

CONFIRMED MINUTES

BOARD MEETING #6 2020



At the **Board Meeting #7 2020** on **2 Nov 2020** these minutes were **confirmed as presented**.

Name:	Pillans Point School
Date:	Monday, 7 September 2020
Time:	6:00 pm to 8:56 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:	Ange Burgess, Matt Simeon

1. Opening Meeting

1.1 Confirm Minutes

Board Meeting #5 3 Aug 2020, the minutes were confirmed as presented.

Meeting opened at 6.00pm

Matt gives Board an update on the status of the new staffroom/teaching space's redevelopment, which is almost complete with anticipated operational access to staffroom by Thursday or Friday this week. KLC 2 & 3 have already moved into their new classroom space; and the resource room is fully set up; thanks to a PTA working bee led by Rachael Chaney. The deck will continue to be built before and after school hours.

Board members tour the redeveloped space. Discussion of Lorna being moved into space originally allocated for Ngā Tahi Co-ordinator due to confidentiality issues arising between having the leadership team (Sarah & Cherie_ and Business Manager working in the same open space environment.

Board congratulates Matt on how great the space looks and are extremely impressed with how well and how quickly the spaces have been set up.



Previous Minutes confirmed

Ensure typos are corrected.

Decision Date:	7 Sep 2020
Mover:	Anthony (Gus) Bishell
Seconder:	Mel McDonald
Outcome:	Approved

1.2 Interests Register

Board notes that the Interest Register has had no updates.

1.3 Outward Correspondence

Matt has not yet received a response to the letter to Steve Bell on 4 August.

Initial investigation into spikes onto the shade sail poles has been done, they are costly so alternative options are being explored. This is a work in progress.

2. Management Reports

2.1 Finance Reports

Lorna has been working on the cash forecast to the end of 2020.

At this stage it appears that we will still have approximately \$400 000 at the end of the year but Shannon and Matt will need to work through a few more details with Lorna before it's finalised - however they can report that the situation isn't dire; it's looking good.

Cash Summary and Additional Funding received by the Government; Relief Funding, Dashboard & PNL - noted.

URF application discussed.

Discussion around other funding application opportunities we are exploring; to ensure we can continue to do all the extra programmes that we offer in 2021 and to ensure PPS is financially secure in 2021.



Payments Ratified - Approved

All payments to ratify approved

Decision Date: 7 Sep 2020

Mover: Shannon Hannah

Seconder: Scott Hamilton

Outcome: Approved

2.2 Annual Report 2019

No questions raised.

Board approves release of the audited accounts and the representation letter to the auditors.

Board agrees that Matt & Scott should be the signatories on the representation letter to the auditors; and hardcopy is signed by Matt & Scott.

Board commends Lorna on preparing these accounts given the current climate.

Board notes Fletchers' superb Project Management on the redevelopment.



Annual audited accounts approved with Matt & Scott as signatories.

Annual audited accounts approved.

Decision Date: 7 Sep 2020

Mover: Shannon Hannah

Seconder: Catherine Flowerday

Outcome: Approved

2.3 Health & Safety

Noted

3. Actions from Previous Meetings

3.1 Action Item List

Due Date	Action Title	Owner
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

Up to date on action list.

4. Annual Work Plan Items

4.1 IS Manger Lee to share.

Lee Simeon joins meeting and gives summary on International Business status.

How PPS's International Business will look in 2021 is uncertain. It's hard to work out what number of International students we will have in 2021. Things are fast changing and fast moving - a constantly shifting landscape.

Lee is focussing on pastoral care and making the International mums and the International community feel like they have wrap around support - with the ultimate goal of maintaining them.

The first virtual fair in Korea was held on Saturday 5th September. 37 families went through the virtual tour; from there individual families will then be directed to have a virtual zoom with PPS.

Access to NZ is the biggest problem. Immigration is not issuing any student visas to International students & their families. So whilst we do have families waiting in the wings, keen to come to PPS, it's just a matter of the government opening our borders up. Australia is looking at potentially doing this in September; hopefully we will be similar. It's out of our control and in the hands of the government.

The current thinking in Korea is that as soon as borders open - International Business will kick off as we left off; however things change so fast and are so uncertain (Lee refers to a Chinese student whose plans changed the night before she was due to fly to New Zealand).

Four of our International students are currently in Year 6. Of our 16 current students, 4 will either leave for Intermediate or home next year, leaving PPS with 11-12 international students for 2021 at this stage.

Lee's focus has been on creating an online profile for our International Business. She has created a Pillans Point School You Tube account, where our new marketing video and other video items will live and will continue to build up our profile via this channel. She is also working on a new external International website, plus a new internal Website.

Lee presents the new marketing video to the Board which is very well received and commended.

Lee walks through the new internal International Website which is in progress. The goal of this is to ensure that if Lee was to ever leave, the business could keep functioning seamlessly. All documents and links; procedures for agents; marketing collateral etc is included. Lee has created it like a book and a new person could easily come in and pick up and go. Lee's goal is to complete this internal website by the end of 2020 and this will be constantly updated.

Lee presents the external International website to the Board, which is in progress. The current International section within our website needed a major overhaul. The new external International Website will be accessed via a link that will sit in our current school website.

Board's response is very positive to the initial work Lee has done on the new external website. Lee's priority is to get this website finalised as this is one of the only ways families can find out how to enrol in our school.

Lee has also created a website full of ESOL resources which the ESOL Teacher Aide can use on a daily basis.

Board commends Lee for her amazing work.

Board discusses the International Student Transition Funding - this is a one off situation to help school's save/maintain their International Business.

If the Government does open the border up; our Korean agent has families waiting in the wings. There would likely be a March / April Spring Fair, followed by a Sept/Oct Fair for 2022 families. In Tauranga, the Korean agent still has 270 students within the city.

4.2 Learning Matters Update from Sarah

Sarah Stock walks Board through attached report and gives update on Learning Matters progress.

Data and written accounts from each team shows that Learning Matters is tracking along nicely, with good success even in a short space of time.

Generally when you implement PLD for staff you have lead in time, and it takes 18-24 months to get going. Within a matter of 2020 even with Covid and associated interruptions, we are progressing extremely fast. COVID did give teachers the opportunity to focus on Learning Matters - due to reduction of events, no assemblies etc. This along with having a solid plan in place from the beginning has helped. Generally across the school - 90-95% of our staff have adopted the programme well and it's having really great impact on our kids.

The data in the attached report includes results from 7 weeks of the programme being in play. The platform we're using to assess the data is still being built and this is evident in some areas.

It takes approximately 20 minutes to test our Stage 1 (KLC) kids. The decision was made that this time was better spent teaching the kids rather than testing - hence Stage 1 data is absent.

State 2 & Stage 3 data shows evidence of exponential growth. The amount of kids skews the data slightly. The fact that we do have Year 2 students in Stage 3 - is amazing.

Spelling in Stage 2 & 3 graph shows MASSIVE growth.

The growth that PPS has done in 7 weeks is equivalent to growth other school's achieve in half a year.

By the end of 2020 we will have very strong Year 3/4 kids on Stage 2, with more kids moving to stage 3. We are back filling our older students; but we are seeing that accelerated growth.

Board acknowledges these are really exciting results.

At the end of Year 6 we would expect kids to have completed up to Stage 3. Stage 4 is intermediate level; however we do have some children that are working through Stage 4 already.

Board discusses the transition to intermediate school's; given some children may be working at Intermediate level already. Ultimately we can't control what programmes the Intermediate implement. However the intermediate teachers have been to PPS to observe the structured literacy, and they are contracting Learning Matters to work with their staff next year. This will hopefully make for an easier transition for our Year 6 kids.

Being a lead school in this area, we are running a free of charge Learning Matters works shop for 14 schools' Principals and Deputy Principals, as we believe this is something that can impact on literacy beyond PPS. The MOE is falling short with what is available with how to teach reading and writing.

There is potential to work alongside Learning Matters next year to create opportunities (potential income) for PPS off that (eg helping other schools with their PLD); based on our learning and knowledge.

Reference to one news article on structured literacy. How we used to teach, is not how we should teach kids literacy. Change will be difficult. <https://www.facebook.com/watch/?v=234806117947655&extid=XDPgNUp4FBjZOmQY>

It was a challenge for our teachers as to what they needed to learn and do, but they could see very quickly the outcomes of implementing this programme - the performance from kids, and how they are enjoying teaching this.

The programme is having a massive change for our kids especially low to moderate learners or those with behavioural issues. The kids are enjoying it, and have a feeling of "I can do this". Teachers are noticing behavioural changes already.

Matt commends Sarah's direction with implementing the Learning Matters PLD. The staff trust her, go to her with advise and respect her. We wouldn't be where we are now without that leadership. We are seeing positive momentum with kids and that's having a massive impact on teachers.

Discussion around future new staff appointments will be strategic.

4.3 Learning Support update from Cherie

Cherie gives an update on Learning Support at PPS.

TE RITO

- We have been accepted by the Kahui Āko to use the Learning Support part of Te Rito - a digital sharing platform where important information about New Zealand learners can be securely stored and shared. It involves the development of a national repository of learner data that enables the safe and secure transfer of information between schools and the sector. Essentially Te Rito is a huge national database for police, DHB and all government services. We are shared into the Learning Support part of it.
- Te Rito can give you a breakdown of the external agencies, tiered level of support, etc. Every time Cherie updates a student in Te Rito it updates the dashboard immediately. This will really come into play and be very effective when kids move schools.
- We are the pilot school, one of approximately 10 that are currently using the system. PPS are leaders in this field.
- Ministry came in and talked to Matt, Theresa and Vicky around early intervention. <https://gazette.education.govt.nz/articles/on-track-supporting-the-move-from-early-learning-to-school/>
- Te Rito is very detailed, however it's not perfect - there are glitches. Cherie has shared notes she's made with Theresa who will feed these back to Wellington.
- Te Rito can follow a child for their entire pathway of education from ECE - University.

TERM 3 UPDATE

- Term 3 has been extremely full on, busy and challenging for Learning Support. During Term 3 we've had the following key supports:
- in class support (student enters school, in class support comes with 1 hr TA time for explicit programme delivery). 10 hours of TA time in Term 3 which is funded by the MOE, however finding the right fit for the child can be tricky.
- High health needs - a TA who does a split shift in order to cover a child for morning tea and lunch time.
- We've applied for two Interim Response Funds (IRF). One for a student who's suffered extreme emotional trauma, having initially left our school and then been reintegrated after an extremely traumatic event. The other for a Year 3 student who enrolled at our school in emergency housing in our zone, and had to reintegrate into our school after a very long absence from schooling.

- Alongside that we've had RTLB (Resource Teaching Learning and Behaviour) requirements. We've had 3 students receive this - this comes down to behaviour not learning. Sometimes we don't get the result we need from RTLB so would then be referred to DHB, paediatrics etc.
- Two students diagnosed through an ed psych with autism
- 3 x Individualised Education Plans (IEP's) and Ongoing Resource Schemes (ORS) for these students (which means they receive support for the lifetime of their learning).
- ORS students are now going to have access to Urgent Response Funds in the coming days to share with students who haven't reintegrated back after COVID - who haven't felt a sense of belonging. Thinking about projects to help these students' well being.
- Cherie is considering an online autism course for those TA's working with kids with this specific issue.

Darwid De Villiers - the MOE Learning Support Manager has announced that the Bay of Plenty has got the lowest wait time out of 12 regions in NZ for accessing learning support.

Board checks in on Cherie's wellbeing - working with such a range of kids and being the sounding board for many staff members. Cherie feels well supported by Matt and Sarah and she knows that what we're doing at PPS is making a huge difference to families.

We have 3 new entrant students with diagnosed Autism Spectrum Disorder coming into the school soon - which shows that the dynamic of enrolment is changing vastly, however interventions are happening faster at PPS; with narratives on students being recorded from a very early time.

Board commends Cherie on her amazing work.

4.4 Insight into Linc Ed HERO - Student Management System

Matt gives the Board a quick insight into Linc Ed HERO: how the interface looks and its key functions - one of which is that it's all set up around groups which is fantastic.

The Leadership Team, Office staff, Learning Support staff, Ngā Tahi Coordinator and Business Manager are all using "dummy" students and trialing the system out, working out how we will use it.

The community feed will replace Facebook for urgent messages. FB will still be used for "pretties" but all important and pertinent information will come up on the community feed. Posts can be sent to individual groups, i.e classrooms; sports groups, year groups, event groups etc.

We are still working through glitches i.e. encouraging parents to have the app and their notifications on. The way we do this will be to drive all important info through the app - make it the only way parents can get this information.

Within time LincEd HERO will replace Seesaw but this will take time.

Matt shows Board how the app looks for a parent - student's goals and progress is able to be visually seen.

Discussion around how often the student's progress will be updated. The great thing is that PPS has the power to turn on and off what parents can see. This will also allow us to move away from traditional reporting eg mid year, end of year reports. Working through the detail and nuances of how often we will track students' progress and input data.

At this stage the UPSCHOOL app will still need to be used for absenteeism and other admin requirements that Hero is missing, or currently still has in development phases.

Hero is very learning centric; rather than admin centric (like etap) however it is a far better system than our current etap.

Matt will look to create parent focus groups closer to going live with the new system.

5. Major Decisions and Discussions

5.1 Board insights for 2021 planning

2020 has not been a normal year; and this will continue. Events will continue to be cancelled.

There have been some great silver linings to 2020. We can also review the challenges we've faced and how we've managed to overcome them i.e. not just COVID, but construction delay, teaching out of hall etc.

The Lead team has thought about next year and are keen to consolidate the goals and strategic plans. They're keen to ensure our AP's have the guidance and support they need to continue to develop and grow. How to ensure the construction goes well; with no health and safety concerns and too much disruption to learning.

Matt would like insights and feedback from the Board as to what they would like the AP's/DP's etc to should focus on as they go into their strategic planning for 2021.

Shannon notes that she feels very disconnected due to COVID protocols. Board agrees and discusses missing the sense of community around the school; as parents have no idea how kids are actually going in the classroom. Kids are also starting to feel disconnected - lack of assemblies, placement of kids in classrooms. Could Hero potentially come into play here to make parents and kids feel more connected? This helps us consider how we space out progress reports for parents.

As a school we're in a really good space after COVID which is great, but our community are exhausted and burnt out and life is HARD for some people out there. How can we combat this, front foot it and reignite the community focus. Ideas discussed include open days in new classrooms; the art exhibition in Week 10 will be a good opportunity, Matt to create a video of our hangi day; create online ways for students/parents to connect. We could also ask the community for their ideas.

Mel suggests whether the staff need some form of acknowledgement for coping throughout these difficult times.

Board discusses ways to do this - could it be a personal gift, or something for the new staffroom. Leadership team to feedback to Board with ideas.

Board is comfortable with insights towards how strategic planning and goals will be developed for 2021.



Matt to create video to community

Matt to create video around hangi day, new classroom and staffroom space, address community feeling potentially disconnected.

Due Date: 11 Sep 2020

Owner: Matt Simeon



Matt to set up a Morning tea to current and past Board Members

Matt to arrange a Morning Tea for current and past Board Members to "open" the new space.

Due Date: 9 Sep 2020

Owner: Matt Simeon



Lead team to feedback to Board on ideas to acknowledge staff

Lead team to feedback to Board on ideas to acknowledge staff

Due Date: 18 Sep 2020

Owner: Cherie Horne

6. Building Updates

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

Matt runs through development timetable as documented.

R Block is tracking very well. Opening of new block would be around March 2021. Which would be the same time as when we'd do Gobsmaoked. Should we do Gobsmaoked or postpone this for 12 months?

New placement of caretaker shed noted.

Building industry is flat out, so caretaker shed is taking longer than expected.

Matt gives update on Universal Bathroom development.

There are still 5-6 significant projects in play.

6.2 Universal Bathroom Update

Board notes updates.

7. For Noting

7.1 SKIDS hand over

SKIDS started last week. Unfortunately SKIDS operated out of the hall for Monday 31st August due to the official end of Hometime's lease.

Board notes that Marie took all items and cleaned the space beautifully.

Communication with SKIDS and PPS has been awesome. Pillans Mums did raise some concerns with communication with the community; however this was addressed and resolved quickly.

SKIDS pay PPS monthly.

From an in class/operational perspective it has been a very smooth transition.

7.2 Appointments updated

Gus summarises the robust appointment process for 2020.

Interviews with 5 staff took place for: 2 permanent teaching positions, 1 leadership position (Christine Winstanley's vacated role), 1 Fixed term leadership position (due to Jo Brown taking leave for her Ngā Tahi Role) and 2 Fixed term teaching positions.

Each of the 5 presentations were vastly different and equally left field, and the task was very difficult.

Cathy Aldridge won the permanent leadership position; Kelly Lonergan won the permanent teaching position and the fixed term leadership position; Kelly Lowe won the other permanent

teaching position whilst Blayne Fraser and Shannon Dobbs received the fixed term teaching positions.

Placement of where these people will go within the school is still being worked on.

Enthusiasm from the applicants was great to see. Their interviews were a testimony to how they are going.

8. Compliance Reporting

8.1 Policies

8.2 Board Assurance

9. In Committee

9.1 Whanau Concerns

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

10.1 Board Member insights to the meeting

SHANNON: I love hearing about the results and progress of Learning Matters; and love listening to Cherie and finding out how much is going on with Learning Matters. We live in this perceived wealthy, expensive place to live and I don't expect to see what we're hearing about.

MEL: The level of support for our children, the International Business, Learning Matters & support to staff. The culture of the school and communication that happens within the school and out to the community is incredible.

CHERIE: I think we're in a good place for next year. I thank Gus for sharing the process we went through with the interviews. We are in an enviable position where we are not losing any staff or having any staff wanting to leave.

SARAH: Flow on thinking about next year. Discussion around disconnection with the community and best way we can reconnect with the community.

RACHAEL: Love how we are measuring success as a school as a whole; but we can also narrow it right down to the individual student and that everyone at school is succeeding in their own way.

MIKAEL: I feel very fortunate to not only work and contribute my time to a school that does lead the way in so many areas, but also that we have a leadership team that are open minded and forward thinking that get us to these places. I'd like to acknowledge that we sit on the Board for a short period of time and much of what we discussed tonight is down to work done by many before us and many after us.

GUS: Very positive meeting; I'd like to continue to monitor that we keep pushing forward and look for opportunities to go forward.

CATH: Loved Learning Support and Learning Matters updates. I also think the work Lee has done is incredible -that's a lot of work and it mitigates a huge risk and sets us up well for any future events.

MATT: I like the talk around where our people are at. It's been a complex year, people are tired, I'm tired. We can't let our people pop and I appreciate the conversation around recognising where our people are at and how were doing.

SCOTT: Lots of baby steps, but we can see the results of these baby steps (i.e new classroom space, staffroom space, International business); one step after the other - let's keep going.

11. Close Meeting

11.1 Close the meeting

Next meeting: Board Meeting #7 2020 - 2 Nov 2020, 6:00 pm

Signature: _____

Date: _____