

CONFIRMED MINUTES

BOARD MEETING #2 2019



At the **Board Meeting 3 2019** on **Monday, May 27, 2019** these minutes were **confirmed as presented**.

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|-----------------------|---|
| Name: | Pillans Point School |
| Date: | Monday, April 1, 2019 |
| Time: | 6:00 PM to 8:45 PM |
| Location: | Pillans Point School - Staffroom, 101 Maxwells Road Otumoetai Tauranga |
| Board Members: | Scott Hamilton (Chair), Catherine Flowerday, Christine Winstanley, Jess Holtom, Luke Stewart, Cherie Horne, Sarah Stock, Shannon Hannah |
| Attendees: | Ange Burgess, Matt Simeon |
| Apologies: | Mel McDonald |
| Guests/Notes: | Jo Brown (AP Kiwi Team); Paul Askin (AP Fantail Team); Temira Slatter (AP Moa Team) |

1. Opening Meeting

1.1 Board Resignation - Selection

Acknowledge resignation letter from Paul Stott as received. Acknowledge Paul Stott's recommendation of Shannon Hannah.

Acknowledge Paul's contribution to the board, over 5 years on the board especially in the finance aspect.



Recommendation to Select Replacement Board Member

Recommendation to Select Replacement Board Member

Decision Date: 01 Apr 2019
Mover: Luke Stewart
Seconder: Scott Hamilton
Outcome: Approved



Shannon Hannah elected as replacement member for Paul Stott

All in favour.

Decision Date: 01 Apr 2019
Mover: Matt Simeon
Seconder: Catherine Flowerday
Outcome: Approved

1.2 Confirm Minutes

Board Meeting 1 - March 2019 Monday, March 4, 2019, the minutes were confirmed as presented.



Minutes Confirmed as True and Accurate

Minutes Confirmed

Decision Date: 01 Apr 2019
Mover: Christine Winstanley
Seconder: Matt Simeon
Outcome: Approved

1.3 Interests Register

Acknowledged Shannon's interest as a new member of the board.

2. Major Decisions and Discussions

2.1 Assistant Principal Term Insights

Introduction of Jo Brown (AP KIWI Team), Paul Askin (AP TUI Team) & Temira Slatter (AP MOA Team).

The above people combined with Cherie Horne, Sarah Stock and Christine Winstanley form the Senior Leadership team.

Each team's reports acknowledged. Note the reports give a great insight as to how the teams are doing and how the initiatives driven through the board are actioned and progressing.

KLC cohort this year is smaller in size and more kids are school ready than the previous year. OTJ (Overall Teacher Judgement) parameters are proving very useful and working well. KLC teachers, parents and kids are all very happy. Acknowledgement of growth in last 5 years in relation to learning from play & collaborative teaching; how the new outdoor area development will assist with this. Acknowledgement of support received from Senior Leadership team in regards to child with challenging behaviour; the hiring of a teacher aide for this child & discussion of plan to support him going forward.

TUI team is working well so far with the room change & being spread across two areas. Acknowledgement of focus of AP is to ensure cohesion between teachers/home groups is maintained. Concern over sharing teacher aide across these two spaces, especially with increased demand. Tui cohort is large & has more children with diverse/specific needs than we'd usually have - thus stretching resources. Academic progress for this cohort will look different than normal - with them likely to be behind. However Leadership team are confident going forward with this cohort - based on successful development of a similar cohort who are now year 6. Acknowledgement that current KLC cohort follows normal parameters so we're not looking at an ongoing concern for future cohorts.

FANTAIL AP discusses huge range of behaviour and needs across Year 3 & 4 children. Acknowledges need to review start of year processes for these kids including dates for parent teacher interviews. AP acknowledges support from Board.

MOA AP acknowledges huge positive impact Gobsnacked production has made on making her class a cohesive team. Discussion over Student Council and positives for kids that aren't house leaders, but have a chance to contribute at a higher level. Transition from no longer having a boy's class has gone exceptionally well. Teachers & kids are all really positive.

2.2 Board Elections 2019

Discussion around the upcoming election to ensure there is continuity between the current elected board and the next board. The board wants to ensure there is clear and timely communication with the community around the election.

Members of the board shared their intentions for standing down or further commitment and also discussed any skill sets that might be needed. Board in a good position currently.

Refer action point re summary of the board's requirement during an election.

A brief conversation about access to board members contact information. Decided that Scott and chair would have his email address listed on the school website. Action point.

Board notes official Election Date is Friday 7th June 2019, with ballots closing at noon.



Summaries Pages 3 & 4 as a tick sheet for the board. Reduce to 1 page.

To make sure we're complying legally with everything we need to.

Completed by Ange as Returning Officer for us

Due Date: 06 Apr 2019
Owner: Matt Simeon



Put Scott's email address on Website as board contact

Put Scott's email address on Website as board contact

Due Date: 03 Apr 2019
Owner: Matt Simeon



Sort board governance folder into board pro

Sort board governance folder into board pro

Due Date: 12 Apr 2019
Owner: Matt Simeon

2.3 Building Update - From Hayley MOE

Board acknowledges the attachments. Decision made to sign plans off.



Sign Plans Off

All in favour.

Decision Date: 01 Apr 2019
Mover: Scott Hamilton
Seconder: Jess Holtom
Outcome: Approved

2.4 Staffing Updates

Matt updates board that Michelle hasn't applied for maternity leave yet. School will need to replace her, just unsure of length of maternity leave at this stage.

Discussion of changes of staff in Tui and KLC team. Large positive being continuity of teachers for the previously discussed different Tui cohort; with Jo Brown, Andrea Hunt & Kelly Lowe all having taught the same kids in 2018.

Acknowledgement of new International Student teacher aide Cherie Bomer & her successful transition into the role with a handover week being possible with Tracey.

Staffing wise, employment-wise we're still fortunate enough to be in a position where we attract people.

2.5 Gobsmacked Summary

Feedback from staff, parents and PTA mothers focus group discussed. Key points being tiredness of kids with the performances spanning three nights; however if this can be addressed the positive benefits of doing Gobsmacked far outweigh the positives of not doing it. Overwhelming response is that we should do it again; but limit to Years 3-6 which would allow us to return to two performance nights.

Discussion over whether Term 1 is the best time to have it. Acknowledgement that it's a fantastic way for teachers to really learn about all the kids in their teams; pushing some kids out of their comfort zone really successfully. We are effectively only 2 weeks behind in learning than we would be on a non Gobsmacked year.

We pushed the Gobsmacked formula too far this year for multiple reasons & have learnt a lot - Leadership team has taken all feedback into consideration and will keep it under review going forward.

Financial impact discussed; with the acknowledgement of the cost to the curriculum budget being on par with camp & art exhibition in previous years. In Leadership team's perspective as a school socially, emotionally, financially it was worth it.

Feedback to be passed onto Patrice including other costume items required; photos; communication with parents & care with children's feelings.

Decision from Board to support another Gobsmacked performance for Years 3-6 up in 2021.

2.6 School Van Business Case

Business case reviewed and discussed.

Board agrees the need for a school van is there based on current amount of mileage and vehicle use by staff & parents.

Discussion over insurance and other ongoing costs such as services. Acknowledgement that Otumoetai Automotive has agreed to service the school van if it goes ahead, free of charge in exchange for logo on van. Acknowledgement that if we proceed Matt would need to work out systems and procedures around school van.

Safety discussion in terms of drivers, booster seats, ratio of kids to adults.

Board agrees to support application for grant funding from Lion Foundation (or alternate sources if required) for up to \$20000. Matt notes discussions to date with the Lion Foundation are very positive in terms of grants for items & amount such as this.

Board agrees a record of van use should be kept & reviewed in a year.

Board supports the purchase of school van subsequent to achieving a grant (minimum of \$5000).



Resolution to apply for a grant from Lion Foundation for up to \$2...

Resolution to apply for a grant from Lion Foundation for up to \$20000

Decision Date: 01 Apr 2019
Mover: Scott Hamilton
Seconder: Matt Simeon
Outcome: Approved



Resolution to buy van pending grant minimum of \$5K

Resolution to buy van pending grant minimum of \$5K

Decision Date: 01 Apr 2019
Mover: Scott Hamilton
Seconder: Matt Simeon
Outcome: Approved

2.7 International Students Update

Focus on International Business last year is really paying off. We have great Chinese leads currently to the point where we've had to say no - which is a great position to be in.

Discussion over SEBA contracts we use. Current SEBA contracts, Terms of Conditions & Memo of Understandings are currently being reviewed and updated; and will then be sent to Holland Beckett Law Firm to be reviewed via SIEBA. Jess to be looped into this review process once documents have come back from SIEBA.

2.8 Board Projects Learning through play - playscape Update and budget

Board reviews updated drawings which will now allow us to move onto budgeting stage. Need to finalise what needs to be done professionally (quotes being arranged) and what can be provided by the community. We have great contacts in the community who can provide various elements.

Leadership team to keep the board apprised before any money is spent. Focus is on two hard surface water play areas, storage area and ramp. Hard surface decision made due to flooding risk being close to buildings. Sarah Stock has liaised at length with Tauranga City Council re storage cupboard to ensure fits within requirements.

Board very happy with progress.

2.9 2019 Board Objectives

Board Objectives Community 1 pager reviewed.

Agreement that grammar/punctuation check and proof read needs to be done, then board is happy to publish to community.



Consistency with grammar, capitals, and spelling etc. Proof read and edit.

Go over board objectives addressing above concerns.

Due Date: 05 Apr 2019
Owner: Cherie Horne

2.10 10YPP Ratified



10Y PP Approved.

All in favour

Decision Date: 01 Apr 2019
Mover: Scott Hamilton
Seconder: Jess Holtom
Outcome: Approved

2.11 MOE Enrolment Zone - Redrawn to Land Parcel vs roads.



Accept enrolment zone plan redrawn to land parcel size.

All in favour.

Decision Date: 01 Apr 2019
Mover: Matt Simeon
Seconder: Jess Holtom
Outcome: Approved

3. Management Reports

3.1 Finance Report

Shannon's done a handover with Paul in office, and meeting with Lorna in office. End of year accounts are now with auditor.

Aim to be in a better reporting position to the board by meeting one next term.

Of note, very fortunate that Lorna has had the support of Irene from Tauranga Boys; that Shannon's also worked with.

3.2 Health & Safety

Board discusses current Lockdown procedure in light of tragic events in Christchurch.

Agreement that a lockdown practise will be held soon. The school usually uses a rogue dog or similar as an excuse for a lock down practise to ensure no panic/hysteria.

Local police have been communicating with schools around their lockdown procedures. Police & Fire department have Matt's cell phone has first point of contact. Should Matt not be on site; there is a system in place of delegated point of contact/responsibility within the school's leadership team that will be actioned.

Lockdown is communicated by 8 rings of the bell (one for each letter of lockdown).

Matt has contacted Ministry regarding lack of blinds and being in a "fishbowl". Ministry has suggested to take best precautions & that's all we can do at this stage.

Confirmation that emergency phone lives in Office Manager's draw and could be taken to field in the case that leadership team didn't have cell phone.

Agreement for Matt to review Lockdown Procedure next term - including how we notify our community.



Review Lockdown Procedure

Review Lockdown procedure in light of CHC events.

Due Date: 03 May 2019

Owner: Matt Simeon

4. Actions from Previous Meetings

4.1 Action Item List

| Due Date | Action Title | Owner |
|-------------|---|-------------|
| 02 Dec 2018 | Supporters Board updated. Status: Completed on 01 Apr 2019 | Matt Simeon |
| 03 Dec 2018 | Overview of how an Admin based person could work. Status: Not Started | Matt Simeon |
| 10 Dec 2018 | Community Property Info Board Status: In Progress | Matt Simeon |
| 12 Feb 2019 | Out of Zone enrolments Status: Completed on 06 May 2019 | Matt Simeon |
| 05 Mar 2019 | Finalise out of zone enrolment process Status: Completed on 24 Mar 2019 | Matt Simeon |
| 05 Mar 2019 | Relocate IS Income Stream to Major Status: Completed on 24 Mar 2019 | Matt Simeon |
| 06 Mar 2019 | Correspondence Status: Completed on 24 Mar 2019 | Matt Simeon |

| Due Date | Action Title | Owner |
|-----------------|---|--------------|
| 31 Mar 2019 | Add Board Elections to agenda of next board meeting Status: Completed on 24 Mar 2019 | Matt Simeon |
| 01 Apr 2019 | Business Plan for School Van Status: Completed on 24 Mar 2019 | Matt Simeon |
| 01 Apr 2019 | NZCT Photos/Thanks Shade Sail Status: Completed on 24 Mar 2019 | Sarah Stock |
| 01 Apr 2019 | Board Succession Planning Status: Completed on 24 Mar 2019 | Matt Simeon |
| 01 Apr 2019 | Summarise Charter for Website Status: Completed on 24 Mar 2019 | Matt Simeon |
| 01 Apr 2019 | Learning Support & Additional Needs / Learning differences Status: Completed on 07 Mar 2019 | Cherie Horne |
| 01 Apr 2019 | Request \$25K - Principal's Release Time Funding Status: Completed on 24 Mar 2019 | Matt Simeon |
| 01 Apr 2019 | Schedule in International Presentation to Board Status: Completed on 06 May 2019 | Matt Simeon |
| 01 Apr 2019 | Alter cost of Pool Key in Policy doc Status: Completed on 24 Mar 2019 | Matt Simeon |
| 01 Apr 2019 | Recognition of Personal Identity Policy Status: In Progress | Matt Simeon |
| 01 May 2019 | Develop budget for the Kiwi Tui Area Status: In Progress | Sarah Stock |
| 01 Sep 2019 | Complete Community and Staff survey again in 12 months Status: In Progress | Matt Simeon |



Address First Aid kit for Pool & Van if van goes ahead.

Address First Aid kit for Pool & Van if van goes ahead.
Including fire extinguisher.

Purchased and ready to go up in the Summer months. As the pool is currently closed we have chosen not to put up

Due Date: 26 Apr 2019

Owner: Matt Simeon

4.2 Notes on Actions

Notes on Actions discussed by Board.

5. Compliance Reporting

5.1 Correspondence

No comments from board on two NZSTA documents, marked as noted.

5.2 Self Review 2019 Full Year

5.3 Board Risk Matrix Review

Board Risk Matrix Review - noted as updated.

6. Other Business

6.1 Community of Learning - Kahui Ako

Potential funding for a dedicated learning support co-ordinator for the school could have the potential to have a ripple effect on roles in the Senior Leadership team.

Board notes appreciation for Mel McDonald attending the Learning Support Meeting at the Ministry on behalf of the Board.

7. Confidential - Sensitive -In Committee

7.1 Additional Policy



Adopt the Recognition of Personal Identity Policy as currently wr...

Adopt the Recognition of Personal Identity Policy as currently written.

| | |
|-----------------------|---------------------|
| Decision Date: | 01 Apr 2019 |
| Mover: | Jess Holtom |
| Seconder: | Catherine Flowerday |
| Outcome: | Approved |

A robust conversation was held in committee to protect the names of children and families who are currently within the school.

Discussion around the policy is for the protection of just these children who identify with the opposite gender, or that it is a policy to protect all children, families and whanau, staff and board within the school.

Board all agreed the policy was there to support all children involved.

After a lengthy discussion, the policy as written was moved to become the school's policy.

7.2 Child of Concern

7.3 Hometime - Before and After School Care



Investigate/find out as much as we can in terms of running our ow...

Investigate/find out as much as we can in terms of running our own before/after school programme including financials and report back to the board. Matt to seek support where necessary in regards to this.

| | |
|------------------|-------------|
| Due Date: | 10 May 2019 |
| Owner: | Matt Simeon |



Board agreed in principle to due diligence being undertaken on th...

Board agreed in principle to due diligence being undertaken on the school owning the before and after school care facility onsite.

| | |
|-----------------------|----------------|
| Decision Date: | 01 Apr 2019 |
| Mover: | Scott Hamilton |
| Seconder: | Matt Simeon |
| Outcome: | Approved |

8. Close Meeting

8.1 Close the meeting

Next meeting: Board Meeting 3 2019 - Monday, 27 May 2019, 6:00 PM

No other business to be discussed.

Meeting close.

Signature: _____

Date: _____