

CONFIRMED MINUTES

BOARD MEETING #8 2020



At the **Board Meeting #1** on **1 Mar 2021** these minutes were **confirmed with the following changes:**

Names of people who said which item at the end of the round the table on the success for the school needed to reflect differently.

Name:	Pillans Point School
Date:	Monday, 7 December 2020
Time:	6:00 pm to 8:22 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, Scott Hamilton, Shannon Hannah
Attendees:	Sarah Stock, Ange Burgess, Matt Simeon

1. Opening Meeting

1.1 Welcome to Kevin Piermarini

The board welcomes Kevin Piermarini to today's meeting.

1.2 Confirm Minutes

Board Meeting #7 2020 2 Nov 2020, the minutes were confirmed as presented.



Minutes from previous meeting approved.

Minutes from previous meeting approved.

Decision Date: 7 Dec 2020
Mover: Mikael Carter
Seconder: Mel McDonald
Outcome: Approved

1.3 Approval for Credit Cards



Approval for credit cards

Approval for new credit cards for...

Kevin Peirmarini
Angela Burgess
Katherine Hampton

Decision Date: 7 Dec 2020
Mover: Scott Hamilton
Seconder: Catherine Flowerday
Outcome: Approved

1.4 Interests Register

2. Management Reports

2.1 Finance Reports

Cash Summary - Lorna is doing a fantastic job.

This month our activity fee seemed quite high for November, however this is being spent currently for class trips in December.

Dashboard - a little confusing.

e.g. the activity fee and school donations.

Given where we sit, we have fewer donations than last year, and we are not entitled to the Government fund - therefore how does 2021 look for our finances?

Activity fee will increase in 2021. Discussion around whether there is an opportunity to go back to the MOE for support. The WBOP Principals group has raised this around the inequities around decile rating and the lack of government support. Matt will continue to communicate, directly to Jan Tinetti, Chris Hipkins, and Ezra Schulster.



Write Letters

Write to:

Jan Tinetti, Chris Hipkins, Ezra Schulster

Feb 2021 Update

This has been done via the WBOP Principals Association and we have requested a face to face with the local director as well and MPs and Minister.

Due Date: 14 Dec 2020

Owner: Matt Simeon



Approved.

Approved.

Decision Date: 7 Dec 2020

Mover: Shannon Hannah

Second: Rachael Arthur

2.2 2021 Budget

Budget Forecast for 2021 - Shannon, Matt, and Lorna have worked together.

Leased laptops verses buying - Lorna will run some numbers.

Depreciation - reduces our budget for TA support. We can choose our rate of depreciation of assets. Lorna and Matt will put together a number of Capital Expenses over the next 5 years. Matt described his view on depreciation. Lorna will also create a cash flow forecast - money in/expenses out. The International Student Business continues to provide a positive cash flow for 2021.

ORS Funded Students

We received an Urgent Response Fund for our 3 x ORS Funded students from the MOE.

3. Actions from Previous Meetings

3.1 Action Item List

Due Date	Action Title	Owner
11 Sep 2020	Matt to create video to community Status: Completed on 18 Nov 2020	Matt Simeon
6 Nov 2020	Angela to confirm venue Status: Completed on 18 Nov 2020	Ange Burgess
29 Nov 2020	Emergency Response and Preparation plan to be included under Goal 4: School Culture and Systems Status: Completed on 18 Nov 2020	Matt Simeon
30 Nov 2020	Budget action to do's Status: Completed on 7 Dec 2020	Matt Simeon
30 Nov 2020	Bring up Board Succession in Meeting 1 Term 1 2021 Status: Completed on 23 Feb 2021	Matt Simeon
20 Dec 2020	Invite Fosters to the Feb/Mar 2021 Board Meeting Status: In Progress	Matt Simeon

PTA have raised concerns around the health and safety of the turn around bay, with children walking on the road. This will be an agenda item for our first meeting in 2021.

4. 2021 Planning and insights

4.1 2021 Staffing Confirmed

Noted.

5. Major Decisions and Discussions

5.1 2020 Student Achievement Report

Sarah spoke to the 2020 Student Achievement Report highlighting the many academic successes within our school this year. Particular attention was given to three academic focus areas:

1. Tracking the spelling, reading and writing achievement of the year three cohort.
2. Implementation of structured literacy across the school.
3. Tracking the maths achievement of the year six cohort (now into its fourth year of monitoring).

The board was pleased to see/hear that most year three children are working into stage two of the Learning Matters scope and sequence and appreciate the level of folding back, front loading and repetition from teachers and teacher aides that has contributed to this growth.

Strategic Aim 3: Maths

Year 6 cohort we've tracked through from Y3-6 have finished where we thought they'd end up - ahead of the game. Well above the NZ norms and averages. Clear scope and sequence and learning at a high level.

New template for report for Learning Support Children has been created; as the normal template doesn't cater for them.

Student Achievement report will look different next year due to the introduction of Hero which is more progression based.

Board congratulates staff for their open-mindedness and dedication to new learning through the implementation of structured literacy, especially taking into account the disruptions of COVID.

The Board thanks Sarah for her detailed synopsis.

5.2 Learning Support Summary

Cherie shares highlights of the Learning Support Summary.

Overall kids attending PPS that require support are receiving great support.

Teacher Aide's hours are going to change in the future due to MOE funding and lack of availability of top ups usually provided by the school. There was disappointment from TA's in regards to reduced hours. Despite this, kids are not missing out.

Team teacher aides are stretching themselves to cover Tier 1 & 2 kids as well.

Teachers are entering narratives on a daily basis through etap - whether it's learning support needs, behavioural needs, correspondence with parents - it's all there. History over time is very rich; which means we can receive the required support quickly.

90 students on the Learning Support register ranging from Tier 1 - Tier 4 (mild to high needs).

Cherie presents the dashboard which is the breakdown of data across the school; and shows the number and types of interventions that are working very well for these children across the school.

Through Cherie's study she's learnt the power of narrative. We haven't had an easy way to share narrative of these Learning Support students with parents until we created the Learning Support Report template. A way to report on the child's year, however recorded in a way that doesn't say your child is failing. A standard report template is not applicable to these kids.

The numbers of kids receiving Learning Support is rising. The biggest trend this can be attributed to, is the changing dynamic of the intake of kids we're receiving. The nature of students enrolling is becoming more complex.

PPS teachers are very skilled at working out when kids are ready to start cognitive learning - i.e. once they feel safe & aren't living in the flight or flight area of their brains.

Transition pages to assist these kids with heading to new classrooms and teachers in 2021.

Early intervention is definitely a factor.

Board thanks Cherie for her amazing work.

5.3 Ngatahi Summary

Board notes & discusses Ngā Tahi report.

5.4 International Summary

Board notes the International Summary.

Question the 6 children coming from Tauriko - these students were not "poached" there have been clear lines of communication between Lee and the school. It was the family who wanted to come visit PPS. Lee was very aware of the effect this would have on Tauriko's business. Lee front footed this with Tauriko School and has handled the situation extremely efficiently and sensitively with total transparency.

Mel notes that the documentation provided by Lee is very in depth & solidifies the International business going forward. The school is sitting in a really good place heading into 2021 despite COVID. If the borders do open next year, there are more families waiting to enrol at PPS. The survey sent to families, provided very valuable feedback & areas that can be improved on. Lee is looking forward to moving into the new rooms next year - to be back in the same room as the International Teacher Aide will be great.

Lee is looking forward to getting back into teaching next year.

Discussion over support to our International families over summer.

Lee's passion for the job - pastoral care and connections she has with the families is commendable.

Strategic Aims noted.



Change internal format of Strategic Outcomes Document

Change internal format of Strategic Outcomes Document; so that Student Experience and Pastoral Care columns are placed before compliance.

Due Date: 11 Dec 2020

Owner: Matt Simeon

5.5 Western BOP Sports Director Role.

Board takes as noted.

Katherine Hampton (previous Sports Co-ordinator at Diocesan School in Auckland) has been employed for the role today. Will be relocating to Tauranga for the role.

Katherine will work out of and be based at PPS.

5.6 Reporting against Post COVID Strategic Aims

Matt summarises the Strategic Aims report for the Board.

Reflections and narratives appreciated in regards to Learning Matters Structured Literacy.

Despite the tough year that we've had in 2020, we've still managed to achieve a number of great things.

Board acknowledges this and thanks the Leadership team.

Discussion regarding staff insights - Prime Maths. Many comments regarding Prime Maths being great, but it's really structured and where's the fun? Sarah notes that there IS the flexibility to add the "fun" stuff in. AP's to lead their teams to remind teachers to include the "fun" elements eg Let's create.....

In the 2021 Strategic Aims, teachers have been encouraged to forward plan to integrate strand maths in more.

Discussion regarding sports gear and access to sports gear for the smaller kids. We have an issue with kids putting things away where they go; and this is a common problem for all schools. The gear is there, we just need to look after it better.

Discussion regarding overloaded schedule comments. AP team have acknowledged that at Week 6 of each term, teams should bring out their curriculum plan and ensure there are no major clashes with events in the school's calendar.

6. Building Updates

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

Matt notes the building development has been going for 4 years now.

New staff admin area & office is almost completed.

Exploratory work to be done over the holidays in the current Moa block.

Caretaker Shed is underway and progressing - albeit very slowly.

Bathroom starting over the holidays - no class needs to be in Room 7 in 2021.

Photos of new block development noted.

Relaying/drainage of court will happen at the end of the development process.

6.2 School Turn-a-round and parking



Parent Proposal for Turn-a-round bay

Ensure this is added to the Agenda for Meeting 1 term 1 2021....

Due Date: 1 Mar 2021
Owner: Matt Simeon

Taken as noted.

7. In Committee

7.1 Principal Appraisal Summary 2020 + 2021 Set Up



Appraisal Proposal Approved

Appraisal Proposal approved for 2021.

Decision Date: 7 Dec 2020
Mover: Scott Hamilton
Seconded: Catherine Flowerday
Outcome: Approved

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

8.1 Board Member insights from the meeting

Board would like to thank Sarah for her service - she has served the Board amazingly well. Her passion for the kids and the school has been outstanding. The Board wishes Sarah all the best for her next endeavours.

CATHERINE: Commends level of detail in Sarah's reports. Learning Support report always great to read. Commends Board on navigating the hard year it's been. Well placed to navigate 2021.

SARAH: The position of privilege PPS is in, not due to decile, rather due to Learning Support register, the Ngā Tahi programme and evidence based learning.

MIKAEL: Agree as a school we are privileged in many ways; feels personally privileged to be part of PPS.

CHERIE: It is the people. It is the people. It is the people. The people in this school drive PPS to be the success that it is. Great time of year to reflect on our practise.

MATT: Trust. Understanding. Staff.

SHANNON: Feel lucky and privileged to be here - on the Board and as a parent. Learning Support report great to hear.

GUS: Pleased with the appointment process. Level of camaraderie in the Board. Please to see how the leadership team got so much done despite a tough year.

KEVIN: great to be invited tonight. Awesome to see such an enthusiastic Board.

MEL: the passion shown for the job is phenomenal. Knowledge and experience that you bring. Thank you to Sarah. Love Seasons for Growth. The school is really good at wrap around support to meet needs of students. PPS is incredible for making magic memories for the kids and the wider family.

RACHAEL: See me, know me, understand me. Learning Support reports are fantastic - parents get meaningful feedback. All children are included. Transparency and honesty evident between staff and leadership team, and to the Board.

SCOTT: great to reflect and look back on strategy and what we have achieved. Great to see that the reflections from the Board hasn't focussed on Covid. Engagement from Leadership team. As a Board we are all prepared, we all turn up and are here for the benefit of the community. Outstanding.

Have a safe and happy Christmas!

9. Close Meeting

9.1 Close the meeting

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

Board members have a quick tour of the newly renovated office area.

Signature: _____

Date: _____