

# CONFIRMED MINUTES

## EXTRAORDINARY MEETING -



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

<b>Name:</b>	Pillans Point School
<b>Date:</b>	Wednesday, 31 July 2019
<b>Time:</b>	7:30 AM to 8:30 AM
<b>Location:</b>	Pillans Point School - Staffroom, 101 Maxwells Road Otumoetai Tauranga
<b>Board Members:</b>	Scott Hamilton (Chair), Anthony (Gus) Bishell, Catherine Flowerday, Cherie Horne, Matt Simeon, Mel McDonald, Mikael Carter, Rachael Arthur, Sarah Stock, Shannon Hannah
<b>Attendees:</b>	Ange Burgess, Matt Simeon

## 1. Discussions and Decisions

### 1.1 Secondment Opportunity for Matt

In depth discussion covering all points above. Confirmation from Matt that the days per week are flexible.

Matt & the MOE agree that school will still come first, and is the priority. Matt will be working with mainly Tauranga Schools, with the potential to work with other BOP schools if required or issues arise. The role is based in Tauranga.

The role at the MOE is a step above what Theresa Rosborough currently does. Theresa delivers the programme, whilst Matt would be in more of a leadership/management role - explaining the why.

Discussion around potential allocation of Learning Support Co-ordinators - our COL is likely to receive quite a few. In the future, Learning Support Communities will replace COL'S.

It is unknown if this role would extend beyond 2019.

Cherie, Sarah & Matt have a very transparent, close and open relationship. Sarah stepping up as Acting Principal while Matt is away was a natural fit. Cherie was not interested in stepping into the Acting Principal role as she loves what she's doing - Learning Support is her career pathway; whilst Sarah's career pathway is education leadership and is keen to explore Principalship in the future. Sharing the role was discussed; but decided against as it's great for staff to be very clear on who's doing what.

Communication with staff and school community needs to be clear & transparent. There will be a media release on Friday re Learning Support Co-ordinator roll out; and correspondence / communication about secondment will follow.



### **Matt's Secondment Approved**

Matt's Secondment Approved by the Board. Board supports Matt in this role.

<b>Decision Date:</b>	31 Jul 2019
<b>Mover:</b>	Scott Hamilton
<b>Seconded:</b>	Mel McDonald

**Outcome:** Approved

## 1.2 Theresa Resignation

Board accepts Theresa Rosborough's resignation.

Board would like to acknowledge the awesome volume of work in both her DP and COL / Learning Support roles.

Theresa is eternally grateful to the School, current and previous Boards to have had the opportunity to follow her passion in Learning Support.

Theresa will still be employed by PPS; however the School will recoup the full cost of her staffing by the COL (0.4) and by the MOE (0.6).

Theresa has security with COL & MOE until mid to late 2020.



### Theresa's Resignation Accepted

Theresa's Resignation from DP role approved by the Board.

**Decision Date:** 31 Jul 2019  
**Mover:** Matt Simeon  
**Seconded:** Scott Hamilton  
**Outcome:** Approved

## 1.3 Appointment Process Moving Forward

PPS have 10 people currently on Fixed Term positions. Both DP's, 2 x AP's, 6 x Staff.

We have to advertise all roles externally for at least 2 weeks. Specific job descriptions have been written for these roles.

By Week 9 of Term 3 we will have 3 staff that won't know their position for 2020, which is not at all uncommon for this time of year. Of these 3 teachers, there will be 2 that won't have a role to go into for 2020. Acknowledgement that this is the position at the moment, and things can and do change. We are expecting a resignation from a part time teacher by the end of this week; Matt is not at liberty to disclose who this is at the moment.

All Fixed Term staff were met with in Week 2 of Term 1; and given a letter to explain why they are on Fixed Term, and that we would likely be in this position at the end of the year. Matt has worked very hard to have clear & transparent communication.

A response email has been drafted to send to those that apply through the Gazette role advertisements. The email will be extremely transparent & explain the situation around the opening of the roles, and will allow us to mitigate risk.

Start dates for all roles will be 2020. There is no process to go through with the MOE in regards to PPS having two permanent Deputy Principals.

No process with MOE regarding have two permanent DP's.

Matt would like board involvement throughout the hiring process as noted above - as protection for Matt, the Board and the staff to ensure we have a totally transparent and accountable process.

Internal applicants will go through the process exactly the same way an external applicant would.



### Approval of Board Subcommittee for hiring process of DP & AP positions

Board resolves that Gus Bishell and Rachael Arthur will be the subcommittee for the appointment of the DP's; along with a staff member.

Gus Bishell will be the Board Member involved in the appointment of the AP positions, along with newly appointed DP's and a staff member.

**Decision Date:** 31 Jul 2019  
**Mover:** Catherine Flowerday  
**Seconder:** Scott Hamilton  
**Outcome:** Approved

## 1.4 Education Accord - Aligned to Teacher Negotiations

Discussion re Education Accord and the additional 8 Teacher Only Days provided over 3 years. These 8 days do not need to be added to the school year.

Matt has told PPS staff that for the 8 days added school will be closed; and that teachers can choose to use these days as they wish i.e. either to have off, or to use as time needed to write reports, deal with workload issues etc.

Board discusses communication around these TOD's with staff and school community.

Matt has created yearly planner that we will print and send home with parents; it will also be put in the enrolment pack. Reminders will be sent out prior to TOD days as well.



### **Resolve and adopt dates for additional TOD as a result of the Education Accord.**

Resolve and adopt dates for additional TOD as a result of the Education Accord.

**Decision Date:** 31 Jul 2019  
**Mover:** Matt Simeon  
**Seconder:** Mel McDonald  
**Outcome:** Approved

## 1.5 Van Policy

We'll resolve to buy new seats as per seating attachment. TCC has an initiative around free car seats. Catherine will explore this opportunity for us; and the Board will ensure all required seats are either purchased or sourced from TCC.

Policy around excess to be added to the policy:

- Excess will be covered for school related business incidents/accidents.
- Excess will not be covered for private use incidents/accidents.

Amendments to clause 7 to change 100kms, to 100KMs one way.

Clause 11 to be written & fleshed out. Appendix to be written.

Grammar & Spelling to be checked.



### **Board Resolves to either purchase or source new; appropriate child restraints.**

Board Resolves to either purchase or source new; appropriate child restraints.

**Decision Date:** 31 Jul 2019  
**Mover:** Matt Simeon  
**Seconder:** Scott Hamilton  
**Outcome:** Approved



### **Van Policy adopted subject to amendments**

Van Policy adopted subject to discussed amendments. All in favour.

**Decision Date:** 31 Jul 2019  
**Mover:** Scott Hamilton  
**Seconder:** Anthony (Gus) Bishell  
**Outcome:** Approved



**Make Amendments, Write Clause 11, add Excess clauses & write Appendix**

Make Amendments, Write Clause 11, add Excess clauses & write Appendix.  
Send to Catherine for checking/tracking changes in word doc.

**Due Date:** 1 Aug 2019  
**Owner:** Ange Burgess



**Proof Read Van Policy - grammar, spelling etc**

Proof Read Van Policy - grammar, spelling etc

**Due Date:** 2 Aug 2019  
**Owner:** Catherine Flowerday

## 2. Close Meeting

### 2.1 Close the meeting

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

Matt gives quick update regarding building works. Hub (Tui 4&5) will be converted to Staff Room by Term 1 2020.

New carpark should be complete by end of 2019.

By end 2020 or early 2021; we'll be moving Senior School into new building; allowing work on current Senior School buildings.

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

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