

# CONFIRMED MINUTES

## BOARD MEETING 9



At the **Board Meeting 10** on **30 Oct 2023** these minutes were **confirmed with the following changes:**

*Policy Review: reason behind removing wording - no longer applicable to our circumstances.*

<b>Name:</b>	Pillans Point School
<b>Date:</b>	Monday, 11 September 2023
<b>Time:</b>	5:00 pm to 7:52 pm (NZST)
<b>Location:</b>	Pillans Point School - Staffroom, 101 Maxwells Road Otumoetai Tauranga
<b>Board Members:</b>	Clay Fulcher, Jacqui-Ellen Price, Katie Pritchard, Liam Geraghty, Lucy Sheppard, Marty Mayston (Chair), Monique Brooks, Rachael Arthur
<b>Attendees:</b>	Paula Brinsden, Sarah Warr
<b>Apologies:</b>	Kevin Piermarini

### 1. Opening Meeting

#### 1.1 Karakia

#### 1.2 Confirm Minutes

**Board Meeting 8 7 Aug 2023**, the minutes were confirmed as presented.

Approved with minor changes to wording in 9.4 to amend tone.

Approved: Marty

Seconded: Rachael

#### 1.3 Interests Register

#### 1.4 Action Item List

Due Date	Action Title	Owner
31 Oct 2022	Staff Induction <b>Status:</b> Completed on 30 Oct 2023	Jacq Price
1 May 2023	Updated EOTC document <b>Status:</b> Completed on 30 Oct 2023	Kevin Piermarini
8 Jun 2023	Add or remove pronouns from EOTC <b>Status:</b> Completed on 30 Oct 2023	Kevin Piermarini
30 Jun 2023	Induction process review <b>Status:</b> In Progress	Rachael Arthur
19 Aug 2023	Kiwi Sandpit <b>Status:</b> Completed on 11 Sept 2023	Kevin Piermarini

<b>Due Date</b>	<b>Action Title</b>	<b>Owner</b>
30 Sept 2023	Track Northland tragedy <b>Status:</b> In Progress	Jacqui-Ellen Price
30 Sept 2023	What is our WHY? <b>Status:</b> In Progress	Rachael Arthur
31 Dec 2023	Draw up roster for attendance at staff meeting <b>Status:</b> In Progress	Clay Fulcher

## 2. Visitors

### 2.1 Visitors

## 3. Board Actions

### 3.1 NZSTA Term 3 checklist

Completed

## 4. Subcommittees

### 4.1 Pool subcommittee

Written quote came back with extra specs. Requested requote for piping and fibreglass only. Contractor too busy to provide updated quote.

Waiting on fibre glassing quote from a boat builder. Need to repair some sharp cracks in the sides.

Design presented to raise the cover spool higher, which would mean removing the seating next to it. Could be put into production almost immediately.

Quote received to fix the pipes.

Look to opening the pool to the community after Labour day. 4pm onwards to allow sports team practice. 10 November ish. open 8 am -8 pm weekends and holidays.

Contact: maybe solar4u to check solar mechanics. Automate the solar process? EG: set a temperature point to maintain.

List received of PTA members to have keys.

### 4.2 Grants and Sponsorship committee

Presented a draft planned system to take to sponsors, including marketing collateral. Options for sponsoring sports, students, products, newsletters, Facebook, gobsmaeked, grounds upkeep, etc. Need to plan a realistic sponsorship dollar target for the school to receive vs what sponsors are willing to pay. Plan to throw feelers to appropriate sponsors. Consider not taking on all sponsors, leaving enough for PTA sponsorship fielding. Ideally conversing between Board and PTA to ensure not trying to source from the same sponsor.

Consider information evening for potential sponsors, how to target effectively? Share at community strategic planning meeting? Should we provide details on how sponsorship has been used within the school after the fact?

## 5. Management Reports

### 5.1 Finance Reports

Tracking well vs forecast.

## 6. Building & Property Updates

### 6.1 Property Summary

Fence fixed at boundary. Shade sails coming back soon.

Roofers starting day 1 of school holidays.

Suggested turfing a few areas to beautify and increase safety between Tui and Moa.

### 6.2 Refurbishment progress

Refurb is locked in ready to start in the Holidays. Contractors are forecasting that it will be completed before late January.

Disruption to part of the field.

Electrical system will be upgraded to suit increased power demand and future-proofing.

Thorough tender process. The deck will happen, double glazing with aluminium framing. Repainting will also happen, in and out. A new type of drink fountain is going in. Extra seating for outside-the-classroom teaching included. Will repair the uneven pathways at the back of the block.

Require special consideration when choosing shade sails. Aim to not block too much natural light.

### 6.3 Pool - beginning of season notes

Board encourages year-round use of the solar panels to keep the system flowing. Important to keep the temperature above 18 degrees.

## 7. Health and Safety

### 7.1 Health and Safety Committee

No discussion held.

## 8. School Policies

### 8.1 Policy Review

Inclusive Education - remove wording from the policy

*We foster Pacific culture by supporting our Pasifika culture group, marking Pacific language weeks, and holding fono evenings. Fono evenings are an opportunity to engage with our school*

*community and local Pacific families and communities to discuss educational needs and opportunities.*

## 9. Decisions, Discussions & Sharing

### 9.1 Staff Representative

Tikanga Maori - karakia, pepeha and mihi all students know. Mihi whakatau happens termly.

Te Ao Maori - amazing kapahaka tutor. Every class attends. Specialist group attends longer sessions. Matariki celebrations. Teacher's Units are focussing on world view. Bi-annual Hangi. (discussion on why this moved from annual - clashing with other events/other Te Ao Maori experiences, a few members felt that it should continue annually). Still considering what takes the place of the Hangi on off years. Teachers have the PD and an obligation to understand the history of the local area.

Te Reo Maori - weekly lessons as per the curriculum. Keen to Korero kids provide phrases each week to other kids. Celebration of Te Wiki o Maori. Continuing to learn waiata specific to our region.

Maori whanau hui - setting up next term.

Discussion around sending a teacher to an immersion course. Aim for bilingual classes to varying degrees? Definitely consider building skills via short term courses for many. Also, consider hiring a bilingual teacher.

### 9.2 2024 Leave requests

Leave requested for end of term 1, 2024 (2 teachers). Approved.

Google form for requesting leave has been updated to reflect the new discretionary leave policy.

### 9.3 Strategic planning

9.3 + 9.6:

3 focuses maximum, smaller document preferred. Learning, People and Partnerships. Determine measurable targets.

We have feedback received from the community and staff and from a few parents whilst attending the disco event. Whose voices are missing that we need to hear from and how do we target them? Consultation evening coming up. Ensure coms go out soon so that people can plan to attend the evening.

Consider reducing the scope of the questions to source more responses, target after the event when we have draft plans for discussion.

Discussion surrounding the general feeling of the emotion of the community. Trending towards complacency/time poor, how to re-engage the community - particularly the new-to-school parents? Walk around with iPad to target after school. Senior kids could possibly look after junior kids.

WHAT ARE THE QUESTIONS? Provide options to choose from., or rank preferences. Apply to the adventurous learning model.

Google doc for all board member. Done by 10 October, to present at the hui.

Partnerships - iwi, families etc

People - capability building of teachers

Learning - learning outcomes

## 9.4 Principal 6K Wellbeing/ PD money



### Principal well being payment - push 2023 funds to 2024 year

Approved for 2024 use

**Decision Date:** 11 Sept 2023  
**Mover:** Monique Brooks  
**Seconder:** Rachael Arthur  
**Outcome:** Approved

## 9.5 Korean Update

Paula is to be acting DP whilst Jacq is in Korea.

Plan to investigate cost vs reward upon return.

A meeting took place with another international agent for year-long students. Very high-end expectations. More planning is required in this area.

Two short group stays have been accepted. Consider "fundraising" via gifting of a night of homestay fees?

## 9.6 Community Consultation prep

Merged into section 9.3

## 9.7 Defibrillator on school site

Plan to source a grant to get a school defibrillator. (Lucy). Approx \$2,500 to purchase + \$250 ish for annual testing. Situate under the view of a camera + coded unlocking via 111.

## 9.8 Dogs on Site Policy

Survey sent as noticing more poo around. Health and Safety issues for kids and staff.

The community majority voted to allow dogs on-site, dependent on following the rules in the policy. Add to policy: barking, under control at all times, restrict distance to doorways. No dogs in the pool area.

Consider signage, especially for children who experience anxiety around animals.

## 10. International

### 10.1 International - Term 3 Summary

Feel like we are in a good space at present. 9 long-term students returning for 2024. Advised which year levels are desirable to the agents.

Kids went Ten-Pin bowling last week to farewell Kira and introduce Kev.

Art evening set up for the parents.

Recruit a teacher once the final numbers are known. Discussion surrounding the role and what a typical day would look like. Budget drafting soon. Consideration to the expectations of the parents. Try to integrate the parents into the community more?

A few short-stay individuals have indicated interest - declined at present.

How are we finding the transition: a lot more to learn. Plans are set up on how to manage the work better. Board to attend end of year function.

To do: Exit interview planning?

## 11. For Noting

### 11.1 For noting

DHB floated the idea to have an EV charger installed. We would need to pay for the power. Agreed in principle, details tbc.

End of term - board member required to attend morning tea.

Camp - all parent volunteers vetted successfully

Discussion around whether to shorten zip on uniforms, or reconsider the fleece entirely.

## 12. Compliance Reporting

## 13. In Committee

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

### 14.1 Board Member insights to the meeting

KP: Thanks team, love your work

JP: Good feedback response from community

MB: Robust discussion about engaging our community and what that looks like moving forward.

LS: Every time we meet, achieving incremental changes in our use and understanding of Te Ao Maori and honouring Te Tiriti.

## 15. Closing Karakia

### 15.1 Closing Karakia

## 16. Close Meeting

### 16.1 Close the meeting

**Next meeting:** Board Meeting 10 - 30 Oct 2023, 5:00 pm

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_