. Quite happy with the calibre of applicants thus far. Wayne will create a shortlist template. Applicants will be distributed to the board with a score sheet for the individual board to score applicants. Individual scores to be collated to form a leading group shortlist.

Staff feedback/ request to broaden the group that reviews the list after board review of initial applicants.

7. For Noting

7.1 Items voted by Digital Resolution after meeting

8. Compliance Reporting

9. In Committee

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

10.1 Board Member insights to the meeting

11. Close Meeting

11.1 Close the meeting

Next meeting: BOT Meeting - 23 May 2022, 6:00 pm

Signature: _____

Date: _____