

# CONFIRMED MINUTES

## BOARD MEETING 10



At the **Board Meeting 11** on **4 Dec 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	Pillans Point School
<b>Date:</b>	Monday, 30 October 2023
<b>Time:</b>	5:00 pm to 7:10 pm (NZDT)
<b>Location:</b>	Pillans Point School - Staffroom, 101 Maxwells Road Otumoetai Tauranga
<b>Board Members:</b>	Clay Fulcher, Jacqui-Ellen Price, Katie Pritchard, Liam Geraghty, Lucy Sheppard, Marty Mayston (Chair), Monique Brooks, Rachael Arthur
<b>Attendees:</b>	Kevin Piermarini, Paula Brinsden, Sarah Warr

### 1. Opening Meeting

#### 1.1 Karakia

#### 1.2 Confirm Minutes

**Board Meeting 9 11 Sept 2023**, the minutes were confirmed with the following changes:  
*Policy Review: reason behind removing wording - no longer applicable to our circumstances.*

Policy Review: reason behind removing wording - no longer applicable to our circumstances.

Previous minutes confirmed by Marty and Monique.

#### 1.3 Interests Register

#### 1.4 Action Item List

Due Date	Action Title	Owner
31 Oct 2022	Staff Induction <b>Status:</b> Completed on 30 Oct 2023	Jacq Price
1 May 2023	Updated EOTC document <b>Status:</b> Completed on 30 Oct 2023	Kevin Piermarini
8 Jun 2023	Add or remove pronouns from EOTC <b>Status:</b> Completed on 30 Oct 2023	Kevin Piermarini
30 Jun 2023	Induction process review <b>Status:</b> Completed on 29 Nov 2023	Rachael Arthur
19 Aug 2023	Kiwi Sandpit <b>Status:</b> Completed on 11 Sept 2023	Kevin Piermarini
30 Sept 2023	Track Northland tragedy <b>Status:</b> In Progress	Jacqui-Ellen Price

<b>Due Date</b>	<b>Action Title</b>	<b>Owner</b>
30 Sept 2023	What is our WHY? <b>Status:</b> In Progress	Rachael Arthur
31 Dec 2023	Draw up roster for attendance at staff meeting <b>Status:</b> In Progress	Clay Fulcher

## 2. Board Actions

### 2.1 NZSTA Term 4 checklist

## 3. Subcommittees

### 3.1 Pool subcommittee

Grant application \$12,874 submitted.

Temporary solution floated to reduce health and safety risk of cracked fibreglass around the outside of the pool.

### 3.2 Grants and Sponsorship committee

Going well. Meeting with potential sponsor that went well.

Sponsorship of house shirts discussed. Sports uniforms also considered. Hero post to be made to reach potential parent business owner sponsors? Shoulder tap some of the parents we know of.

Community business session - invite all families to an evening to self promote their business?

Pencilled in for November for sponsorship evening.

## 4. Management Reports

### 4.1 Finance Reports

Still running a small surplus after a lower than expected ops grant payment.

General discussion on funding and future spend requirements of the draft, draft budget.

Schedule devices for next meeting: have plan/proposal/resolution and quotes ready for grant application. Budget plan for grants so that we don't lock out "good" sponsors.

Discussion on spending PTA funds within the school on the back of a successful fundraising season. Cohesion required around how the funds are spent between school and PTA. Jacq to supply the "nice to haves" list to the PTA.

## 5. Building & Property Updates

### 5.1 Property Summary

Still sourcing a drainlayer to investigate a new water leak.

Dog signs in design stage

Painting on kiwi building happening in school holidays.

## **5.2 Refurbishment progress**

On track.

Deck extended to prevent kids landing in the drain.

## **6. Health and Safety**

### **6.1 Health and Safety Committee**

Monique attended a NZSTA H+S webinar. Recommended all board members take the course.

Add reporting to this topic. Near misses, new hazards, camp, incidents, actions list etc.

Remind staff that the forms exist.

Hazard register / forms for visitors at front desk still missing.

## **7. School Policies**

### **7.1 Policy Review**

## **8. Decisions, Discussions & Sharing**

### **8.1 Staff Representative**

### **8.2 Strategic planning**

Consultations done. Consistent themes amongst the community replies. Draft ideas floated for the formation of the strategic plan. Jacq to tighten it up and re-present at next meeting.

Simplified / infographic style plan is preferred over the long essay style plan.

To tie in with future meetings: How does each agenda item/board decision align to NELPS and strategic plan?

### **8.3 Community Consultation feedback**

### **8.4 Defibrillator on school site**

Definitely want to have one outside. Source 3 quotes for a grant application.

## **9. International**

### **9.1 International Summary & Korean Fair summary**

Discussion around student status and Agent operations for next year. Potential for attendance at Expo where many country agents are due to attend. Board approved Paula to go if she wants to.

Having the longer ESOL lessons helps the classroom teachers - preference to keep our inflated class schedule over the models used at other schools.

Discussion around the job advertisement, role scope and applicant responses.

## 10. For Noting

### 10.1 For noting

Good feedback from board members that went to camp. Consider swapping parent activities more often. Good kid feedback.

International EOY dinner - 7 December.

Board EOY dinner - 30 November 6pm. Family reconnect at the beginning of the year.

## 11. Compliance Reporting

## 12. In Committee

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

### 13.1 Board Member insights to the meeting

## 14. Closing Karakia

### 14.1 Closing Karakia

## 15. Close Meeting

### 15.1 Close the meeting

**Next meeting:** Board Meeting 11 - 4 Dec 2023, 5:00 pm

Signature: \_\_\_\_\_

Date: \_\_\_\_\_