

CONFIRMED MINUTES

BOARD MEETING 4 2019



At the **Board Meeting 5 2019** on **19 Aug 2019** these minutes were **confirmed as presented**.

Name:	Pillans Point School
Date:	Monday, 24 June 2019
Time:	6:00 PM to 9:00 PM
Location:	Pillans Point School - Staffroom, 101 Maxwells Road Otumoetai Tauranga
Board Members:	Scott Hamilton (Chair), Sarah Stock, Catherine Flowerday, Mel McDonald, Cherie Horne, Shannon Hannah, Anthony (Gus) Bishell, Rachael Arthur, Mikael Carter, Matt Simeon
Attendees:	Matt Simeon

1. Welcome to new board and Election of Chairperson

1.1 Election Summary

Matt opens the meeting and welcomes all.

Election Data Acknowledged.

1.2 Introductions

In order to get to know everyone and to help the Board clarify which portfolios within the Board would be suited to each candidate; all members introduce themselves & their relationship to the school; and why they're keen to serve on the Board.

1.3 Elect Chairperson



Scott Hamilton elected by Board as Chairperson.

All members approve Scott Hamilton to be elected as Chairperson of the newly elected Board.

Decision Date:	24 Jun 2019
Mover:	Mel McDonald
Seconder:	Shannon Hannah
Outcome:	Approved

Scott Hamilton elected as Board Chair.

Scott notes the Board's appreciation of Returning Officer Angela Burgess' work on the BOT Elections.

Notes the fact that we were able to have a voting election is fantastic.

Board acknowledge Jess Holtom and Luke Stewart's great service to the Board.

1.4 Overview of how our board operates

To date, Matt Simeon has put together the Board Pack including the agenda. All Board members can have a say in what is included in the agenda, and agree that Matt should continue to be the person to have the final review of the agenda; and to publish the board pack.

There are various portfolios available on the Board that need to be fulfilled. Scott asks for preferences of where people would like to sit. Matt notes that those representing their portfolio look after their particular department and present findings, feedback & results back to the Board; this way - not everyone has to have an in depth knowledge of all areas; rather an overview.

After in depth discussion about the requirements & different focus for each role; the following positions were allocated & agreed upon:

Chairperson: Scott Hamilton

Deputy Chair: to be considered by candidates & confirmed at next meeting. Succession and continuity is key to this role; whoever fills this role would be expected to move into Chairperson role if required in the future.

Finance: Shannon Hannah

International Students: Mel McDonald

Policy Review: Catherine Flowerday

Personnel: Gus Bishell

Communication and Correspondence: Rachael Arthur

The Board discusses whether the loss of legal expertise on the Board (through Luke Stewart & Jess Holtom not being reelected) is a problem as their legal skills have proved extremely valuable in the past. The option of co-opting a seventh person onto the Board for specific or full term is discussed. Board agrees to proceed as is for now. We have highly supportive and active parents within the school whose resources could be called upon on a pro bono basis; and co-opting for specific terms could be looked at in the future if required. If the Board does have a future issue that requires high legal support - we can contract parents (eg Luke Stewart) in the role which then removes any conflict with that person also sitting on the board.

PPS is highly fortunate to have had Board members in the past & present, that offer a richness of experience & roles. This isn't the case in a lot of schools.

Board Objectives are summarised. Board agrees these objectives should remain the same for the remainder of 2019, and will be reviewed for 2020 as and if required.

Annual Plans & Strategic Charter noted.



Deputy Chair role to be confirmed at next Board Meeting

Gives Board members time to consider whether they would like to take this role on.

Due Date: 22 Jul 2019
Owner: Matt Simeon

1.5 Board Code of Conduct

Quorum should read 6+Principal+Staff Rep = 5 for a quorum

All Board members agree to sign Code of Conduct as written.

Note one mistake that the quorum is incorrect. Quorum should read 6+Principal+Staff Rep = 5 for a quorum.

Explanation of what "In Committee" - discussion around "In Committee" issues are not for public publication in the minutes & are kept totally confidential.

1.6 Dates for future board meetings

Everyone agrees day of week and timing works well for Board Meetings.

2. Opening Meeting

2.1 Confirm Minutes



Delete names of guests as they are recorded in the In Committee minutes

Delete names of guests as they are recorded in the In Committee minutes

Due Date: 25 Jun 2019

Owner: Matt Simeon



Minutes confirmed once names of guests removed as per action note above

Minutes confirmed once names of guests removed as per action note above

Decision Date: 24 Jun 2019

Mover: Mel McDonald

Seconder: Matt Simeon

Outcome: Approved

2.2 Interests Register

Interest Register noted.

Interests can be both positive and not only negative.

3. Actions from Previous Meetings

3.1 Action Item List

Due Date	Action Title	Owner
3 Dec 2018	Overview of how an Admin based person could work. Status: Completed on 6 Jun 2019	Matt Simeon
10 Dec 2018	Community Property Info Board Status: Completed on 6 Jun 2019	Matt Simeon
1 Apr 2019	Recognition of Personal Identity Policy Status: In Progress	Matt Simeon
1 May 2019	Develop budget for the Kiwi Tui Area Status: In Progress	Sarah Stock
10 May 2019	Investigate/find out as much as we can in terms of running our ow... Status: Completed on 6 Jun 2019	Matt Simeon
27 May 2019	Scott's signature required on various documents Status: Completed on 6 Jun 2019	Scott Hamilton
28 May 2019	Refer Action Points within IN COMMITTEE MINUTES Status: Completed on 6 Jun 2019	Matt Simeon
30 May 2019	Add the SIEBA contract which allows Lee Simeon (IS Manager) to authorise to the yearly delegations. Status: Completed on 6 Jun 2019	Matt Simeon

Due Date	Action Title	Owner
31 May 2019	Remove all In Committee sensitive names/action points out of general minutes Status: Completed on 4 Jun 2019	Ange Burgess
31 May 2019	Matt to get correspondence from Lianne & Disseminate Status: Completed on 6 Jun 2019	Matt Simeon
31 May 2019	Matt to put consultation regarding Health Curriculum policy in newsletter Status: Completed on 6 Jun 2019	Matt Simeon
29 Jun 2019	Matt to assess whether School Docs sends out policies with tracked changes Status: Completed on 6 Jun 2019	Matt Simeon
30 Jun 2019	Create information/education resource on being a PPS Homestay Status: Completed on 13 Aug 2019	Matt Simeon
30 Jun 2019	Loop back to PTA on what we have achieved, smooth the waters, seek context and support. Status: Completed on 13 Aug 2019	Matt Simeon
30 Jun 2019	Allocate person to assess/review policies at the beginning of each term Status: Completed on 13 Aug 2019	Matt Simeon
1 Sep 2019	Complete Community and Staff survey again in 12 months Status: In Progress	Matt Simeon

Action Item list reviewed & summarised.

4. Major Decisions and Discussions

4.1 Pillans Point School Vision, Values and Beliefs - Our Why

The Board's key focus is the business of the school & how we are operating, but behind all of these things is what the school does on a daily basis. Matt Simeon would like Board members to know about the various nuances that are key to making decisions for our school & presents Pillans Point School Vision, Values & Beliefs - Our Why presentation.

Adventurous Learning for Life - our school is about more than just reading, writing, maths. We are looking to shape well rounded human beings that can tackle life.

Our Mission - relationship at core; inclusive of all cultures & diversity of individuals. We have 32 cultures within our school. We have a huge range of students with medical needs, behavioural needs, learning needs and all of these students have a place within our school.

Our Beliefs - what we value - comes back to beliefs around educational neuroscience. If we teach kids at their cognitive stage (rather than at their batch) they will do better. The work and general environment post school is now totally different to the past factory days; and how we teach students needs to reflect this.

Matt summarises a brief overview on **how we view the brain for learning**, and how learning progresses through the four spaces of the brain based on Neuroscientist Nathan Mikaere Wallis & The Brainwave Trust.

Brain Stem: This part of the brain is responsible for the fight, flight, freeze response in humans. Do the children feel safe? Are they comfortable in themselves? If not - learning will be severely hindered. PPS promotes restorative rather than punitive management of behavioural issues.

Mid Brain: This part of the brain is responsible for some functions in motor control including movement. Physical activities build smarter brains. The removal of National Standards gives us the flexibility to teach kids the way we want to. i.e. if we can get our kids busy, active and moving in the morning their brains are lit up and ready to learn. All the things our kids do throughout their school day relates back to this neuroscience.

Limbic System: This is the emotional centre of the brain. Dealing with relationships. This is where PPS's values of see me, know me, understand me, teach me come in. If we know the background

of kids & who they are, we can teach them better. The Smiling Mind programme we've initiated gives kids a tool to help regulate their emotions.

Once we've dealt with all of the above parts of the brain, we can get into the frontal cortex - the thinking part of the brain. Where attention, working memory, planning, reasoning & problem solving come in.

Discoveries in neuroscience align nicely with well established educational theories.

PPS' Core values:

See Me, Know Me - Where do they come from, what's their background, who do they live with? What's changed over the holidays?

Understand Me - once we know them, we can understand them & THEN we can teach them.

Honouring Our Treaty Partnership - we've spent 3 years with staff as to the why and how it fits. This is a big what of who we are. Recognising Maori as Tangata Whenua - people of the land and making sure we have that view within the various things we do as a school.

The New Zealand Curriculum (NZC - 2007) document is designed and interpreted in a three-stage process: as the national curriculum, the school curriculum, and the classroom curriculum.

Our Curriculum is based around the motto **Adventurous Learning and the five competencies** we feel kids need to develop: Explorer, Courageous, Communicator, Connected, Team Player. All of these link through to our Behaviour Expectations. When kids display these behaviours we acknowledge them with our competency certificates. Acknowledgement also that there is a road to learning & we can have setbacks & gains.

Sequential Teaching - what the kids come across - they've done it before with previous teacher.

Developmental Teaching - recognising the whole child (rather than just maths, reading etc).

Connecting with Community - picnics, house events, Cluster events, Gobsmacked, Art Exhibition etc.

Internationalisation - important part of school that's developed greatly since Matt started at PPS. Board wanted kids to understand diversity & the Board noted that we require the International Income.

Leadership Structure:

Principal: Matt Simeon

2 x DPs (Curriculum/Pastoral): Sarah Stock, Cherie Horne

4 x APs (Team leaders with a bit more): Jo Brown; Christine Winstanley, Paul Askin, Temira Slatter.

Across School Learning Support Facilitator (Theresa Rosborough)

Each part of the school has a particular reason for WHY it's there. We don't do anything just because - everything links back.

4.2 Building Update / overview of works / Masterplaning

Masterplan taken as read. Note Stage 1/Carpark development is almost complete.

4.3 Board Projects Playscape Update

Update taken as read.

Discussion by Board as to how we are acknowledging contributions to the Playscape, and the fact that we need to ensure we're acknowledging contributions like BaseUp's appropriately. i.e. if that work was contracted without any labour/equipment donations the cost would be considerably more than the \$5800 we have been charged.

From a PR perspective it would be great to demonstrate the value that we're getting TO the parents. i.e. if we had second quotes, we could show we've saved X amount of money by donations.

Board agrees the more community input we get, and the more we acknowledge it - the better. This will allow us to achieve more in the future. This would also be a way to increase levels of transparency to the PTA as raised in the last meeting.

4.4 Teacher Principal Negotiations and Strike Action

Matt says there is still a bit of upset in terms of equality between Primary & Secondary deals. On the whole Matt would be surprised if the teacher negotiations were not resolved by Wednesday.

Primary Principals are not so happy, their offer has not changed in 18 months. Based on feedback Matt has had as part of various forums he is part of, those negotiations will not be resolved this week.

Discussion that having an alliance with PPTA is great for teachers, but not so principals. There will be more action in terms of Principal negotiations to come.

APs are included in the teacher negotiations. There are already situations in smaller schools where DP's/AP's are earning more than Principals.

Matt suggests key thing Board needs to review is the Education Sector Accord. 8 teacher only days have been allowed over 3 years to address teachers' workloads; which will not require the school year to be extended. This is a cost parents will wear in terms of childcare.

Unified pay scale for teachers has been agreed; not so for Principals.

We don't have many non union teachers within the school (5 or less).

4.5 Budget announcement \$150per child.Decile 1-7.

Acknowledgement of notes above. There is nothing further we can do about this.

If it does come up and we get the opportunity we'd have to look more closely at our fee structure as what will or won't work.

Scott addresses the fact that its important and relevant for new Board members to review the school's budget in terms of the income we receive through the Board, what we spend our money on, where we agree to allocate money. This would help members understand how the money within the school works.



Matt to summarise income/outgoing for new Board Members

Summarise how finances work for new Board Members

Due Date: 12 Jul 2019

Owner: Matt Simeon

4.6 Assistant Principals End of Term Reports

AP reports acknowledged by the Board with thanks.

Discussion regarding School Entry Assessment comment in KLC report. This used to be more of an academic assessment; now we recognise a kid's readiness is not just about numeracy & literacy. There is talk about having a consistent school entry assessment by MOE that can pick up early markers like dyslexia for example, & to assess kids not only academically but in a more well rounded manner.

Discussion re PPS's introduction of School Readiness Assessment tool.

Kiwi team 2019 is of relatively normal size.

Jenny Boyle's intention is to be back next term in KLC.

Tui report - discussion regarding whether we are recording the progress of students who receive Learning Support - we are.

4.7 Learning Support Term 2 Report

Learning Support Co-ordinators (LSC) will be rolled out by the MOE next year.

It's highly likely PPS will be getting one. The issue the MOE have at the moment is how they will fund these positions to recognise the seniority of these people within their school. We can expect an announcement in August around who will get an LSC & how this will work.

Discussion re Learning Support Registration process. eg parental referrals.

Staff are now seeing that action will happen and that the amount of time the referral process takes is worthwhile.

Discussion re new Learning Support Dashboard. How it works, how it compares to other schools. The Dashboard reflects students who have emotional/social/behavioural learning needs, rather than academic. We're not the highest or lowest compared to others, anywhere between 8 & 17% of students receiving Learning Support is perceived as normal. We have now got big data, we can produce this dashboard for the whole Otumoetai Cluster. We can now present data to the MOE which is great.

The Board needs to consider how we balance dealing with emotional/social/behavioural vs academic needs in terms of allocation of funds.

Discussion re resources required to assist Cherie Horne in increased numbers of children requiring Learning Support.

There is a great system currently being developed by PPS. MOE is creating a system called CC - centralised database of kids with needs.

If we do get funding for a LSC, we've essentially already covered that role with Cherie Horne. The question then is how we would use that funding - where is the best place to allocate this?

Acknowledgement that the ability to monitor these kids with needs (regardless of the issue) and the fact that the resource/pathways are available & moving fairly fast is fantastic.

Cherie acknowledges the training provided by external services; and the ability to have the time to receive this training, and then be able to pass this training on to others is also amazing.

5. Management Reports

5.1 Finance Report



Payments Ratified

Approval of payments ratified.

Decision Date:	24 Jun 2019
Mover:	Shannon Hannah
Seconded:	Scott Hamilton
Outcome:	Approved

Acknowledgement of P&L report.

5.2 Audit - Financial Management Letter

Acknowledgement of Lorna McGregor's amazing work in preparing for the audit & work done to date.

No concerns regarding audit.

5.3 Health & Safety

6. Compliance Reporting

6.1 Correspondence

Correspondence noted. No questions.

6.2 Document Control and Release Notes from Schooldocs Policy updates

Acknowledgement of reviewed policies. This has been a great and informative process & one we will continue to do.

6.3 Self Review 2019 Full Year

Vehicle Policy is underway and in final drafts, to be presented at next Board meeting.



Finalise Vehicle Policy for next Meeting

Finalise Vehicle Policy for next Meeting

Due Date: 22 Jul 2019

Owner: Matt Simeon

7. In Committee

7.1 Why we go into committee?



Scott resolves we move into committee

Scott resolves we move into committee

Decision Date: 24 Jun 2019

Mover: Scott Hamilton

Seconder: Matt Simeon

Outcome: Approved

7.2 Review of In Committee Meeting Minutes from last meeting

7.3 Update on Boards Responsibility for Principal Appraisal

Appraisal is acknowledged.

8. Close Meeting

8.1 Close the meeting

Next meeting: Board Meeting 5 2019 - 19 Aug 2019, 6:00 PM

Close of meeting question.

What have we done or achieved in this meeting that makes our school a better place?

(In Sir Peter Blakes eye's - Will it make the boat go faster?)

MEL: Learning Support - hearing about the progress and early interventions, LSC coming into play. Really exciting. Work that Cherie & co are doing is incredible when you look at the breakdown/dashboard. Revisiting the PPS values and beliefs was also really interesting & valuable.

GUS: The whole thing! What I achieved is no surprises. Great to get in depth insight into support systems. Nice to have a diverse group of people. Onwards and upwards.

MIKAEL: Reiterate Gus's points. Great that everyone's here, lots of great skills, great people. Hopeful for the future.

CHERIE: Great to meet new members of the Board, cohesive team.

CATHERINE: Learning Support great and really interesting. Noting the jump - so valuable. Great to see Matt's presentation (PPS Vision, Values & Beliefs)

RACHAEL: Great to hear of everyone's different skills and how we can make it work well. Great to see what the teachers put into their teaching in terms of pedagogy and how well thought out it all is.

SHANNON: New board very exciting. Presentation regarding values blew me away. Great to see it how it is all integrated together.

SARAH: Notes how much effort has gone into the Learning Support paperwork by Cherie. She puts 150% into that role. There is no no in her vocab.

MATT: School being in really good, competent safe hands. We set about in 2018 having continuity in the Board as an objective so that we maintained what we started out doing, tonight is a culmination of that. Indirectly to the whole school, the discussions we have here impact everything. Great to have achieved that. Great to be in a school where all of your Board members wanted to re-stand and to also have new nominees. Great position to be in.

SCOTT: Thanks everyone for contributions. Succession process has worked extremely well - it's fantastic. Including in AP's reports. Highlights that we have the school in a good position and something we can build on.

Meeting closes 8.33pm. Board Code of Conduct signed by all members.

Signature: _____

Date: _____