CONFIRMED MINUTES

MEETING 3

At the **Meeting 4** on **26 Feb 2026** these minutes were **confirmed as presented.**

Name:	Pillans Point School
Date:	Thursday, 4 December 2025
Time:	5:00 pm to 7:00 pm (NZDT)
Location:	Pillans Point School - Staffroom, 101 Maxwells Road Otumoetai Tauranga
Board Members:	Sarah Goldsbury, Jacqui-Ellen Price, Tahlia Charleson, Paul Blatchford, James McAuley, Clay Fulcher, Katie Pritchard, Monique Brooks (Chair)
Attendees:	Jason Morgan, Paula Brinsden, Sarah Warr

1. Opening Meeting

1.1 Karakia

1.2 Interests Register

1.3 Confirm Minutes

Meeting 2 9 Oct 2025, the minutes were confirmed as presented.

Katie moved, Paul seconded.

1.4 Action Item List

2. Board Actions

2.1 Policy Review

Noted that processes are happening in the background that people may not be aware are actual policies that we follow. Discussion around additional rules and internal policy surrounding certain circumstances.

Assurances given and noted.

Sarah G has taken the task to complete 3 random checks of processes and authorisations used to make payments to staff,

Between meeting approvals

Discussion around policy for Board resolutions or decisions that require approval between meetings. Jacq to investigate.

Due Date: 25 Dec 2025
Owner: Jacqui-Ellen Price

General discussion around Board policy and delegations. What the President can approve without full Board quorum.

Approved weeks 4 and 9 for meetings to continue. Week 8 for Term 1.

3. Management Reports

3.1 Finance Reports

Tracking well.

Met with MoE finance to introduce SG to him and what income we could expect and what differences we could forecast.

3.2 2026 DRAFT Budget

Learning support - quarterly totals are incorrect but total value is correct.

Board are happy to proceed with this budget.

4. Building & Property Updates

4.1 2025 End of Year Achievement Report

Talked of curriculum changes and suggested learner achievement targets and reporting data. Unable to track year on year data due to the curriculum change. Achievement targets have been raised accross the board.

Mentioned historic exploration on reporting data consistency -what we saw did not match the data that came out. Reworked to a space where we are confident that data is accurate.

How are targeted reporting areas determined? Are the students we are tracking consistent over the school? We look at previous data and look for the anomolies, and put focus into those areas. Looking at finding "learning at" students and investigating subjective ratings. Formal group investigations are set for regular review and planning changes. Determines where resources could be better targeted. New funding coming in from the Ministry around PLD and targeted staffing.

The report presented today will help set goals for 2026. Every school sets their own targets, there is no National database of targets and achievements for comparison, it is all internal. Target audience is internal stakeholders.

PAT testing is being phased out in favor of a national standardised test. The new test has determined a new curriculum. Decision to continue with the current curriculum for 2026 instead of the upcoming curriculum. The main reason is to enable better data tracking and familiarity for Teachers, with a view to change in 2027 pending Minstry finalisation. We understand that some schools have not adopted the 2025 curriculum yet and we believe we are very well placed to maintain this path.

4.2 Property Summary

Canopy discussions continued - informed of current staus of project, plans for grants and future fundraising.

SW investigating how canopy funds should show in the annual and financial reports.

Discussion around pool use for swimming lessons - unfeasible at present due to current community obligation.

Noted about the pipe tunnel area at the rear of the school. Current plans to remove and flatten area. Potential use of space: stage/ampitheatre/rotunda?

5. Subcommittees

5.1 SLT/Leadership Report

Taken as read.

Noted that our particular Kahui Ako as a group will continue without Ministry regulation.

6. Decisions, Discussions & Sharing

6.1 2026-2028 Strategic Plan and 2026 Annual Plan

Taken as read. Reminded that this is a living document and expected to be fluid and open to reprioritisation.

6.2 Principal PGC completed

Taken as read.

6.3 2026 Teaching Teams

Taken as read. Fixed term leadership units still to be allocated.

6.4 2026 Staff Leave applications

Background given on existing leave without pay applications.

Application 1: Approved

Application 2: Approved (Paul excluded from discussion)

Application 3: Approved (Paul excluded from discussion) Based on appropriate people and practices able to be put in place. If these can not be enacted, the leave will not be approved.

6.5 Learning Support

Detailed how and where learning support is delivered in our school and strategies and PLD sessions for next year.

Talked about funding vs need and impact on the class when learning support is in place. Discussed the need to move teacher aides around depending on the needs of a classroom with children of higher observational needs.

7. International

7.1 2025 International

Exploring options for short stay groups. Looking at expanding agent sourcing.

Discussion on current numbers and numbers that make the program run efficiently.

Code and self review done.

7.2 2026 Attendance

Discussion around attendance codes and how the data gets reported to the Ministry. How attendance data can be skewed by poor code setting. Details around codes will be given to community to educate parents etc how they work and how they can help their children get to school.

Additional policy: When a student is on holiday during term time. We will not provide work to them. (does this already exist).

Big thanks from President for compiling reports and all the hard work in general that the Leadership team has put in for the year.

Attendance management plan

AMP has been adopted by the board. Amend the timeline and criteria to explicit values or "Continue to meet the current Ministry target for each current year".

Decision Date:	4 Dec 2025
Mover:	Paul Blatchford
Seconder:	James McAuley
Outcome:	Approved

Change wording of goal in AMP

AMP has been adopted by the board. Amend the goal to an annual goal rather than a termly goal.

Due Date:	16 Dec 2025
Owner:	Jason Morgan

8. For Noting

8.1 Next meeting

Exit interview reporting. James/Tahlia/Paul. Looking for common themes in feedback.

9. Compliance Reporting

10. In Committee

10.1 In Committee

11. Closing Karakia

11.1 Closing Karakia

12. Close Meeting

12.1 Close the meeting

Next meeting: No date for the next meeting has been set.

Signature:____________________ **Date:**_________________________