

CONFIRMED MINUTES

BOARD MEETING #5



At the **Board Meeting #6 2020** on **7 Sep 2020** these minutes were **confirmed as presented**.

Name:	Pillans Point School
Date:	Monday, 3 August 2020
Time:	6:00 pm to 9:00 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:	Matt Simeon
Apologies:	Ange Burgess

1. Opening Meeting

1.1 Confirm Minutes

Board Meeting #4 2020 8 Jun 2020, the minutes were confirmed as presented.

Ang is listed as attendee and apologies



Minutes

Approved

Decision Date: 3 Aug 2020
Mover: Catherine Flowerday
Seconder: Anthony (Gus) Bishell
Outcome: Approved

1.2 Interests Register



As noted

As Noted
Decision Date: 3 Aug 2020
Outcome: Approved

2. Management Reports

2.1 Finance Reports

Our financial paperwork looks a little less than healthy - post Covid, Hometime closure, International Business

Cash reserves are looking very healthy

Dashboard - a new financial report (Matt explained)

- Activity Fees/School Donations - these will be pushed later this month
- Learning Support Donations - these will be more itemised
- These areas of reporting will be available monthly

Request for a comparison between last year and this year on school donations



Moved

Moved

Decision Date: 3 Aug 2020
Mover: Shannon Hannah
Seconder: Matt Simeon
Outcome: Approved

2.2 Credit card limit increase



Credit Card Limit Increase

An increase in credit card limit to provide \$25 000 across all of the school's Credit Cards

Decision Date: 3 Aug 2020
Mover: Scott Hamilton
Seconder: Mel McDonald
Outcome: Approved

2.3 Health & Safety



Read and noted.

Read and noted.

Decision Date: 3 Aug 2020
Outcome: Approved

3. Actions from Previous Meetings

3.1 Action Item List

Due Date	Action Title	Owner
14 Mar 2020	Add DP Reports to Meetings 3,5,7 Status: Completed on 27 Jul 2020	Matt Simeon
21 Mar 2020	Matt to flesh out objectives as drafted for next Board Meeting Status: Completed on 27 Jul 2020	Matt Simeon
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
31 Mar 2020	Matt & Shannon to meet w Lorna Status: Completed on 28 Aug 2020	Matt Simeon
3 Aug 2020	Review Strategic Plan Actions Status: Completed on 28 Aug 2020	Matt Simeon



As noted

As noted

Decision Date: 3 Aug 2020

4. Annual Work Plan Items

4.1 Visit - Jo Brown Q & A on Ngātahi Role



Oral Report from Johanna Brown

We have just filled our 6th New Entrant Class and our 7th New Entrant Class will open at the start of term 4.

A real sense of partnership between Ngā tahi Coordinator, ECE, School, Parents, and Learning Support Coordinator(s).

The landscape of children joining our school is changing.

Jo spoke widely and openly about her role as Ngā tahi Coordinator at PPS.

Scott - What are other schools offering?

No one else has a role specifically like ours within our Kahui āko. Jo met with Corrinne Devitt (RTL B Service), and she is keen to learn more about what PPS are offering in terms of Ngā tahi and transition to schools processes.

Scott - What resources do we as a board need to invest into in 2021?

Jo will give this some thought.

Mel - Do you have parental understanding of why PPS are not diving deep into the language of curriculum learning?

Jo meets with parents for one hour and explains our school philosophy, values statement and what we believe are important pre-requisites to curriculum learning

Gus - Jo, are you okay with the workload?

Yes thank you.

Rachael - Nikki Wilson sent the email and would like to add a thank you to Katie Pritchard as well.

The board thanked Jo for her report and for her work as Ngā tahi Coordinator.

Decision Date: 3 Aug 2020

4.2 Summary of Student Achievement as Reported in Mid Year Reports



Oral Report presented by Sarah Stock

Sarah shared an overview of how our term 1 and term 2, 2020 data reflected progress and achievement, as reported pre and post COVID.

7 weeks of Learning Matters teaching has shown accelerated growth across our school data.

Gus - Is there a particular reason why there is a disparity in Maths across year levels?

Our Prime Maths, systematic approach to delivery, is evident, particularly our year 6 cohort.

Thank you for your passion Sarah.

Decision Date: 3 Aug 2020

4.3 Principal Appraisal Update



As noted.

As noted.

Decision Date: 3 Aug 2020

5. Major Decisions and Discussions

5.1 Revised PPS Strat plan post COVID

Very clear set of objectives for the Leadership team to work through between now and 2021



Scott and Matt were contacted by ERO to ask about COVID systems, ...

Scott and Matt were contacted by ERO to ask about COVID systems, which were shared openly and transparently with ERO.

Decision Date: 3 Aug 2020

5.2 Playground Neighbour Issues.

Discussion held around the issues present.

Board wondered about the time the playground has been there and then the time to have this issue raised.

Board agrees with the H&S concern of climbing onto sales and will look to address.

After wide and varied discussion board agreed that lowering the playground or erecting privacy was not an option.

Letter to be drafted and sent to a neighbour on behalf of the board .



Board to look at a possible deterrent to climbing the poles to th...

Board to look at a possible deterrent to climbing the poles to the shade sails?
Add signage saying there is CCTV.

Decision Date: 3 Aug 2020

5.3 New Support Staff / Teacher Aide Collective Agreement and Impacts to PPS.

The board recognises Mikael is a Board Member and also a Teacher Aide Employee in this discussion and agrees that there is no conflict of interest for the discussion.

Matt explained how the new matrix works and how it aligns to pay rates.

Matt is trying to gain clarity on how we budget for these increased hourly TA rates in 2021.

Impact on our staff, and our school, it is unlikely that we are going be able to pay additional 'top ups' for TA support.

MOE provide SEG (Special Education Grant) annually. This does not cover our TA support.

The loss of International Business has a direct effect on TA programmes such as Quick 60, which are usually delivered by TA's.

5.4 2021 School Plans and Staffing Overview



Matt to proceed with appointment process as outlined for 2021

Gus Bishell to be the kaitiaki of the process for the board.

Decision Date:	3 Aug 2020
Mover:	Scott Hamilton
Seconder:	Rachael Arthur
Outcome:	Approved

Matt talked to this document.

Scott - In terms of the Kiwis, how can we afford a permanent workforce into this space?

Matt explained how the roll growth positions work.

Matt gave clarification around the year level for Tui (year 2's) only in 2021.

Gus asked, has there ever been any question about changing the team names of birds?

No. It's one of those traditions at PPS.

Staffing explained. Gus to be our board representative on the staffing appointment panel.

Matt explained staffing make up and process including keeping the Ngatai role operational for 2021

5.5 International Student Update

Mel met with Lee prior to board meeting and shared her key ideas with the board.

Marketing overseas will not happen in the foreseeable future. Lee has been working on other systems - website and internal site.

Pastrol care continues to be a priority for families and working alongside TA as support.

Mel would like to acknowledge the work Lee is doing to safeguard the International Business, and the documentation shared with the board.

Scott would also like to re-iterate the amount of progress with International Business.

Scott - Where are other schools sitting at in relation to International Business?

Secondary Schools are mostly shutting their International Business, and some Primary Schools are working on relationships. Matt suggests it will be interesting to see what happens closer to the end of the year.

The board notes that we must continue to invest in the programme to allow us to be ready to go when the borders open.

The board recognises the work that Lee does and her knowledge of the business is exceptional.

5.6 HomeTime



Board had wide and varied discussion around the two proposals pre...

Board had wide and varied discussion around the two proposals presented.

We move into committee to protect the commercial nature of the decision.

The board gives Matt the ability to purchase existing fixed assets to the value of \$20,000.

Decision Date:	3 Aug 2020
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Mover: Scott Hamilton
Seconder: Matt Simeon
Outcome: Approved

6. Building Updates

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

Updates noted as well as the board walk through on site.

6.2 Shade System Reinstatement

Note that the posts for the shade sails will be re-erected by Fosters at the completion of the building works.

6.3 Universal Bathroom Update

Matt shared the key elements of the Universal Bathroom. It is a building that is designed in full, not just the toilet itself.

7. For Noting

7.1 Xero - Linc Ed Hero Student Management System

Noted. Matt will show the board a demo at the next board meeting.

8. Compliance Reporting

8.1 Policies

Note the updates.

8.2 Board Assurance

9. In Committee

9.1 Principal Sabbatical Application

9.2 Re Enrolment of Child

9.3 Potential Annulment of Enrolement

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

10.1 Board Member insights to the meeting

Gus - buildings, Sarah's reporting, Jo Brown's work

Cherie - acknowledge the juggling act our Principal is working through currently from building projects, enrolments, business opportunities and still remaining accessible to our staff, our children and our community

Mikael - Jo's work and the children we have enrolling into our school community

Shannon - recognition on the Learning Matters progress school-wide, knowing the children, efficient decision making at board level

Sarah - multi-layered, complex web that it is a school because there are so many aspects - Jo Ngatahi work, Pillans academic improvement, building projects etc...

Mel - incredible work that is going on in all areas - Learning Support, International Business, Buildings - and the support of each other who work at PPS

Rachael - our community (children and parents) are so fortunate to have a staff who truly 'see me, know me, understand me'.

Catherine - the culture of PPS is possibly something that we know but don't often talk about - a culture of kindness that is very special.

Scott - those who presented tonight all do an outstanding job and as a board, bringing your expertise to each meeting is evident and appreciated

Matt - acknowledging the board's pre-reading, understanding of, and reflection of the board pack information as well as understanding our empathy for students

11. Close Meeting

11.1 Close the meeting

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

Signature: _____

Date: _____