

CONFIRMED MINUTES

BOARD MEETING #1 2020



At the **Board Meeting #2 2020** on **23 Mar 2020** these minutes were **confirmed as presented**.

Name:	Pillans Point School
Date:	Monday, 24 February 2020
Time:	6:00 pm to 10:00 pm
Location:	Pillans Point School - Staffroom, 101 Maxwells Road Otumoetai Tauranga
Board Members:	Scott Hamilton, Anthony (Gus) Bishell, Cherie Horne, Mel McDonald, Mikael Carter, Rachael Arthur, Sarah Stock, Shannon Hannah
Attendees:	Ange Burgess, Matt Simeon
Apologies:	Catherine Flowerday

1. Opening Meeting

1.1 Site Walk

Meeting opened 1802.

Board reviewed planned construction and changes to current building structures referring to designs, followed by a site walk.

- B Block: office space will be set up for 5 staff incl. Business Manager with lockable storage for confidential documents. Will allow dual space for Principal - both open plan and private office space available. Meeting room will become more useable with adjustable tables/seating for different purposes. New kitchen benches etc. Funded by money already received from MOE.

- R Block design summarised as per plans. Resource space will be allocated to International Manager and business. Each breakout space still has their own separate wet area. 3 studios of 140-150m² - which allows approx. 70sqm per class - great space allocation. Design has been peer reviewed by Mark Osborne (who sits on most establishment Boards for new schools). Working to have B.O.S to include teacher desks. Fire wall at back of Teaching Studio 2 for neighbours; exits available through side walls in an emergency. This space would allow for approx. 180 Moa students. If the roll was to grow, growth would move into B Block. The majority of Moa Furniture was purchased within the last 3-4 years and is in great condition. Therefore only \$50K has been earmarked for Furniture and Equipment for this block.

- B Block will become Fantail - allowing 4 of the 6 Fantail classrooms. Room 3 & Room 3 toilets to be removed to allow for a covered walkway. This covered walkway can be accessed from Teaching Space 2 & 3; and can be totally shut off from exterior. Special attention has been paid to acoustics in this area.

- SIP projects - School Improvement Projects, these are Board led & school controlled. We have 18 months to spend \$354 000. Caretaker shed - very practical to be placed where tunnels are now. SIP money is designed to allow schools to do the things you don't normally get money to do. PPS would like to put this towards COLA (Covered Outdoor Learning Area). A COLA would provide many benefits to the school; including providing a space for sharing learning, End of Year assemblies etc. Fundraising for items like these is difficult and time periods are long to raise enough money e.g. \$260K for pictured COLA. Mono pitch coloured steel option comes in \$190K.

This is a preferential option - allowing for some acoustic work. Appropriate sound system would be installed. Different options being discussed including relaying the court (concrete or asphalt) but this would happen AFTER COLA installed. Project Manager to be hired to deal with council, storm water issues etc.

- Boy's Toilets behind the hall are being renovated to include 3 urinals and one private toilet - to cope with KLC and Tui boys' lack of aim and subsequent, repetitive messes.

- Basket Swing area is already under construction. Usually these spaces including the swing cost \$13-\$15K. We have had Dan from Skilled Buildings complete the woodwork/wall for free. ITM hardware provided wood at cost. We have laid our hands on a second hand swing. All up should only cost the school approx. \$3000.

1.2 Election of Chairperson

Nominations called for Chairperson.

Scott Hamilton elected as Chairperson - all in favour.

Discussion over Board roles.

Other Board portfolios to remain the same as 2019.

Board is comfortable for Matt & Scott to act in the Property portfolio without consulting other members of the Board; including reporting back to Board of any developments.



Scott Hamilton elected as Chairperson.

All in favour.

Decision Date:	24 Feb 2020
Mover:	Matt Simeon
Seconder:	Mel McDonald
Outcome:	Approved

1.3 Confirm Minutes

Board Meeting 8 2019 9 Dec 2019, the minutes were confirmed with the following changes:

Amend 2002 to 2020 in 4.2



Minutes approved

All in favour once date amended in 4.2 to 2020.

Decision Date:	24 Feb 2020
Mover:	Anthony (Gus) Bishell
Seconder:	Mel McDonald
Outcome:	Approved

1.4 Interests Register

Cherie needs to be removed from her COL position.



Remove Cherie from COL position

Remove Cherie from COL position.

Due Date:	24 Feb 2020
Owner:	Matt Simeon

2. Management Reports

2.1 Finance Report

End of Year adjustment journals still need to be added. Large profit noted.

Discussion over where to put the \$50-\$60k allocated to Furniture and Equipment within the budget. These are currently sitting in the P&L report in other income; which once spent will not accurately reflect the expenditure of the 2019-2020 budget.

Ideally we would pull this allocation out of the P&L and put under liability. i.e. funds we are yet to spend.

Board requested a Board tailored budget report which highlights the money that has come in and been earmarked for specific expenditure; detailing plans for the spending & what will remain. This will give the the Board the key information of how much money is left in "each" bucket, and their ability to support projects or not.



Matt & Shannon to meet w Lorna

To create an accurate 2020 itemised cash reserves.

Where money is allocated, when we are likely to spend it. To allow ability to see what money we have to "spend" on Board projects each term.

Due Date: 31 Mar 2020

Owner: Matt Simeon



Find out from Auditors whether we can remove the \$65K to the 2020-2021 year

Find out from Auditors whether we can remove the \$65K to the 2020-2021 year

Due Date: 19 Mar 2020

Owner: Shannon Hannah



Matt to circulate Nov & Dec payments to ratify

Matt to circulate Nov & Dec payments to ratify

Due Date: 28 Feb 2020

Owner: Matt Simeon

2.2 Health & Safety

3. Actions from Previous Meetings

3.1 Action Item List

Due Date	Action Title	Owner
31 Aug 2019	Matt to approach other schools eg Tauranga Primary as to policy/framework & develop a PPS proposal Status: Completed on 17 Mar 2020	Matt Simeon
1 Dec 2019	Community communication Status: Completed on 14 Feb 2020	Rachael Arthur
10 Dec 2019	Finish 3.3 sentence in Minutes Status: Completed on 14 Feb 2020	Matt Simeon
13 Dec 2019	Under people & culture - Year 3 roll over board continuity and succession as well Status: Completed on 14 Feb 2020	Matt Simeon

Due Date	Action Title	Owner
13 Dec 2019	Board Strategic Goals to be added as an agenda item for first meeting 2020 Status: Completed on 14 Feb 2020	Matt Simeon
18 Dec 2019	Develop Business Case/Plan for Sustainable Coffee Cart Status: Completed on 17 Mar 2020	Matt Simeon

Seed funding for Haoura Fund to come from first PTA fundraising event, which is likely to raise approx \$9000.

Business Case for coffee cart to pause in light of all other developments happening within the school.

4. Major Decisions and Discussions

4.1 Principal Delegations 2020

Discussion over limit of funds Principal has ability to transfer. Currently money cannot be transferred without two of our three signatories (Matt Simeon, Cherie Horne, Lorna McGregor) giving permission. Board is happy for this system to remain in place.

Delegations confirmed as per previous years.

Discussion over Acting Principal section. When Matt Simeon is away for longer than 5 days he notifies the Board Chair; who approves his leave.



Delegations Approved

All in favour

Decision Date: 24 Feb 2020
Mover: Scott Hamilton
Seconder: Shannon Hannah
Outcome: Approved

4.2 2020 Charter / Annual Plan / Analysis of Variance

Session with Wayne Gribble discussed. Board members found this very valuable; especially in terms of the division of duties within the Board.

Key part of the charter is Plan on a Page.; which is the school's strategic goals summarised to one page.

Success measures allow Matt to report back to the Board at the end of the year.

Not much has changed since the Board last reviewed the Charter.

Charter is sent to the Ministry of Education and to the Community (via display on website).

Spelling and use of Maori words to be reviewed. i.e. macrons and double a's for Maori words. Aim for consistency across all PPS documents.

Succession measures - be good to know what the success measures are (i.e the standards); not just HOW we measure. i.e. scores above X. Some might NOT be measurable; but others are. Need to create baseline standards.

Importance of the charter for ERO visit:

- know the 5 overarching strategic goals
- the Board had input in setting them and how they have evolved
- evolution of the success measures

Strategic planning is part of our process. It is reviewed and reported on.



Work out standards / how we measure success - not just what we need to measure

Work out standards / how we measure success - not just what we need to measure

Due Date: 28 Mar 2020
Owner: Matt Simeon



Charter adopted as attached & as discussed

Subject to minor amendments around spelling & macrons Charter adopted.

Decision Date: 24 Feb 2020
Mover: Anthony (Gus) Bishell
Second: Rachael Arthur
Outcome: Approved

4.3 ERO

Matt summarises key part of ERO's visit for the Board is Monday afternoon - being present for Powhiri and welcome (including a review of protocol for Powhiri).

Powhiri will be followed by a presentation regarding school: including strategic goals and aims; the direction of school, the last ERO report & changes since.

ERO will then have a discussion with the Board on their own.

Board discussion over what the Board can relay to ERO about the running & ethos of the school; how the Board reports back to the community each year and remains accountable.

Board can discuss the variety of reports they receive. Learning is not just reading, writing and maths. Each child's success is judged differently.

ERO will be most interested in the stewardship of the school; how the Board guides the school.

4.4 2020 Board Objectives / Goals

2018 and 2019 objectives noted.

These objectives are what the Board hold themselves accountable to.

Succession planning has dropped off from 2019 - 2020; as we are now comfortable and stable after last year's Board election and staff appointment process. We had no staff turnover from 2019 to 2020.

Discussion about engagement with Huria Marae. PPS had a goal to have a connection with the local marae, and a desire for this to be relational, rather than operational/business. This ended up coming around organically through contacts of a teacher within the school.

There was a formal welcome to leadership team and KLC AP to the marae a few weeks ago. Message was imparted that PPS is attempting to create a genuine relationship and partnership with the marae.

Desire for PPS to have a kaumatua / kuia at the school was voiced by both parties.

First initial steps taken to establish a meaningful, reciprocal relationship with the Huria Marae.

Discussion over whether Board is happy for Community Engagement to replace Succession as an objective. Acknowledgement that traction was lost with the PTA & wider community last year, and this is something that can be improved on. Massive build project is going to require a lot of community engagement throughout the process.

Whanau Group discussed. This will be an opportunity for new families to learn about the school & how the school works. It focuses on social & emotional support (wellbeing) for new families and is another way for the wider community to be involved in the school.

Board agrees to the intent of these objectives; fleshing out of details is required for presentation at next meeting.



Matt to flesh out objectives as drafted for next Board Meeting

Matt to flesh out objectives as drafted for next Board Meeting

Due Date: 21 Mar 2020

Owner: Matt Simeon

4.5 2020 Board Work Plan

DP reports on Strategic Goals at meetings 3, 5 & 7 would be useful. These can be a non detailed summary of what's been achieved to date.

Marketing promotions to be ratified for meeting 2.



Add DP Reports to Meetings 3,5,7

Add DP Reports to Meetings 3,5,7. And Marketing Promotions to Meeting 2.

Due Date: 14 Mar 2020

Owner: Matt Simeon

5. Building Updates

5.1 Master Plan C&L, B Admin, New R Block

Refer to notes taken in 1.1.

5.2 School Improvement Package - SIP



Board agrees to the intended use of SIP funding in principle as outlined in attachment.

Board agrees to the intended use of SIP funding in principle in attachment - fleshing out of costing and planning is required.

Decision Date: 24 Feb 2020

Mover: Scott Hamilton

Seconded: Shannon Hannah

Outcome: Approved

Robust discussion had to ensure that all staff's wishes and requests have been honoured within the intended use of the SIP money and other building development & construction.

Discussion over whether we will need MORE money than what is allocated through SIP; and if so - whether we need to get onto securing grants ASAP. Matt notes by the time organisational tasks are complete, we will be close to TECT grant time.

Board agrees we should try and get grants to facilitate a \$500K wishlist.

If there is space to do so, it would be good to consider hall storage and repurposing of current caretaker/storage areas.

5.3 BOT/PTA Projects

Reviewed and noted.

5.4 Furniture and Equipment Budget for Spaces

\$46 000 of the F&E budget will be allocated to the staff room and office space.

Matt would like the ability to action and finalise expenditure and purchases on F&E items for Block B, C&L without the need for Board approval on each purchase.

Discussion had to ensure enough F&E budget will be leftover to fit out classrooms in Block R. Matt is confident that \$50K allocation will be very close to what is required in this area.

Discussion over setting limits for maximum expenditure for each area.

Board agrees a budget of \$50K to cover F&E items for Block B, C& L and gives Matt discretion to allocate & spend this money without Board approval.



Board agrees a budget of \$50K to cover office space, staff room and kitchenette.

Board gives Matt discretion to allocate & spend this money without Board approval prior to each purchase.

Decision Date: 24 Feb 2020
Mover: Scott Hamilton
Seconded: Mel McDonald
Outcome: Approved

5.5 Relocation Plan

Discussion over potential plan to relocate library; including hiring double door containers for the interim allowing accessibility to most of the books.

Kay Cockerill's contract allows for reallocation to a Teacher Aide role across classrooms. Board notes this change in role would need to be communicated and handled sensitively with Kay.

Use of the Hometime space is not a viable option.

Board agrees that interim closure of the library is required to cope with NE roll growth during the build; as long as communication to the wider community is mitigated carefully & alternative spaces / options to allow as many features of the library are catered for.

Board agrees to Matt investigating expense of two containers being placed adjacent to the library, each with double doors or ranch slider doors. Not as a place to read books, but to get books issued and returned.

Discussion over ensuring there will still be a space for kids to read books or have "quiet" time - in lieu of having the library fulfill this purpose. i.e. hall, classroom, bean bags outside containers etc.

Discussion over Lorna working out of personal caravan on site. Board approves this; notes that Board/School should cover all applicable insurances, and caravan needs to have current Electrical Warrant.

International Space will move to Room 18 (which is essentially a Board owned garage) for the foreseeable future until Block R is completed.

Interventions will then move to breakout space at the back of Room 16/17.

Key part of this whole process is communication with staff, parents and wider community. Ensuring the staff are fully aware of the plans is integral to the process.



Interim closure of the library approved

Board agrees that interim closure of the library is required; as long as communication to the wider community is mitigated carefully & alternative space / options to allow as many features of the library are catered for.

Decision Date: 24 Feb 2020
Mover: Scott Hamilton
Seconder: Rachael Arthur
Outcome: Approved



Matt to ensure all options are investigated to facilitate use of library features

Matt to ensure all options are investigated to facilitate use of library features

Due Date: 31 Mar 2020
Owner: Matt Simeon



Matt to ensure applicable staff are communicated with and handled sensitively

Matt to ensure applicable staff are communicated with and handled sensitively

Due Date: 31 Mar 2020
Owner: Matt Simeon



Board approves Lorna to be housed in personal caravan outside front of hall in interim

Board will cover the cost of all related insurance required, and the caravan needs to have a valid Electrical Warrant, and if it doesn't cost of warrant to be covered by the school.

All in favour.

Decision Date: 24 Feb 2020
Mover: Scott Hamilton
Seconder: Shannon Hannah
Outcome: Approved

6. For Noting

6.1 Student Numbers, Classes and Forecast for 2020

Reviewed and noted.

7. Compliance Reporting

7.1 School Docs Self Review 2020 Full Year & 2019-2021

Noted. No comments.

7.2 Board Risk Matrix Review

Succession planning to be updated and scaled back in terms of risk.

Discussion over pandemic risk in terms of coronavirus. Impact on us as a school in terms of International revenue streams. Will need to escalate those risks based on latest events.

The school receives weekly updates from MOE on Coronavirus. At the moment anyone having visited an effected area has to have a 14 day stand down upon return to NZ, plus PPS requests on top of that a medical certificate to ensure health. We've had one student to date that has been required to go through this process.

Financially - Coronavirus is not going to impact profit and loss a great deal.

Pandemic Planning - MOE will guide PPS through this process as and when required to create necessary protocol.

The Board needs to be responsible for the International student programme e.g. discussion around discretionary travel. Great that the International programme is looking at other income streams to that of South Korea and China.

8. Other Business

8.1 Community of Learning - Kahui Ako

Noted.

9. In Committee

9.1 Principal Appraisal 2019

9.2 Hometime Opportunity

9.3 Sensitive Community Event

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

10.1 Board Member insights to the meeting

SARAH: Matt's put a heap of time effort and energy into the plans for the building development. Jack of all trades. Awesome. Big workload. Thank you Matt.

GUS: Two things. Even though I've spent a lot of time at school it's nice to get an in depth guided update on where we're going and how we're going to get there. Looking forward to ERO.

CHERIE: To take the time out and go for the tour was really great. Seen plans on paper, but great to go into detail and to visualise it.

MIKAEL: Centres around building stuff as well. Preparation that Matt has done - we are the first to hear, but rest of staff will be keen and eager to hear of plans. Element of difficulty for a short period of time, but people will be keen to get on with it.

RACHAEL: Seeing all the planning and knowing how much goes into the planning, how well thought out it is. A lot of effort has gone into it.

MEL: Same on building update. Consideration and input from staff to create a really healthy space and environment for staff, children and community is really impressive. Such a huge work in progress, fantastic to be here to see it happening.

MATT: ERO prep conversation - reminder to the Board of the many things that you've done. Reminder of everyone's portfolio. Every little part means we're the strongest people to tell ERO about our school.

SCOTT: Echos Matt. ERO preparation and Charter/Board Objectives - shows a sign of the Board maturity that we're aiming for, and gives opportunity for growth. Everyone is contributing to those discussions, as a Board - that's what it should be.

11. Close Meeting

11.1 Close the meeting

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

Signature: _____

Date: _____