

CONFIRMED MINUTES

BOT MEETING



At the **Board Meeting 215** on **15 Aug 2022** these minutes were **confirmed as presented**.

Name:	Pillans Point School
Date:	Monday, 27 June 2022
Time:	6:00 pm to 7:55 pm
Location:	Pillans Point School - Staffroom, 101 Maxwells Road Otumoetai Tauranga
Board Members:	Liam Geraghty, Marty Mayston, Monique Brooks, Rachael Arthur, Scott Hamilton, Graeme Lind, Penny Askin
Attendees:	Kevin Piermarini, Paula Brinsden, Sarah Warr, Jacq Price
Apologies:	Anthony (Gus) Bishell
Guests/Notes:	Toni Golding, Paul Askin, Temira Slatter, Kelly Lonergan, Lee-Anne Timms

1. Opening Meeting

1.1 Confirm Minutes

BOT Meeting 23 May 2022, the minutes were confirmed as presented.

Previous minutes were amended to correct continuity in Jacq's name, and update her decision on possibly attending the Korean Fair (Not attending).

Minutes were approved.

1.2 Interests Register

Added interest between Penny and Paul Askin

1.3 Action Item List

Due Date	Action Title	Owner
18 Mar 2022	Exit Interview with Matt Status: Completed on 27 Jun 2022	Scott Hamilton
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
8 Apr 2022	Exit interviews Status: Completed on 20 Jun 2022	Rachael Arthur

Due Date	Action Title	Owner
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
13 Jun 2022	International business resourcing Status: Completed on 27 Jun 2022	Graeme Lind
16 Jun 2022	Staff consultation on refurb Status: Completed on 27 Jun 2022	Mikael Carter
30 Jun 2022	Staff Induction Status: In Progress	Graeme Lind
30 Jun 2022	Set up the Team and H&S register Status: Completed on 27 Jun 2022	Graeme Lind
30 Jun 2022	ESOL fixed term member - September Status: Completed on 7 Jul 2022	Graeme Lind
30 Jun 2022	PTA/BoT meeting Status: Completed on 20 Jun 2022	Scott Hamilton
30 Jun 2022	Review Exit Interview Policy Status: Completed on 20 Jun 2022	Rachael Arthur
25 Jul 2022	Aligning items to Te Reo Status: Completed on 7 Jul 2022	Graeme Lind
15 Aug 2022	Review of potential board portfolios and role descriptions Status: In Progress	Monique Brooks

Recognise the need to appoint deputy chair: Marty Mayston was nominated and unanimously approved.

Scott Hamilton presents advance apology for the next meeting.

2. Visitors

2.1 AP Reports and Ngātahi Report

Temira: Reading Eggs and Mathletics great. Continuity between home and school is great - much better than last year. Smaller classes were nice - easier to focus on kids as individuals.

Paul: Hard to balance in terms of sickness level vs level of work to assign. T2 level of events fantastic, community more positive. Assemblies positive - important for community feel.

Toni: Great to have parents back. Writer's toolbox valuable!

Kelly: Playground - valuable to the kids.

LeeAnne: Dedicated space is loved. Consider TA at start of Kea, maybe first block only.

Overall: Frustrations relating to stretched teaching focus. TA's no longer curriculum support, more behaviour support. Playground issues due to weather.

3. Management Reports

3.1 Finance Reports

Agreed to raise credit card limits for DP's. Scott Moved - Monique seconded.

Board requested more user friendly reporting for increased understanding of financial position. Examples included highlights/lowlights/any warnings and a general summary.



DP credit card limit raise

Agreement reached to raise the current spend limit on the Deputy Principal school credit cards.

Decision Date: 27 Jun 2022
Mover: Scott Hamilton
Seconder: Monique Brooks
Outcome: Approved

3.2 Staffing

Teacher Aide required in Fantail. Position filled.

4. Teacher Aide Funding Proposal

4.1 Additional Teacher Aide funding.

Moved to committee for discussion.

TA funding requested and report received.



Additional Teacher Aide funding

The Board will support the additional funding required, with continued push for Ministry funding.

Decision Date: 27 Jun 2022
Mover: Scott Hamilton
Seconder: Rachael Arthur
Outcome: Approved

5. BOT Elections

5.1 Hero BOT Election Info

Requires Board member to be the returning officer and create advertising to go through Hero. Monique and Rachael volunteered.

Send Hero notice this term. Pre-warn elections are coming. Very start of next term: advertise informal meeting and talk to a board member for more info.

Graeme/Kev to follow up w/ Hero posts. Change election date to fit around school holidays.



Board Election Action

Requires Board member to be the returning officer and create advertising to go through Hero. Monique and Rachael volunteered.

Send Hero notice this term. Pre-warn elections are coming. Very start of next term: advertise informal meeting and talk to a board member for more info.

Due Date: 31 Aug 2022

Owner: Rachael Arthur

6. Enrolment Scheme

6.1 Proposed 2023 Enrolment Scheme

Draft zones have been accepted.

Cohort intake has been advertised.

7. Attendance Data

7.1 Attendance Data - Term 4 2021

8. Building & Property Updates

8.1 Property Summary

Project Manager chosen and signed off. Next steps are towards re-jigging plans to include submitted feedback points. Noted that the Architect and project manager to work together to enable better cohesiveness.

Ideal working space would have:
Dividers that are semi-permanent.
Flexible workspaces.
Ability to free-up floor spaces.



Fantail Project

Meet with Brent at Tectum to discuss changes. Decide on Project Team members from within the Board and School.

Due Date: 31 Aug 2022

Owner: Marty Mayston

9. Fantail Upgrade

9.1 Staff Feedback

Fantail Feedback: old buildings. prefer open plan with section-able ability. floor-plan preferred over breakout. flexibility to change desired.

Acknowledgement given to the exceptional feedback received from the whole school and special thanks to Mikael for collating and presenting feedback.

10. Health and Safety

10.1 Health and Safety Committee

H&S team formed and work has begun on the Register.

Approval given for Kev to train as H&S officer.

11. COVID Update

11.1 Covid update

Covid still present in school. Learning packs still going home, but fewer requested. Rising numbers of general winter illness more prevalent.

12. Lockdown Drill

12.1 Lockdown drill completed

13. School Policies

13.1 Policy Review

Exit policy is live and the set policies were reviewed as scheduled.

14. Decisions, Discussions & Sharing

14.1 Jacq's Mihi Whakatau

25 July: Later in the day. To choose Board Member to attend.

15. International

15.1 International business progression

Teacher Aide Interview to be conducted before end of term.

Note: Chris Hipkins came through

Acknowledgement given to Lee's work

Require clarity on the contract status of the ESOL tutor as job listing was unclear.



ESOL Tutor - Fixed Term only

ESOL Tutor was given a Fixed Term contract.

Due Date: 7 Jul 2022
Owner: Sarah Warr

16. For Noting

17. Compliance Reporting

18. In Committee

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

19.1 Board Member insights to the meeting

Thanks to Graeme for filling in and knowledge and contribution to Pillans Point School.

LG: great to hear from AP's. Positives on getting things back to "normal"

MB: has positivity for future

KP: great welcoming community back in, welcome Penny. Looking forward to more cohesiveness.

PB: great feedback from Lead Team, thanks Graeme for time and knowledge, thanks to Board for ongoing school resource support.

RA: thanks to Graeme, positive feedback from kids as to school progressions/activities/overall feeling.

PA: thanks for the warm welcome, great AP feedback, welcome Jacq, thanks Graeme

MM: thanks Graeme- all the best for future. Great to get students needs supported.

JP: great to meet AP's and hear feedback from them and acknowledge the power in having them here to present feedback. Acknowledge the welcoming, family feel from Board and Staff that have met so far.

GL: congratulations to board for operating in such a collegial manner. Solid management team, an asset. Welcome Penny, welcome Jacq. School is in good hands.

SH: acknowledge AP feedback - important and personalises the board pack. Outstanding contribution from all.

20. Close Meeting

20.1 Close the meeting

Next meeting: Board Meeting 215 - 15 Aug 2022, 6:00 pm

Moved to committee 8.05 pm

Signature: _____

Date: _____