

CONFIRMED MINUTES

BOARD MEETING 8 2019



At the **Board Meeting #1 2020** on **24 Feb 2020** these minutes were **confirmed with the following changes:**

Amend 2002 to 2020 in 4.2

Name:	Pillans Point School
Date:	Monday, 9 December 2019
Time:	6:00 PM to 9:15 PM
Location:	Pillans Point School - Staffroom, 101 Maxwells Road Otumoetai Tauranga
Board Members:	Scott Hamilton, Catherine Flowerday, Mel McDonald, Anthony (Gus) Bishell, Cherie Horne, Mikael Carter, Rachael Arthur, Sarah Stock, Shannon Hannah
Attendees:	Matt Simeon, Ange Burgess

1. Opening Meeting

1.1 Confirm Minutes

Board Meeting 7 4 Nov 2019, the minutes were confirmed as presented.

Meeting opened 1804.

Board notes:

- Shannon Hannah chaired previous meeting.
- Cherie Horne took minutes in Ang's place.

3.3 Sentence to be completed.



Finish 3.3 sentence in Minutes

Matt to finish 3.3 open ended sentence in previous minutes

Due Date: 10 Dec 2019

Owner: Matt Simeon



Minutes confirmed with noted amendments

Previous meeting minutes confirmed with noted amendments.

Decision Date: 9 Dec 2019

Mover: Mel McDonald

Seconder: Anthony (Gus) Bishell

Outcome: Approved

1.2 Interests Register

1.3 Action Item List

Due Date	Action Title	Owner
31 Aug 2019	Matt to approach other schools eg Tauranga Primary as to policy/framework & develop a PPS proposal Status: In Progress	Matt Simeon
1 Dec 2019	Community communication Status: Completed on 14 Feb 2020	Rachael Arthur
2 Dec 2019	Purchase hall chairs and trestle tables Status: Completed on 3 Dec 2019	Matt Simeon
18 Dec 2019	Develop Business Case/Plan for Sustainable Coffee Cart Status: On Hold	Matt Simeon
20 Jan 2020	Remove the religious education policy from School Docs. Status: Completed on 3 Dec 2019	Matt Simeon

2. Student Achievement Report

2.1 End of Year Student Achievement Summary

Sarah presents End of Year Achievement Report to Board.

Report discussed:

- Consistency with previous reporting and also across the COL / Kahui Ako
- Quick 60 programme:
 - not as many through the programme this year, however there has been a good balance between Quick 60 and use of Rainbow Reading.
 - The cohort in Fantail will be bigger next year - therefore this needs to be supported for 2020.
 - Lower numbers meant the accelerated growth was less, as the programme didn't run to the same capacity as it has the potential to
- Prime Maths results:
 - Year 5 cohort have now done 3 years in Prime Maths. Very high growth in this area. Amazing results - 50% of the cohort are stanine 7 or above which is very high.
 - The consistency of teaching across the Year groups has a great flow on effect & has proven great for results.
 - Background of Prime Maths discussed - reason for introduction was to assure consistency of teaching across year groups. PPS still offers developmental programmes for kids that are not able to follow the Prime Maths programme. The programme caters for all levels of teachers - from beginning to experienced. The Board's decision to invest in and introduce Prime Maths was a way to assist teachers in delivering the best that they can. These results prove Prime Maths has been a great investment by the Board.
 - Results are compared against NZ wide maths results, not Prime Maths specifically.
 - The true test is how our kids are coping at Intermediate level and we do follow that up & monitor their progress.
- Kahui Ako Writing
 - Some of the graphs appear as though results have dropped - this is ok and what we would expect.
 - Use of direct speech results weren't great however why this has happened is clear, and is something we could work on.

- As a school we sit really well across the COL. PPS has been really successful with this programme and we're tracking really well.
- Moderation within Pillans is great, however our level of expectations are higher than other schools within our COL.
- Students End of Year 2 results discussed. Reading data is used to measure this; however this isn't a true reflection of the targets we are looking at for school readiness. It does however still give us very valuable information on how we are going to transition these kids and work with them. Around 58% are not reading at the level we would expect at Curriculum One level. The reason for this won't be clear for 1-2 years and is something we need to monitor. The Fantail cohort in 2020 will be a target group, with a focus in 2020 on reading and writing.
- The Reading data results for this group have effected the overall results of the whole report.
- Learning Matters Programme:
 - Great results this year. We need more time to mould the programme and work out how best we can make it work for us.
 - We should remove the word "programme". There has been a massive shift in the knowledge of how we transfer sounds to words/text in our heads. The neuroscience knowledge has shifted and our teachers don't currently have that knowledge. We will need to support them in delivering this new way of teaching.
 - There has been a gap between the neuroscience and the knowledge of how we can actually implement this in the classroom to date; however this gap is now getting resolved.
 - Marion Kirby who runs Learning Matters at PPS has been a wealth of knowledge and support.
 - Across the COL phonological awareness was lacking with children coming up from pre-school into school. We need to work out if this is the new norm, or an anomaly for this cohort.

Student narratives show diversity across the school.

Kiwi Team AP - Kelly Lonergan:

- Difficult to measure success / learning data of children entering the school.
- 70% for reading, writing and maths - the Year 1 students are working at the appropriate level or above.
- There has been a lot of progress with school readiness and social/emotion maturity; however there are still some cases where focussing on cognitive development with reading/writing/learning just isn't possible because the basic social, emotion foundation isn't there.
- The measure of success is really developing the love of learning and being with their friends. Are they happy? Have they made progress? If we're doing that - then that's a success.
- The great thing for kids starting in 2020 is that we will have a much more in depth picture of each child due to the Nga Tahi role and the pre screening that will happen.

Tui Team AP - Jo Brown

- Sad that this achievement data can't measure social and emotional growth. The large Tui cohort have made great progress this year.
- Very proud of maths data, 80% and above. Teachers have followed the scoping sequence of Prime (without the books). Progression overview has really helped us fill gaps.
- Many changes across Tui team this year - feeling confident for the future.

Fantail Team AP - Paul Askin

- We see how learning is just not linear. We see kids struggle, then things start to click and they make massive growth and seem to flourish.
- We can see the end results in their writing pieces and other curriculum work, but what you're also seeing is that they can focus more, they're more mature. They make improvement in all the areas that allow them to be ready to learn. e.g: behaviour at home, reduction in the issues in the playground.
- Question raised over how the large Tui cohort coming into Year 3 in 2020 will be dealt with. Paul has had release time to forward map for 2020 so that the Fantail team are planned and resourced; to ensure as much of a seamless transition as possible for these kids.
- Question raised over how Tui kids are transitioned from open plan learning to individual classrooms. Tui & Fantail AP agree the kids are ready for the change.

Moa Team AP - Temira

- Prime Maths - initially we concentrated on kids who we thought were at the same level. Then made the decision to move some kids forward to the next book, and plug the gaps rather than have them bored. Doing this has helped children flourish.
- New diagnostic assessments are making these decisions easier. This means kids are really engaged and challenged.
- Maths Skills Group has been created for kids who can't access the Prime programme. They've done practical tasks - like shopping; cooking etc and this has worked brilliantly.
- We've had smaller groups for Prime Maths in 2020 to address the individual needs of kids and their attitude to maths.
- Ian Hunter Writing Scorecards has been great. Kids can sometimes get disengaged with learning skills. This writing programme/challenge has interested the kids and got them back & engaged in free writing.
- COL data vs PPS data for writing - key thing for Moa team to address is moderation in 2020.
- Team culture is amazing; awesome year. Planning and collaboration will be the key focus as a team for 2020.

Matt acknowledges the amazing work the four AP's have done - teaching and leading - the most difficult job by far in the education system. It has been a privilege to have the quality of people with this high level of honesty on our staff.

Scott acknowledges the Board objective of curriculum results - and the Board agrees they are very happy with the results presented.

Another Board objective is succession - acknowledgement of patience by the AP's as staffing has been finalised in 2020.

Learning Support Report - Cherie Horne:

- After removing Year 6 leavers, we are back to 76 active cases that require Learning Support. Many of these kids are participating in the social/emotional wellbeing programmes within school. We've had big success with these programmes this term.
- RTLB service - Corrinne Devitt is an amazing liaison, we are lucky to have her.
- Amazing to have Theresa Rosborough as a direct link to the Ministry i.e. our two kids with the highest needs in 2020 have already been identified and staff to support them confirmed/funded for.
- Question raised - what change can we expect in the next 12 months?
- As of today, PPS have been appointed to trial the new Learning Support Register - moving from current excel document and loading into new software programme.

- SLSR - Standard Learning Support Register will become a developed software programme with data from many schools available for comparison.
- Current excel spreadsheet will still be maintained and new software programme is compatible for easy import of this information from excel.
- This is the next step to show how the Learning Support programmes are working; and delivering results which will allow other schools to be able to see why they should adopt Learning Support Register.
- Interventions around social and emotional wellbeing will continue in 2020 after the huge success we've had this year. i.e. for kids going through family / relationship changes.
- PPS will be hosting the ELC Learning Support co-ordinator on site.

Matt acknowledges that Cherie has been 1 of 8 people selected for Post Graduate Diploma in Specialist Teaching (Complex Educational Needs) scholarship which is absolutely outstanding for Cherie and the role she's going into in 2020. This has also given her the ability to develop her passion. She does an exceptional job.

The scholarship is worth \$100 000 including \$15000 to go towards release time to hire relievers to cover time when Cherie is studying.

Seasons for Growth is a passion project for Cherie. The programme is based on a journal/book about gratitude, and offers ways to deal with the problems life faces us with. It uses the seasons of the year to discuss how kids are feeling. e.g. autumn is when things are changing, winter is a really cold, dark time.

The invitation for this came through a RTLB email and Cherie took it upon herself to run the programme. The work that she has put into the kids, and the family celebrations at the end - has been incredible. Matt acknowledges Cherie's phenomenal heart.

3. Major Decisions and Discussions

3.1 2019 Board Objectives and Reporting to Community

Reminder over what the Board objectives for 2019 were.

Hardcopy draft for annual board newsletter distributed for member review.

Members to review the hardcopy and send notes/changes/feedback to Matt.

3.2 2020 -2022 Strategic Objectives + Annual Operations Summary

Discussion over the Board's five strategic goals.

Noted that International Business as a strategic objective for the Board, means we focus on this as a way to support other areas of our school. Not many schools do this.

VMVB = Vision, Mission, Values, Beliefs.

Discussion over whether there's anything that jumps out within the school that doesn't fit or work with the current Strategic Goals by 2023.

The fleshed out five strategic plans will be presented early in Term 1, 2020 (more operational).



Under people & culture - Year 3 roll over board continuity and succession as well

Under people & culture - Year 3 roll over board continuity and succession as well as a measure of success.

Due Date: 13 Dec 2019

Owner: Matt Simeon



Board Strategic Goals to be added as an agenda item for first meeting 2020

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Due Date: 13 Dec 2019

Owner: Matt Simeon

3.3 2020 Budget

Key points of budget reviewed & noted.

Key costs going up are teacher salary increases and also the Support Staff Collective agreement is about to settle which will trigger further increases.

This means we will need to reconsider International Fees in order to cover these costs going forward.

The aim is to present PPS as a desired, premium location.

Price for International Student ranks fifth as a decision making reason for potential International Students. Reputation is number one. Safety number two.

Great to see more diversity in the culture of International Students next year, including German kids.

Spaces for 2020 are now all filled.

Note that \$350 000 allocation from the Ministry has not been included in the budget.

Budget for 2020 will run a deficit for the year of \$16000, compared to other schools which have higher deficit budgets of approx. \$30000 - \$40000.

Buffer in the 2020 budget will lie with our assets and depreciation (approx. \$120 000).

Profit in 2019 budget discussed and noted.

Review of International Student Placement attachment - this highlights where our marketing investments have paid off. Acknowledgement that being in the position to be able to say no to certain visitors - like Chinese Teacher Group in Term 1 2020 is great.



Budget for 2020 Approved

Budget for 2020 Approved - All in favour

Decision Date: 9 Dec 2019

Mover: Shannon Hannah

Seconded: Rachael Arthur

Outcome: Approved

3.4 Building Update

Discussion over the \$350 000 grant from the Ministry announced. Matt is currently in discussions with the MOE; to ensure elements of the building upgrade that were classed "nice to have" as opposed to "must haves" can still proceed.

This funding could also go towards basic things that 10 Year Property Plans aren't able to cover - such as relaying the driveway/drop off bay with two lanes for better traffic flow etc; relaying the basketball/netball courts; potentially putting a 3 bay shed for caretaker so we can store the van, the trailer etc; driveway close to new carpark which could double as scooter park.

Carpark will be signed off on Tues Dec 10th. Old carpark deconstruction is likely to take place from Monday 16th Dec.

At the last meeting we were significantly over budget. After analysis and review by the Project Team this has been heavily reduced. Great to see that the Ministry has invested money into working out how to save it.

Matt is very happy with the MOE and the local PM and how the project is being run.

4. For noting

4.1 Coffee Cart Business Case

Noted as talking point for meeting 1 2020.

4.2 2020 School Calendar

Hard copy of the 2020 Wall Planner distributed for review.

Acknowledgement of work that has gone into collaborating with the PTA head for 2020 Sharon McKeown to plan and set dates for next year which will assist with detailed planning of specific events.

A PTA brochure will sit alongside the planner and will outline what the events for 2020 are, which PTA goal the event aligns with; and the fundraising goal for each event.

Communication and relationship with PTA has improved and PTA have been receptive to discussing and presenting key areas to focus on in 2020.

We are in a great position for 2020 with the PTA.

4.3 2020 Starting Numbers

Noted. Fairly similar to this year's numbers.

4.4 ERO Review 2020

Noted. Key days BOT members would be required would be Monday (lunchtime) and Thursday of the week.

5. Management Reports

5.1 Finance Report



October accounts ratified.

October accounts ratified.

Decision Date:	9 Dec 2019
Mover:	Shannon Hannah
Seconded:	Scott Hamilton
Outcome:	Approved

P&L Noted.

5.2 Health & Safety

Discussion over process of what happens if a child can't be located.

Consensus from the Board is current systems, policy and protocols in place are working well.

6. Compliance Reporting

6.1 Correspondence

No questions. Noted.

6.2 School Docs Policy Reviews

Noted.

7. In Committee Items

7.1 Principal Appraisal Summary

Before going into committee, Board notes amazing work Matt does. Acknowledgement of amazing staff respect, leadership style and how Matt engages with all members of the school community.

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

8.1 Board Accountability for the meeting

MEL: Hearing the AP's talk about what's happening within their team and their positivity and excitement, and how teams are working together is amazing. A huge one is looking beyond the fantastic statistical data and seeing all the amazing work going on with students. Amazing work going on within the school and great to see how driven and passionate the teaching team and support staff are about what they do.

CHERIE: Great that since the government announcement of \$350 000, Matt has been able to tell the PTA we can tick several things off their wish list without them having to go through mufti days and sausage sizzles etc to get there.

MIKAEL: We spend a lot of our year talking about how great different areas of our school are and all the different people in it, one person does a lot of saying thank you. Given that Matt's appraisal is something we talked about at length, was awesome to acknowledge how awesome Matt is as a leader and how grateful we are.

MATT: Looking at the year since May. Culture is one of my buzz things - to create a culture is something you set out to do as a school. We have actually created a Board culture where people aren't afraid of saying what needs to be said. We look back but we also look forward and we're able to be specific about what we want to achieve for the community we're in. Awesome to be acknowledged tonight, and to have this calibre of people on the Board is exceptional. I feel like I have a great leadership team and a great Board, if anything comes flying at us we can face it from a position of strength.

CATHERINE: Leadership team and what Matt, Cherie & Sarah have done. Learning support is amazing - saw first hand today. You've built a really strong team. Feel like staff feel a lot more settled with positions being made permanent. Staff are excited about next year and this is great to see. Down to leadership.

RACHAEL: Investment we see in education. Prime Maths etc - we're not just throwing kids in a box and teaching them like we used to - there's a lot of thought and prep and education for staff

that goes into helping these kids learn. The AP's reports help us see this. We have reasons for why we do all of these things.

GUS: Three points. 1. In the year - since we've been here, the way we've got staffing structure in place is enormously satisfying. 2. The Board - enormously satisfying to be part of a dynamic and strong minded group. 3. The Future - will be exciting and it's giving me opportunity to learn more and more about children who I love and more importantly about myself.

SHANNON: Everything everyone's said tonight has been amazing. It's been the hard decisions we've had to make this year that have stood out for me. Didn't think about these hard decisions when joining the Board. We've made decisions and stuck by them.

SCOTT: Reflection back from Sarah's learning achievements and the fact that each of the AP's are settled in their position. Awesome result for Cherie as well with Learning Support. Reflection back from the Board to the community in the newsletter - the fact that we do that is important. Have a great break and thank you for your hard work!

Meeting closed 2115.

9. Close Meeting

9.1 Close the meeting

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

What have we enabled for the student, staff and community within this meeting?

The completion of projects. The community survey. The International Department reports and the smooth running of the department. The CoL input.

Signature: _____

Date: _____