

CONFIRMED MINUTES

BOT MEETING



At the **BoT Meeting** on **27 Jun 2022** these minutes were **confirmed as presented**.

Name:	Pillans Point School
Date:	Monday, 23 May 2022
Time:	6:00 pm to 8:05 pm
Location:	Pillans Point School - Staffroom, 101 Maxwells Road Otumoetai Tauranga
Board Members:	Anthony (Gus) Bishell, Marty Mayston, Rachael Arthur, Scott Hamilton, Graeme Lind, Liam Geraghty, Monique Brooks
Attendees:	Mikael Carter, Kevin Piermarini, Paula Brinsden, Sarah Warr
Guests/Notes:	Penny Askin, Katie Pritchard, Jacqui Price, Willem Jordaan

1. Opening Meeting

1.1 Confirm Minutes

Board Meeting 212 21 Mar 2022, the minutes were confirmed with the following changes:
Graeme, Shannon and Catherine indicated as Board Members

Welcome to everyone, including guests. 2x potential staff representatives, 1x PTA member and Jacq - new Principal

Liam joined via Zoom.



Minutes approved

Previous minutes approved. Added Graeme Lind as Board Member at the time of last meeting. Re-set Shannon and Catherine to Board Members due to setting them within the BoardPro as non-board members before the previous minutes were finalised.

Decision Date: 23 May 2022
Mover: Anthony (Gus) Bishell
Second: Rachael Arthur
Outcome: Approved

1.2 Interests Register

Mikael to cease membership as at 16 June 2022. No longer an interest for the 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 Status: Completed on 21 Mar 2022	Catherine Flowerday
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: Completed on 27 Jun 2022	Scott Hamilton
27 Mar 2022	Send Board info to the guests for review Status: Completed on 26 Mar 2022	Mikael Carter
31 Mar 2022	Hero Donations Status: Completed on 24 May 2022	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: Completed on 27 Jun 2022	Graeme Lind
31 Mar 2022	Coffee Cart! Status: Completed on 30 Mar 2022	Mikael Carter
8 Apr 2022	Exit interviews Status: Completed on 20 Jun 2022	Rachael Arthur
12 Apr 2022	Board community communication re Covid Status: Completed on 23 May 2022	Scott Hamilton
14 Apr 2022	Income Protection Insurance Status: Completed on 23 May 2022	Graeme Lind
30 Apr 2022	Adoption of the School Docs Exit Interview Policy Status: Completed on 27 Jun 2022	Graeme Lind
30 Apr 2022	Project manager Status: Completed on 29 Apr 2022	Marty Mayston
30 Jun 2022	Staff Induction Status: In Progress	Graeme Lind
30 Jun 2022	Review Exit Interview Policy Status: Completed on 20 Jun 2022	Rachael Arthur
15 Aug 2022	Review of potential board portfolios and role descriptions Status: In Progress	Monique Brooks

2. Visitors

2.1 Visitor Presentations

Willhem from the PTA shared feedback on interest of more inclusive collaboration between the School, the BoT and the PTA and the determination of fundraising objectives and targets.

3. Management Reports

3.1 Finance Reports

Noted less financially successful due to Covid and less International students.

3.2 Staffing levels 2022/2023

Fixed term staffing is allowed, not permanent staff. Look at particular year levels to fill and bump up the roll. Broaden the message to the public, and into more outlets to encourage a greater number of Out of Zone applicants.

If a Ballot is required, it needs to be witnessed by a JP or similar. A Ballot will only happen if we have more applications than space available.

3.3 Staffing



Staff Leave - Jenny Boyle

Approved leave without pay of 5 weeks.

Decision Date:	23 May 2022
Mover:	Graeme Lind
Seconded:	Anthony (Gus) Bishell
Outcome:	Approved

Mikael has advised a final date of 16 June.

Advertisement for Mikael's Teaching position has closed, and been awarded.

Thank you for your hard work Mikael on behalf of the Board and Teachers. Stellar work around presenting the school in a favourable light to the Board and all the best!

4. Draft Financial Reports

4.1 Draft Financial statement for audit approval

Page 1: Remove Monique and Liam, revert to Catherine and Shannon, otherwise all approved.

5. Building & Property Updates

5.1 Property Summary

Bilingual signage is already approved by Scott.

Closed Tenders given to project managers to address 10ypp projects. Responses forwarded to Marty and Scott. The Board voted to delegate authority to Marty to approve on their behalf.



Aligning items to Te Reo

Go through school and see areas where we could align more to the Te Reo titles for buildings/houses etc. Is this still appropriate.

Graeme advised installation will be done before T3 starts.

Due Date: 25 Jul 2022
Owner: Graeme Lind



Staff consultation on refurb

Staff consultation to progress and be considered by Board. As much feedback as possible to be collated. Conceptual design to be distributed to Staff.

Due Date: 16 Jun 2022
Owner: Mikael Carter



Accepted 10YPP

Accepted that remedial work has been identified, and is the next working project.

Decision Date: 23 May 2022
Mover: Rachael Arthur
Seconder: Anthony (Gus) Bishell
Outcome: Approved



Marty to approve Project Manager

Authority delegated to Marty to approve tender for Project Manager when proposal has been thoroughly checked.

Decision Date: 23 May 2022
Mover: Scott Hamilton
Seconder: Mikael Carter
Outcome: Approved

5.2 Zone Review from MOE

5.3 10YPP

6. Health and Safety

6.1 Waihi Beach resolution - NZ Herald article

New Principal to follow up on formalising H&S committee (of 3 diverse members) and H&S officer. Set up registers.



Set up the Team and H&S register

Start the H&S team. Determine a job description and source members to send to courses. Source/start the register.

Due Date: 30 Jun 2022
Owner: Graeme Lind

7. School Policies

7.1 Policy Review

Policies reviewed by Graeme. Advises that content is sound and requires no change, and should initiate a review each term.

Access to SchoolDocs to be reviewed and appropriate users set up.

Board to review 3 (or relevant number) policies each meeting as a whole.

8. Decisions, Discussions & Sharing

8.1 COVID Update

8.2 2022 Mid Year Academic Achievement Reports

8.3 2022 Strategic Direction

8.4 Appointment Process Update

New Principal announced to staff in the preceding week - Jacqui-Ellen Price from Taumata School.

9. For Noting

9.1 International

Summary: International students are allowed back!

ESOL teacher requested to free up Lee to focus work on the business side - including updating the website. Discussion on Teacher Aide vs Teacher. Source PD funding?

Seoul fair - requested that Lee go. \$10k-ish.



Seoul fair and resourcing - September 2022

Decision on Seoul fair.

Lee attending: Approved

ESOL: Approved

TBD Jacq tag along? (Jacq decided against travelling).

Decision Date: 23 May 2022

Mover: Scott Hamilton

Seconder: Monique Brooks

Outcome: Approved



International business resourcing

Required update on resourcing for the International business, and determine business budgeting and success.

Due Date: 13 Jun 2022

Owner: Graeme Lind



ESOL fixed term member - September

ESOL fixed term member

Due Date: 30 Jun 2022

Owner: Graeme Lind

Congratulations to Lee on the amount and quality of work provided to Ministry and the Minister in support of opening the Borders to International students of younger ages.

9.2 AP's to attend

Requested AP's to attend next meeting for update, and expand on Mid-Year reporting.

10. Compliance Reporting

11. In Committee

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

12.1 Board Member insights to the meeting

Acknowledge new Principal hire. Wayne Gribble provided a robust process that was followed well.

Welcome aboard Jacq!

Discuss PTA attendance at BoT meetings and vice versa. Part of the Board portfolio? PTA preference for dedicated BoT member attendance. Gus has volunteered to attend the next PTA meeting. Greater visibility of how money was spent by PPS on behalf of PTA. Appreciation of the effort provided by PTA in sourcing extra funds to provide students with extra resources.



PTA/BoT meeting

Discuss BoT member attendance to PTA meetings.

Due Date: 30 Jun 2022

Owner: Scott Hamilton

Kev: Really good to have new principal attend. Thank you Mikael

Mikael: Sad to leave, but looking forward to next step. Excited for the future of PPS. Glad to have been a part of BoT.

Gus: Glad to see times improving, pleased to have guests attending - gained positive insights.

Monique: pleased to have guests, exciting to have International's coming back.

Rachael: agreed with previous sentiments. Excited for the future.

Liam: great to see attendees, great discussions.

Marty: Thanks Mikael for contribution to school and BoT, all the best! Welcome Jacq!

Jacq: Thanks for welcome, appreciate the insights from today - feels well supported and empowered to start.

Graeme: Thanks Mikael for hard work on BoT, thanks for visitors attending and welcome Jacq!

Paula: Thanks Mikael for great work across the school! Glad for open communication with BoT and PTA. Welcome Jacq!

Scott: Welcome guests, thanks for coming. Good future planning outcomes/heads up. Glad to see slowly resuming school as normal. Thanks for everyone's contributions.

13. Close Meeting

13.1 Close the meeting

Next meeting: BoT Meeting - 27 Jun 2022, 6:00 pm

Moved to committee 8.05 pm

Signature: _____

Date: _____