

CONFIRMED MINUTES

MEETING 2



At the **Meeting 3** on **5 Dec 2022** these minutes were **confirmed as presented**.

Name:	Pillans Point School
Date:	Monday, 7 November 2022
Time:	5:00 pm to 7:33 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, Penny Askin, Rachael Arthur
Attendees:	Kevin Piermarini, Paula Brinsden, Sarah Warr

1. Opening Meeting

1.1 Confirm Minutes

New Board hui 29 Sep 2022, the minutes were confirmed with the following changes:

Note added regarding dissolving of Scot's delegations

Board Meeting 216 19 Sep 2022, the minutes were confirmed with the following changes:

7.1 - Amend: Policy has been amended by School Docs to meet new legislative requirements.

Amendments:

Minutes 19/9/2022: 7.1 - Amend: Sentence regarding policy suitability changed to: Policy has been amended by School Docs to meet new legislative requirements.

Minutes 29/9/2022: Clarify - no document dissolving Scott's delegations required. Delegations are listed under role (Chairperson) rather than Scott's name, therefore no document is required to transfer or dissolve delegations.

Penny Askin will be late to the meeting due to prior commitments.

1.2 Interests Register

1.3 Action Item List

Due Date	Action Title	Owner
15 Sep 2022	Follow up with Lee about content within Lee's Report Status: Completed on 28 Oct 2022	Anthony (Gus) Bishell
30 Sep 2022	Project funding for Concrete Path Status: Completed on 7 Nov 2022	Graeme Lind
30 Sep 2022	Meeting time confirmation Status: Completed on 28 Oct 2022	Jacq Price

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	Source traffic management contractor Status: Completed on 3 Nov 2022	Marty Mayston
31 Oct 2022	NELP's to be discussed by new board Status: Completed on 5 Dec 2022	Jacqui-Ellen Price
31 Oct 2022	Jacq to investigate Status: Completed on 19 Sep 2022	Jacq Price
1 Nov 2022	Set ERO invite Status: Completed on 27 Oct 2022	Jacqui-Ellen Price
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
28 Feb 2023	Induction process review Status: Not Started	Rachael Arthur

2. International

2.1 International business report

Quick background given on Lee's history with the school and the International business. More in-depth discussion held over the ISM role and what having international students means for PPS.

Korean trip was amazing - purely Tauranga region based fair. Highlight was seeing past families and reconnecting with former students. Hope is to collate alumni stories to help promote the school through word of mouth.

Current work focus is on compliance with legislation and supporting body recommendations.



International Committee

Committee set up to review the international business programme, headed up by Monique and Clay. Framework completion by end of term 4 2022 with target completion by start term two 2023. Progress report given at meeting 5th December

Due Date: 30 Jun 2023

Owner: Clay Fulcher

Committee set up to review the international business programme, headed up by Monique and Clay. Framework completion by end of term 4 2022 with target completion by start term two 2023. Progress report given at meeting 5th December

3. Board Actions

3.1 Checklists

3.2 BoT Role Descriptions

A group of schools were queried on what they do in their boards regarding roles and portfolios. Feedback was that board roles not designated, but undefined/informal roles were

present for finance, communications and policy. Moving forward, committees will be preferred instead of fixed roles to help with decision integrity on board matters.

Induction pack compilation is happening. Watch this space.

4. Management Reports

4.1 Finance Reports

Discussion on Grants and Sponsorship and sourcing, and alternative revenue streams.

Newsletter sponsorship is an option again. Feature sponsor space on Hero could be reviewed.

Discussion around Donations and Activities and notifications given in Hero. Confirmed statements are being sent. Look to sending reminder letters and parent comms.

Discussion around "pay-it-forward" donations - possible through school website, but not through Hero (Hero has high admin time requirements for this).

Motioned to set up sponsorship committee of Clay and Liam by Marty, and approved by all. Committee to source sponsorship and/or grants by way of business plan / specified funding project requests rather than asking for non-targeted support. Begin to set framework and agree target completion date. Progress report given at meeting 5th December



Sponsorship Committee - Report on progress

Committee set up to review current Sponsorship and also future Sponsorship opportunities. Headed up by Liam and Clay. Begin to set framework and agree target completion date.

Due Date: 5 Dec 2022

Owner: Liam Geraghty

Lucy to investigate potential grants for the school, update at meeting 5th December



Grants - sourcing potential grants

Lucy investigating potential grants for the school, update at meeting 5th December

Due Date: 31 Jan 2023

Owner: Lucy Sheppard

4.2 Staffing

Provisional staffing received. HR revamp happening.

5. Building & Property Updates

5.1 Property Summary

A basic property summary was provided to the Board.

Impromptu Mud kitchen – constantly roped off – JP to source quotes to concrete the area.



Quote request for "Mud Kitchen" concreting

Quote request for "Mud Kitchen" concreting to prevent the need for constant area closure.

Due Date: 31 Jan 2023
Owner: Jacqui-Ellen Price

5.2 Refurbishment progress

Fantail works:

Confirmed DGSE for concept drawings. Concept will be available before Christmas. Will be a flexible concept space.

Tentative date for work commencement: T4 2023

6. Health and Safety

6.1 Health and Safety Committee

Heaps of documents brought back from course. Next step is to go through the checklists and ensure compliance to the school.

Board is the PCBU, Jacq is the officer. Kev is H&S manager. Need to elect H&S reps x2 / 3 at a stretch - sourcing volunteers.

Recommended to have a H&S committee, but not mandatory. Monique is happy to have H&S concerns presented to her as a sounding board.

H&S training is required for representatives.

Review the charter - next year (Monique - Action item).



Review the Charter

Review the Charter - Health & Safety perspective

Reviewed, and declared suitable from a Health and Safety perspective.

Due Date: 1 Oct 2023
Owner: Monique Brooks

7. School Policies

7.1 Policy Review

Noted for review.

8. Decisions, Discussions & Sharing

8.1 ERO update

Postponed to March 2023 due to illness.

8.2 Traffic Evaluation update

Recommended to keep the drive through bay open, with preference to asking the community to reduce drop off by encouraging alternate ways to travel to school. Other alternatives include walking bus from Countdown, or dropping children off before getting to the drop-off bay.

Source legality on a no right-hand turn sign at bay exit. Put comms to parents to aid behaviour change.

8.3 National Education Learning Priorities (NELP's)

A brief excerpt from the Ministry explaining what NELPS are for. No discussion held on this topic.

8.4 Swimming Pool

Swimming Pool: H&S lends to requiring a lifeguard or similar when open to the public. Some schools are opening regardless and choosing to use a liability waiver document to shift H&S responsibility back to the parents. Discussion fielded surrounding our position on opening to community.

Source pool company to cover Shayne for annual leave. Option 1 is a community person that could cover this. Option 2 to pay for a pool company. Perhaps source a grant to fund this or do a match-fund. Lucy has taken this on.

Jacq and Kev to also enquire if there is a parent that matches this criteria.

Comms to be sent in Wk6 regarding pool status. Especially surrounding any charges to key holders.



Wk 6 - comms regarding pool

Comms regarding pool

Due Date: 12 Dec 2022

Owner: Jacqui-Ellen Price



Lucy to field quotes for pool company to look after pool over holidays

Lucy to field quotes for pool company to look after pool over holidays

Due Date: 12 Dec 2022

Owner: Lucy Sheppard

8.5 Equity Index

Decile system phased out and moved to Equity Index. Equity index takes into account more demographic points in determining base funding the school receives. No discussion held around this.

8.6 MOE Contribution Term 4

Presented to the board for information. No discussion required.

8.7 2023 Funding for Teacher Aide's

Board-funded team Teacher Aide cost presented and discussed.

9. For Noting

10. Compliance Reporting

10.1 Board Assurances

11. In Committee

12. Close Meeting

12.1 Close the meeting

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

Moved to committee 7.35 pm

Signature: _____

Date: _____