

CONFIRMED MINUTES

MEETING 3



At the **BoT Meeting** on **20 Feb 2023** these minutes were **confirmed with the following changes:**

Wording of TECT funding to be changed

Name:	Pillans Point School
Date:	Monday, 5 December 2022
Time:	5:00 pm to 7:15 pm (NZDT)
Location:	Pillans Point School - Staffroom, 101 Maxwells Road Otumoetai Tauranga
Board Members:	Clay Fulcher, Jacqui-Ellen Price, Liam Geraghty, Lucy Sheppard, Marty Mayston, Monique Brooks, Rachael Arthur
Attendees:	Penny Askin, Kevin Piermarini, Paula Brinsden, Sarah Warr

1. Opening Meeting

1.1 Confirm Minutes

Meeting 2 7 Nov 2022, the minutes were confirmed as presented.

In Committee minutes from the previous meeting approved as correct.

Liam zoomed in.

Action item to add - signage followup for traffic issues.



Previous minutes approved with no amendments

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Decision Date:	5 Dec 2022
Mover:	Marty Mayston
Seconder:	Rachael Arthur
Outcome:	Approved

1.2 Interests Register

1.3 Action Item List

Due Date	Action Title	Owner
18 Oct 2022	Check on child protection in school docs vs ERO requirement. Status: Completed on 7 Nov 2022	Jacqui-Ellen Price
31 Oct 2022	Staff Induction Status: In Progress	Jacq Price
31 Oct 2022	NELP's to be discussed by new board Status: Completed on 5 Dec 2022	Jacqui-Ellen Price

Due Date	Action Title	Owner
5 Dec 2022	Sponsorship Committee - Report on progress Status: Not Started	Liam Geraghty
12 Dec 2022	Wk 6 - comms regarding pool Status: Completed on 5 Dec 2022	Jacqui-Ellen Price
12 Dec 2022	Lucy to field quotes for pool company to look after pool over holidays Status: Completed on 1 Dec 2022	Lucy Sheppard
31 Dec 2022	Look for External Board Advisor Status: Completed on 23 Nov 2022	Jacqui-Ellen Price
31 Jan 2023	Review of potential board portfolios and role descriptions Status: Completed on 7 Nov 2022	Monique Brooks
31 Jan 2023	Grants - sourcing potential grants Status: In Progress	Lucy Sheppard
31 Jan 2023	Quote request for "Mud Kitchen" concreting Status: On Hold	Jacqui-Ellen Price
28 Feb 2023	Induction process review Status: In Progress	Rachael Arthur
30 Jun 2023	International Committee Status: In Progress	Clay Fulcher
1 Oct 2023	Review the Charter Status: Completed on 5 Dec 2022	Monique Brooks

2. Visitors

2.1 Visitors

3. Board Actions

3.1 Staff Representative Election progress

A non-voting election has been completed. Katie Pritchard has been duly elected as staff representative.



Set up Katie with Board items

Sarah to email appendix 2 and share Board folder from GDrive to Katie.

Due Date: 15 Dec 2022

Owner: Sarah Warr

3.2 Cyclical Maintenance plan to approve

Approved

4. Subcommittees

4.1 International Subcommittee

4.2 Pool subcommittee

4.3 Grants and Sponsorship committee

TECT funding missing.

Liam following up with a few schools on areas where we might be missing funding.

Lucy has been focussing on pool as grant target, and been talking to potential providers. Advice has been received around sourcing the grants from the grant providers. Sourcing quotes to upgrade the pool, filter, old copper pipes, changing rooms etc.

Query around cost of running the pool.

Considerations:

Concrete path sponsorship

Mud kitchen sponsorship

Maintenanance sponsorship

5. Management Reports

5.1 Finance Reports

Feedback given to financial position of the school. 2023 Budget is forecasting a loss at present, but is set for further refinement. Ministry Finance advisor will visit to advise on budget and funding sources.

Local funds are low. Donations / Activities etc. Additional external funding would be helpful.

Perhaps a competition - pay donations/fees early, chance to win it back. Pay it forward donations.

5.2 Gobsmacked

6. Building & Property Updates

6.1 Property Summary

6.2 Refurbishment progress

Architect has provided a final plan. Last minute checks are being done by PPS that things are where they are needed. Then goes to quoting.

6.3 101 Property Update

An overall interesting meeting providing clarity and draft plans regarding property according to the Ministry.

Mentioned Board liability surrounding casual hireage/use of school property. Requirements surrounding project management and documentation levels.

Query the boot camp organiser's liability.

To make a disclaimer form for hireage users.



Casual Use Agreement

To draft the casual use agreement.

Due Date: 31 Jan 2023

Owner: Jacqui-Ellen Price

7. Health and Safety

7.1 Health and Safety Committee

8. School Policies

8.1 Policy Review

9. Decisions, Discussions & Sharing

9.1 Progress and Achievement Data

Comparison given between mid year and end of year progress data. Overall positive progress. Identify potential discrepancies in Writing Curriculum reporting - very subjective topic. National/regional benchmarking could be helpful.

To set a group of priority learners. Yet to identify specific areas to focus and need to pick up the reluctant learners.

Tu-Tai-Ake will be explored further next year as part of curriculum refresh.

9.2 2022 Learning Support and Pastoral Care Summary

An insight given to initiatives and systems that are in place for our learners and future aspirations. Explained the types of support we can get and the funding (if any) attached to it.

Lego group (conflict resolution and relationships) and Seasons for growth professional development attended this year.

Discussed the level of funding provided by the Board.

9.3 Leave Request

Approved

9.4 Board meeting dates for 2023

Approved to weeks 4 and 9

10. International

10.1 International

11. For Noting

11.1 To add delegations agenda item.

12. Compliance Reporting

13. In Committee

13.1 In Committee Discussion held

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

14.1 Board Member insights to the meeting

RA: Tough decisions to make. Appreciate the openness and looking forward to next year.

CF: Good financial discussion. Reset is welcome.

PA: Great the Fantail is in motion and that the board is cohesive.

MB: Thanks to Penny, all the best. Agreed with others. Loving Lucy's passion for grants

PB: Review and reset is welcome. Good to report on achievement data and share the Learning support role.

JP: Appreciate collective view of Board. Acknowledge KP and PB a great team. Sad that Penny is leaving, all the best.

LS: Clear that the board has high expectation levels for the school.

KP: Great to present the achievement data, enjoying that everyone wants to make a difference. All the best Penny.

LG: Wish you all the best Penny. A few challenges ahead but a good group.

MM: Great to all be on the same page. Getting things proper and thorough whilst being sustainable. Appreciate Jacq's difficulties and hard work for the year. Looking forward to Fantail refurb and the legacy it will leave. Big thanks and wishes to Penny. Merry Christmas to all.

15. Close Meeting

15.1 Close the meeting

Next meeting: BoT Meeting - 20 Feb 2023, 5:00 pm

Moved to committee 7.15 pm

Signature: _____

Date: _____