

CONFIRMED MINUTES

BOARD MEETING #7 2020



At the **Board Meeting #8 2020** on **7 Dec 2020** these minutes were **confirmed as presented**.

Name:	Pillans Point School
Date:	Monday, 2 November 2020
Time:	6:00 pm to 8:07 pm
Location:	Pillans Point School - Staffroom, 101 Maxwells Road Otumoetai Tauranga
Board Members:	Anthony (Gus) Bishell, Catherine Flowerday, Cherie Horne, Mel McDonald, Mikael Carter, Rachael Arthur, Sarah Stock, Scott Hamilton, Shannon Hannah
Attendees:	Ange Burgess, Matt Simeon

1. Opening Meeting

1.1 Confirm Minutes

Board Meeting #6 2020 7 Sep 2020, the minutes were confirmed as presented.

Meeting opened 1805.

No apologies - attendance from all Board members noted.



Minutes confirmed

Minutes confirmed as presented.

Decision Date:	2 Nov 2020
Mover:	Mel McDonald
Seconder:	Rachael Arthur
Outcome:	Approved

1.2 Interests Register

As noted.

2. Management Reports

2.1 Finance Reports

Additional \$29K from Covid Relief Fund has been received.

SKIDS' income is currently tracking less than that from Hometown at this stage. However it's likely SKIDS will make a big push marketing wise to increase numbers at the beginning of next year.

\$400 000 cash left in the bank at the end of the year. Cash flow is secure.



Payments for September ratified

Payments for September ratified

Decision Date: 2 Nov 2020
Mover: Shannon Hannah
Seconder: Anthony (Gus) Bishell
Outcome: Approved

2.2 Health & Safety

No items of note. The Building / Development has no issues of concern to raise. Fortnightly meetings with Fosters are very H&S focussed.

Fosters have been great at managing relationships across all parties involved.

The next key point with H&S will be when development of current Moa block commences (March / April 2020).

Board requests Fosters comes to Feb/March Board Meeting 2020 to present their H&S plans for this stage of the development.



Invite Fosters to the Feb/Mar 2021 Board Meeting

Invite Fosters to the Feb/Mar 2021 Board Meeting to present their H&S plan for next stage of development

Due Date: 20 Dec 2020
Owner: Matt Simeon

3. Actions from Previous Meetings

3.1 Action Item List

Due Date	Action Title	Owner
28 Mar 2020	Work out standards / how we measure success - not just what we need to measure Status: Completed on 7 Sep 2020	Matt Simeon
9 Sep 2020	Matt to set up a Morning tea to current and past Board Members Status: Completed on 28 Oct 2020	Matt Simeon
11 Sep 2020	Matt to create video to community Status: Completed on 18 Nov 2020	Matt Simeon
18 Sep 2020	Lead team to feedback to Board on ideas to acknowledge staff Status: Completed on 28 Oct 2020	Cherie Horne

Community videos have been going out approximately every fortnight, with the most recent one around Grandparents Day.

4. 2021 Planning and insights

4.1 2021 Staffing

Current Staff Overview draft for 2021 reviewed by Board.

Changes could come to fruition which will affect this current plan. Moa and Fantail teams are likely to remain largely the same.

There is small movement in the junior school with Michelle Hall returning to the Tui team next year; and Blayne Fraser moving into the Kiwi Team. This will be the first time we've had a male teacher for new entrants.

A new "Kea" team for Y0/1 students starting in 2021 from Term 2 onwards has been proposed. In the current system, children who start from Term 2 onwards end up completing only six months of school before they are moved to Year2 the following year. There is huge discrepancy in learning requirements between brand new entrants and those children who have been at school from the beginning of the year.

The Kea team would work well alongside the Ngā Tahi programme. This means the Kiwi team would no longer be effected by the constant changes roll growth brings. Class movement would not be required throughout the year = more continuity and stability for these children & their teachers.

Lee Anne Timms has expressed interested in being the Kea 1 teacher. Jo Brown would end up being the Kea Team Leader which is a natural fit. She already has a relationship with parents; and would keep her teaching hours as she already does CRT time.

Effects on team cohort size discussed.

This Kea proposal will be presented to the Kiwi team later in the week to ensure all applicable staff are consulted with.

The Kea team would be based in the new classroom space in the hub. Once the Kea team extends beyond two classes, it could extend to Room 10 as well which is the closest in proximity.

The Kea team and Kiwi team would all work alongside together in terms of school events such as the Splash n Dash.

There are many pros to moving to a 5 team school, versus a 4 team school. We currently haven't staffed for a Kea team in the draft 2021 staffing plan.

Discussion regarding change to BOT Secretary in 2021 as Angela Burgess will no longer be available.

Teacher Aides are the trickiest area to staff due to the budgeted hours versus their increased rate per hour. Usually we have surplus money in other areas of the budget, that we can allocate to Teacher Aide staffing. This allows us to continue to deliver the number of TA hours to our kids as we currently do.

Overall staffing is under control; no concerns from Leadership team.

4.2 Draft Budget

Lorna and Matt will work through the 2021 budget with Shannon prior to the next BOT meeting. 2021 budget has not been presented tonight due to the number of variables that are still in play.

We currently have applications in with the MOE which we are hoping to receive funds for; and if received these will have a big impact on the budget. e.g. PLD for Lead Team which could be funded and offset the deficit.

The Board requests:

- separation of the International Income from the budget - what does it look like without the International Income? This would allow us to look at a normal year for International Income compared to the 2020/2021 Covid impacted year.

- update on intended school fees (Matt notes in 2021 the activity fee format will be changed. Rather than families paying \$65 at the start of the year, they will pay a set figure such as \$25. Further ongoing trips and items will then be charged to a family's account through Hero; this is automatically reconciled and requires no extra administration.)

- Board elected items to be highlighted within the budget - so the Board knows how much discretionary money has been committed to these line items.



Budget action to do's

Matt, Lorna, and Shannon to prepare budget including specific Board requests.

Due Date: 30 Nov 2020

Owner: Matt Simeon

4.3 Projected Roll Numbers

Projected roll numbers for the start of 2021 is currently 502. This is a standard number and what we'd expect.

4.4 2021-2024 Strategic Aims

Board reviews attached Strategic Aims document.

The biggest subtle change is changing the wording from Strategic Goals **by** 2024, to Strategic Goals **to** 2024.

A School's strategic plan is different to a business' strategic plan - schools are often about making sure we continue to do what is working, really well.

Fairly significant infrastructure plan with 9 odd projects.

Xero launch Jan 1st 2021 is tracking nicely (Financial Management goal).

Success measures are still to be developed.

Board discusses having a strategic / operational plan to address the potential return of Covid and agree this should sit within Goal 4: School Culture and Systems.

Sarah notes that curriculum wise Covid is not something you can plan for; as you have no idea of knowing where the kids will be at with their learning, when/if Covid was to hit again. Multiple workbooks have been created to indicate to parents what type of thing kids should know if they are working towards Level 1,2,3,4 within the curriculum. Workbooks include reading, writing and maths and would work alongside what is supplied on the school website during a lockdown.

Board is assured that the school is very well prepped for another potential lockdown, including provisions for a pack for each student containing applicable workbook, readers, stationery, device etc. Other operational expectations such as teachers providing zoom meetings have been planned and discussed.

Board notes that watching the provided instructional videos on how to use the various websites (Epic, Stepsweb) were key to families using them with success.



Emergency Response and Preparation plan to be included under Goal 4: School Culture and Systems

Emergency Response and Preparation plan to be included under Goal 4: School Culture and Systems

Due Date: 29 Nov 2020

Owner: Matt Simeon

4.5 2021 Strategic Planning - Operational Update

Operational update presented via the PPS Internal website. This provides further insight into each Strategic Goal and the 2021 planning that's going into achieving them.

The biggest stepping stone next year will be the execution of Hero; which will change how the school delivers information to parents and the community. Some existing families may find this adjustment hard.

Board is updated on the abilities of Hero. The toughest part for the staff and Lead Team will be the set up of Assessments & Learning.

In 2021 there is a plan to set up the expectations of the school better within each staffroom by reminding staff of our core values, and of ways we can instil these into our students. Ubuntu spirit - "I am what I am because of who we all are"

PLD focus on Structural Literacy.

Matt reassures Board that all the key things that the Leadership team needs to be doing operationally, are being done.

5. Major Decisions and Discussions

5.1 Board Succession Planning

Previously some members have left much earlier than the triennial election; which allowed the BOT to select people with specific skills left open by members' departures.

Mel McDonald and Scott Hamilton have children who will be in Year 6 in 2021. Both plan on stepping down sometime mid next year. Mel found having the time to develop continuity prior to the official election process was very helpful.

A staggered departure of both Mel and Scott in 2021 will be planned for. Board discusses the idea of Scott standing down as Chair, but remaining on the Board to mentor a new Chair.

Guests are welcome to sit in on BOT meetings to work out if it's something they'd like to do.

Skills matrix has occurred within the Board in an informal nature. The Board should consider demographics of the school as well.

Bi-election is the other option which is a big expense to the school.



Bring up Board Succession in Meeting 1 Term 1 2021

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Due Date: 30 Nov 2020

Owner: Matt Simeon

5.2 Board End of Year Dinner

Thursday 26th November - 7pm, confirmed for Board End of Year Dinner.



Angela to confirm venue

Angela to confirm venue

Due Date: 6 Nov 2020

Owner: Ange Burgess

5.3 Spellathon follow up

Board acknowledges the huge result from Spell-a-thon. Leadership team ensured that no pressure was applied to children to bring money; yet this is the biggest amount we've ever raised.

5.4 International Number update

As noted.

6. Building Updates

6.1 Master Plan C&L, B Admin, New R Block, SIP Projects

Board acknowledges the use of SIP Project funds towards improving the office area and previous staff room area.

Delay with deck outside the new KLC 2&3 classrooms noted.

Structural steel is completed for the new development block. The first PLD session with Moa team for 2021 was held last week - they are all very excited and looking forward to 2021.

Sick bay beds will be custom built with wipeable squabs.

Very slow progress with the caretaker shed. Hopefully this should be in place Term 1, 2021.

Universal bathroom currently at tender. Fosters is applying and this would be the school's preference.

No major health and safety issues. Development trucking along nicely.

7. For Noting

7.1 DP Appointment Process

As noted.

3-4 applicants at this stage. Specific set of criteria that they need to adhere to in their applications.

8. Compliance Reporting

8.1 Policies

8.2 Board Assurance

9. In Committee

9.1 Family of Note

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

10.1 Board Member insights from the meeting

GUS: Nice to have so much ground covered, really appreciative of the work being done by PPS staff in regards to all things. Amazing.

MIKAEL: I feel like the meeting was succinct, short and to the point, only because of a lot of work has been going on in the background with staffing and strategic planning. Thanks to Matt & Leadership Team for this.

SHANNON: Tonight has been a really positive, happy meeting with no controversial issues/decisions to be made. This will be the first one like this we've had in a really long time.

CHERIE: The work that goes in behind the scenes led by Matt when it comes to staffing, numbers etc. The challenges this presents - it's big. We are so well prepared, the excitement of the possible Kea team - there's a lot of forewarning - well organised into Term 4. No stress going into the holidays, it's a lovely feeling.

SARAH: Shared a car last week with teachers from another school who are just not in the same position as us with staffing. We are short, sharp and upfront with staff. Dealing with people's livelihoods, a whole lot there. Done very well here.

MEL: Reflective to the year that's been, to have the school coming out like this given where we were 8 months ago is amazing. That we're that prepared for the following year is cause for huge congratulations.

CATH: We're being proactive, we're not fighting fires this week. Great with staffing, heads up with Mel & Scott's departure from Board next year; means we can make decisions without being thrown in in the deep end

MATT: Succession planning - we are in a fortunate position that we even consider that and make it a priority.

Feedback to the BOT from Tina Jones (former BOT member who did interior design of staffroom). Tina wanted to congratulate us on the environment we've chosen to create for our staff. She spoke to 5-6 staff while she was in, and their responses blew her away. eg. I never went to the staff room before. now I prioritise it. Matt said this is down to the vision of the Board to back this expenditure, and invest in this space which has had such a positive effect on the staff. The things we've done are strategic, they haven't happened by good luck, rather by good management and governance. So thank you.

RACHEL: We're really fortunate that as a school, at the heart of everything that's done, the wellbeing of the children is being considered. eg Kea team being started, keeping TA's and working out how to pay for them; still looking at the wellbeing of difficult to deal with families. This reflects the PPS staff and culture - we're looking after the kids.

SCOTT: Really nice to see a meeting where we're proactively looking forward. We are prepared to look forward and there's a lot of effort to get us to that point. Really cool to sit there and know we're focussing on the right direction. Well done, thanks everyone for the preparation. Cathy sent an email thanking Scott and BOT for giving her money to spend on a team get together. They had a great time, and it made such a positive difference to working relationships... nice not to have to ask for money to do this.

11. Close Meeting

11.1 Close the meeting

Next meeting: Board Meeting #8 2020 - 7 Dec 2020, 6:00 pm

Board members have a quick tour of the newly renovated office area.

Signature: _____

Date: _____