

CONFIRMED MINUTES

BOARD MEETING #4 2020



At the **Board Meeting #5** on **3 Aug 2020** these minutes were **confirmed as presented**.

Name:	Pillans Point School
Date:	Monday, 8 June 2020
Time:	6:00 pm to 8:10 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 #3 2020 14 May 2020, the minutes were confirmed with the following changes:
Remove in committee section.

Apologies from Ang

Minutes by Cherie

Confirmation of Minutes - remove 'in committee' section of minutes to break minutes into two parts.

Moved Mikael

Seconded Rachel



Minutes approved

Minutes approved

Decision Date: 8 Jun 2020
Mover: Rachael Arthur
Seconder: Mikael Carter
Outcome: Approved

1.2 Interests Register



Interests Register

Approved

Decision Date: 8 Jun 2020
Mover: Shannon Hannah
Seconder: Scott Hamilton

2. Management Reports

2.1 Finance Reports



Difficult to read in this format. Apologies from Matt in regards t...

Difficult to read in this format.

Apologies from Matt in regards to this formatting.

Decision Date: 8 Jun 2020
Mover: Shannon Hannah
Seconder: Scott Hamilton
Outcome: Approved

2.2 Health & Safety

3. Actions from Previous Meetings

3.1 Action Item List

Due Date	Action Title	Owner
14 Mar 2020	Add DP Reports to Meetings 3,5,7 Status: Completed on 27 Jul 2020	Matt Simeon
19 Mar 2020	Find out from Auditors whether we can remove the \$65K to the 2020-2021 year Status: Completed on 21 Apr 2020	Shannon Hannah
21 Mar 2020	Matt to flesh out objectives as drafted for next Board Meeting Status: Completed on 27 Jul 2020	Matt Simeon
28 Mar 2020	Work out standards / how we measure success - not just what we need to measure Status: On Hold	Matt Simeon
31 Mar 2020	Matt & Shannon to meet w Lorna Status: In Progress	Matt Simeon
31 Mar 2020	Matt to ensure all options are investigated to facilitate use of library features Status: Completed on 2 Jun 2020	Matt Simeon
31 Mar 2020	Matt to ensure applicable staff are communicated with and handled sensitively Status: Completed on 2 Jun 2020	Matt Simeon



Review Strategic Plan Actions

Matt to review strategic planning actions in meeting #5

Due Date: 3 Aug 2020
Owner: Matt Simeon

4. Major Decisions and Discussions

4.1 Remote Learning Review



Remote learning review

Sarah gave feedback from a staff perspective. Very positive overall.

Parental feedback was mostly positive.

Catherine struggled with the different platforms - Seesaw, Website, Stepsweb etc... Internet connectivity was problematic. Some hard copy to complement digital learning would be appropriate.

Shannon said for her personally, her child engaged in all learning besides maths.

Scott suggested that getting the technology 'right' initially was important.

The response and the feedback suggests we got it right for most of our community.

We now have a source document to refer to, should we be placed in a similar situation again.

The changes observed at the start of each day during parent/student morning drop off have been overwhelmingly positive. The separation from parents has become smooth and has reduced the potential upset from saying 'goodbye' in the morning.

This has been considered and discussed at a governance level and support this idea to be shared with our parent community. This is a recommendation supported by the board, not a new policy for our school. Communication and consultation to be sent out to our community via a video.

Discussion around Zoom Parent/Teacher meetings potentiality. Matt to explore further with staff.

Scott thanked the AP's for their input to this review.

Decision Date: 8 Jun 2020

4.2 Decodable Readers



Decodable Readers

The Ministry of Education support decodable texts as the requirement for students who are either learning to read or require additional learning support with reading.

Sarah shared an example of the decodable texts teachers require to use alongside their scope and sequence of their reading programme. 80% of the words in each book are decodable at the start of the book, and 20% of irregular words are at the end of the text. We would like to keep moving forward with the learning and require the purchase of decodable books, and this requires an increase in our literacy budget.

The uptake from teachers has been very quick. The delivery of this new pedagogical knowledge is backed by the science of how we learn to read and teachers, if given these books tomorrow, would be used.

Decision Date: 8 Jun 2020

Mover: Anthony (Gus) Bishell

Seconded: Mel McDonald

Outcome: Approved

4.3 Ngātahi Review



Ngātahi Review

As read and acknowledged.

Decision Date: 8 Jun 2020

4.4 Timeframes for receiving the board papers



Timeframes for receiving the board papers

Goal to have board packs out by Wednesday before the Monday board meeting.

Decision Date: 8 Jun 2020

ERO

1. Are you a board who feels like we are in great need of an external review?

Matt to followup with ERO as to timeframe.

5. Building Updates

5.1 Master Plan C&L, B Admin, New R Block

5.2 School Improvement Package - SIP



School Improvement Package Plans

Caretaker's shed has approval - start Oct finished Nov.
TECT availability in July - funding for half of the COLA.

Decision Date: 8 Jun 2020

5.3 Learning Support Universal Bathroom - ORS student



Universal Bathroom

The MOE will provide a new Universal Bathroom concept plan in Block B (between Rooms 7 - 10).

Remove the front page of attachment.

Decision Date: 8 Jun 2020

6. For Noting

6.1 ORRS Children Enrolled



ORRS Children Enrolled

3 x ORS students generates 0.1 specialist teacher support (one day per fortnight), and have been filled by current Team CRT teachers.

Decision Date: 8 Jun 2020

6.2 Staffing Changes

6.3 Xero - Linc Ed Hero Student Management System



Xero - Linc Ed Hero Student Management System

A company called 'The School Office' are coming in to work alongside Lorna and Matt to move our accounting system to Xero.

Linc Ed Hero Student Management System is where our school is investigating to replace eTap as our SMS. There is a Linc Ed app which is very user friendly. Eventually, over time, Seesaw will be replaced with this system. Upschool app will also be superseded. This system also offers 'real-time' reporting.

Decision Date: 8 Jun 2020

7. Compliance Reporting

7.1 Policies

7.2 Board Assurance

8. In Committee

8.1 Hometown Opportunity

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

9.1 Board Member insights to the meeting



Board Member Insights

Gus - great remote learning feedback from our community

Mikael - exciting to be able to purchase decodable readers

Shannon - learning matters are supporting our teachers to teach in different ways

Sarah - learning to manage change is usually slow but seeing the exponential rate of change with this approach is phenomenal

Cherie - Linc Ed Hero SMS and what it can do for all aspects of our school is worth investigating

Rachael - appreciate the effort that went into lockdown including the meals provided

Catherine - decodable readers look great and to understand how this is going to work for our children, much faster than the Ministry of Education ever could

Mel - appreciated the reports from the AP's, Jo and Lee to understand and reflect on what has occurred during lockdown

Scott - great to understand the challenges, lessons learned and systems we might possibly improve due to the covid lockdown

Matt - the quality of discussion and debate at board level all transfers back to the impact of the children

Decision Date: 8 Jun 2020

10. Close Meeting

10.1 Close the meeting

Next meeting: Board Meeting #5 - 3 Aug 2020, 6:00 pm

Signature: _____

Date: _____