

CONFIRMED MINUTES

BOARD MEETING 7



At the **Board Meeting 21 Feb 2022** on **21 Feb 2022** these minutes were **confirmed with the following changes:**

Spelling errors resolved

Name:	Pillans Point School
Date:	Monday, 8 November 2021
Time:	6:00 pm to 8:00 pm
Location:	Pillans Point School - Staffroom, 101 Maxwells Road Otumoetai Tauranga
Board Members:	Anthony (Gus) Bishell, Catherine Flowerday, Mikael Carter, Rachael Arthur, Scott Hamilton, Shannon Hannah, Marty Mayston
Attendees:	Kevin Piermarini, Matt Simeon

1. Opening Meeting

1.1 Confirm Minutes

Board Meeting #6 20 Sep 2021, the minutes were confirmed with the following changes:

As per notes within the minutes

Amended Changes to the Minutes include.

Change board pack to application pack.

Exit interview for Cherie? Under 5.2 add-in that it was decided to hold an exit interview with Cherie. Exit interviews to take place within 2 weeks of them leaving. This led to a discussion about adopting an exit interview policy.

Resignations - add in who we agreed would be part of the interview process - Shannon said she could be part of the interview panel but would ask Catherine to be part since she was shadowing the board chair.

Shannon suggested that we send out a donation receipt to all student's parents that attending camp this year.

It was agreed to ensure the accuracy of minutes that the minute secretary read back their notes of each section prior to moving onto the next section of the meeting.



Donation Receipts

Shannon suggested that we send out a donation receipts to all student's parents that attending camp this year.

Due Date: 14 Dec 2021
Owner: Shannon Hannah



Confirmation of amended minutes

Confirmation of amended minutes

Decision Date: 8 Nov 2021
Mover: Scott Hamilton
Seconder: Anthony (Gus) Bishell
Outcome: Approved

1.2 Adoption of Exit Interview Policy

Discussion around the adoption of the school docs Exit interview policy.

Discussion included that exit interviews needed to be conducted within two weeks of a person leaving the school or prior to their departure date.

Board Chair and or delegated personnel portfolio holder.

Decided that a more in-depth read of the policy was needed, including the standard questions to be used prior to adopting the policy.



Adoption of the School Docs Exit Interview Policy

In-depth read of the policy and questions associated with the exit interview process.

Due Date: 15 Dec 2021
Owner: Catherine Flowerday

1.3 Interests Register

1.4 Board Succession Planning

Scott's intention is to step down as board chair at the end of the year. Board elections have been pushed out until September. It would be good to have portfolios/descriptions of the roles of board members to be able to promote the board to prospective members for next year.

Discussed the potential of co-opting someone to help with employment and HR. Decided it was too late for this.

2. Visitors

2.1 Visitor Presentations - Nil

3. Management Reports

3.1 Finance Reports

Shannon discussed the finance reports and spending, and outlined the cash summary report.

Teacher aids are going to continue to cost \$6000 per month.

Shannon suggested that she could come in at the start of the year to go over school finances to the whole staff to give them an understanding.

3.2 ASB Delegations Updated



Delegations of bank authority

Delegations of bank authority.

Decision Date: 8 Nov 2021
Mover: Scott Hamilton

Seconded: Shannon Hannah
Outcome: Approved



Board bank authority

Add to the first BOT meeting to add a board member take on bank authority from Scott.

Due Date: 31 Mar 2022
Owner: Matt Simeon

3.3 Health & Safety

Alert Level 2 guidelines are in place and being adhered to.

Safety around building sites is still being maintained.

H/S under the COVID section also needs consideration.

4. Actions from Previous Meetings

4.1 Action Item List

Due Date	Action Title	Owner
7 Aug 2021	Review list of Board Governance documents from NZSTA and add relevant documents to PPS website Status: Completed on 20 Sep 2021	Catherine Flowerday
6 Sep 2021	Find out how much we have paid for this so far, where we are at with the council consent. Status: Completed on 20 Sep 2021	Shannon Hannah
13 Sep 2021	Follow the Waihi Beach drowning and understand the impacts on school board Status: In Progress	Catherine Flowerday
11 Oct 2021	Kevin to investigate feedback around open classrooms and see what is required for a happy medium. Status: Completed on 8 Nov 2021	Kevin Piermarini

5. Building & Property Updates

5.1 SIP - Caretaker Shed

We have altered from the original plan. Concrete pad in front of the shed rather than a driveway to the building.

Completion of the shed very soon. Concrete not until Jan due to contractor work load and less disruption to the school

5.2 Removal of 11-14 - MOE Master Planning

These are not our buildings. The buildings are owned by the MOE. The MOE has confirmed that the buildings will be demolished in the summer holidays.

This includes site reestablishment with grass.

MS to question the timing of grass being laid in Feb, a poor time of the year for growing grass.

5.3 Room 16-17 SIP Wall opening - Room 6 SIP

Noted as read.

5.4 Rooms 1-5

Well done to Matt and the staff for all of his hard work getting the project finished and getting Tui moved in all set up.

5.5 2022-2026 5 Year Annual Plan (5YA)

Based on what we know of our school site. The next logical investment needs to be put into rooms 7-10. After that, re-cladding the hall would be the next consideration. The MOE has appointed a projector manager to work alongside the school and to do a condition assessment and initial 5YA documentation. The condition assessment was completed recently and the project manager also agreed that Block A seemed the next logical priority.

The board discussed Block A being the priority. The recommendation is that the 5YA money goes toward Block A (Rooms 7-10).

6. Decisions, Discussions & Sharing

6.1 COVID, Mandatory Vaccination, School until the end of 2021

Pool - The board decided that the pool will not be open to the public this summer.

Lockdown - No online learning will be offered if we go into lockdown after Monday 29 November. The board acknowledge the lockdown learning plan created for future lockdowns.

Mandatory vaccination email - Matt explained the process since sending the email to staff.

- Board moved into the committee at 8:24 for the reason to discuss the confidential nature of the COVID mandate and the consequence on staff and students. Moved - Scott Seconded - Gus.
- Board came out of committee at 8:59.

Board member vaccinations - board discussed that all board members should be vaccinated to align with the regulations of being onsite with the possibility of working with children. A separate board register to be set up.

Staff not vaccinated with their first dose after November 15th, 2021 - board discussion about leave with pay or without pay? The board made a decision that staff will be on leave without pay from November 16th.



Swimming Pool - COVID

The pool will not be open for the summer holidays.

Decision Date: 8 Nov 2021
Mover: Scott Hamilton
Seconded: Shannon Hannah
Outcome: Approved



Lockdown 3.0

The board decided that no online learning will be offered if we go into lockdown after Monday 29 November.

Decision Date: 8 Nov 2021
Mover: Scott Hamilton
Seconded: Rachael Arthur
Outcome: Approved



COVID Portfolio

Rachael was appointed to oversee the COVID portfolio and support Matt and the school with this decision making and oversight.

Decision Date: 8 Nov 2021
Mover: Scott Hamilton
Seconders: Anthony (Gus) Bishell
Outcome: Approved



Board Privacy Officer Rights

Rachael has been given board privacy rights in relation COVID vaccinations.

Decision Date: 8 Nov 2021
Mover: Scott Hamilton
Seconders: Marty Mayston
Outcome: Approved



Staff Privacy Officer

Brooke Polley has been appointed to be the staff privacy officer allowing her to work alongside Matt and support the workload around the implementation of this policy.

Decision Date: 8 Nov 2021
Mover: Shannon Hannah
Seconders: Anthony (Gus) Bishell
Outcome: Approved



Coach vaccination

The board requires all sports team coaches and managers to be fully vaccinated.

Decision Date: 8 Nov 2021
Mover: Marty Mayston
Seconders: Rachael Arthur
Outcome: Approved



Staff non vaccinated on 16 November

Staff not vaccinated with their first dose of the Pfizer Vaccine after November 15th, 2021 will be required to go on discretionary leave without pay.

Decision Date: 8 Nov 2021
Mover: Shannon Hannah
Seconders: Scott Hamilton
Outcome: Approved

6.2 Skidz Continuing



Skidz Continuing

Skidz continuing and to be annually reviewed.

Decision Date: 8 Nov 2021
Mover: Anthony (Gus) Bishell
Seconders: Catherine Flowerday
Outcome: Approved

7. For Noting

7.1 International Student Business

Congratulations to Lee and well done for all her own work securing 11 international students for next year. We are restructuring to not have a Teacher Aide help with teaching the students. Lee will teach the students herself. Lee will put together a reference guide to outline how the ratio of students to teacher time will work. For example, 8 - 12 students require .8 teacher time. 13+ would require a teacher plus a teacher aid, etc.

A board member will oversee the International Portfolio for the board and also communicate the International business plan on behalf of the board to the rest of the staff.

7.2 Leadership & Learning Support Cover T4

Noted as read.

7.3 Employment Updates

The board would like to acknowledge Cherie's leaving celebration on Friday. It was great to see so many people celebrating her time here at Pillans Point. Gus would like to give his apologies for not being able to attend.

8. Compliance Reporting

8.1 Board Compliance Term 4 2021

Apologies from Matt for not getting to the full details of this for this meeting. The workload around the covid mandate has been very time intensive.

9. Board Portfolios

9.1 Board Portfolios moving forward

Catherine, Rachael and Marty will form a group to put together a list of portfolios and descriptions of each.

Chair

Deputy Chair

Property, repairs and maintenance = Marty Mayston

International

Employment and Personnel

Finance

Major Event and Government Changes

Policies, Procedures, Board Elections, community



Review of potential board portfolios and role descriptions

The purpose of this exercise is to ensure all board members are fully aware of their roles and responsibilities associated with being a board member, potential time commitment to the school between meeting and how their role 'supports' the successful operation of the school through the Principal, senior leaders, key projects and mandates within the school.

Due Date: 15 Dec 2021
Owner: Catherine Flowerday

10. In Committee

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

11.1 Board Member insights to the meeting

Shannon = We made some hard but well-considered decisions.

Scott = Would like to acknowledge the amount of time and effort that has gone into the pack.
Thanks to Matt.

Further robust discussion continued about the meeting

12. Close Meeting

12.1 Close the meeting

Next meeting: Board Meeting #8 - 13 Dec 2021, 6:00 pm

Signature: _____

Date: _____