

## **MINUTES OF THE PILLANS POINT SCHOOL BOARD OF TRUSTEES MEETING HELD ON MONDAY 13<sup>th</sup> August, 2018**

**Present: Scott Hamilton, Matt Simeon, Christine Winstanley, Paul Stott,  
Jess Holtom, Mel McDonald, Simon Potter, Sarah Stock, Cherie Horne  
(Minutes Secretary this evening),**

Meeting start time 6:00pm

### **Scott welcomed all to the meeting**

**Apologies:** Carol Spooner, Luke Stewart

### **Conflicts of Interest**

Matt Simeon – Lee Simeon IS Manager

**Resolved: that the Minutes of the Meeting 18<sup>th</sup> June 2018 be confirmed  
as a true and correct record.**

**Potter / McDonald Carried**

### **Amendment to minutes:**

No

### **Action Schedules**

#### **IP CCTV Impact on schools**

Welcome Gavin McCormick

What is the impact for schools today?

Gavin shared information from a variety of schools and the systems in place that work.

What is recorded, who has access to the footage and how does this align with privacy.

What is our purpose for CCTV at PPS?

Swimming Pool – health and safety reasons, high risk area

Matt asked about securing a camera offsite: If a neighbour is willing to give permission to secure a camera off our site, then we can approach and ask permission for this.



Scott asked a question about privacy: There is no law to stop a camera being mounted to a property capturing footage of a public road.

PPS currently has 3 cameras installed around our school. We have the capacity to house 16 cameras in total, which would be at minimal cost (installation) as we have the base station already established.

Matt asked a question about the placement of additional cameras: To view the crossing on Maxwell's Road & Pillans Road and/or the alleyway to Andrews Place, Turn around zone, New carpark (dogleg), New building sites.

Cost factor: approx. \$650 + gst per camera, depending on what level of cover you would require.

Scott asked a question: What would our next steps be as a school?  
Simon – decide where additional cameras might be needed and place where?

Action for next meeting – come back with a price for now and for future proofing the upcoming building master plan.

### **Mid-year Data**

Cherie spoke to the board regarding the mid-year data analysis. It was acknowledged by the board how this report shows how all of our children are catered for, and how well we know our children.

Jess asked a question around writing moderation across schools in our area due to the comment 'Are we marking too hard?' by one of the AP's – a good action going forward.

A discussion was had around 'school readiness', what this means and the importance of it.

Scott questioned that there is more of a bell curve in reading and writing yet with maths it sits more at the top. This was explained due to Pr1me maths being new to our school and teachers are having to teach information that children haven't been taught from the younger years as they started school with the Numeracy Project system of teaching maths.

Scott asked if we are getting value from board funded programmes such as Quick 60. Yes, we are, children are getting a great deal from these programmes. He also asked if children are getting the opportunity to be extended. Again, yes we are, children are having work published nationally and winning competitions locally, children are catered for creatively with the likes of the mural with Mel.



Also asked was the question of new children enrolling during the year or during their schooling (not New Entrants). These children are again catered for through the likes of board funded programmes such as Quick 60 and Rainbow Reading. It was explained that when new children enrol, there are questions asked of new parents, information gleaned from past schools where necessary and then a lot of thought goes into class placements alongside AP's.

Matt acknowledged the work Cherie put into analysing all the school data and this was also acknowledged by Scott.

### **Boys Class**

Jess would like it acknowledged that equity for both genders was considered and will be again moving forward in the report. The boys class was initially set up as a reaction to the group of strong boys coming through and the numbers.

Scott acknowledges the input by both Cathy Aldridge and Kyle Barnard as classroom teachers of the boys in this class on behalf of the board.

### **Building Update**

Matt asked whether there were any further questions for clarification. Although the money will not be reimbursed, the plan for our next building is more beneficial overall for the school. Approximately \$110,000 better off through this process.

An action: The redevelopment money needs to be confirmed. Next action for Matt: To formulate an email to Hayley to ensure confirmation is tracked.

Question from Paul around future proofing the money: The property dashboard keeps track of what is happening from meeting to meeting.

### **Hamilton / Simeon Carried**

### **Staffing**

Matt lead a discussion around staffing.

The board accepts Kyle Barnard's resignation. The board appreciates and acknowledges Kyle's input as a leader in our school.



The board agrees that a sub-committee be established to work through staffing decisions, alongside Matt to continue with the process of staffing. Jess Holtom / Mel McDonald will form the subcommittee.

The board accepts the secondment of Theresa Rosborough to the Ministry of Education for the remainder of 2018.

The board accepts the request for leave from Fiona McNeill for 2019. Matt will direct both Fiona and Simon to 8.2.2 of the Collective and have a discussion around possible returning roles.

**Hamilton/Holtom Carried**

Discussion around collective agreement in regards to permanent/part time staff's right of return to their position after leave (8.2.2)

The board accepts the request for leave for term 1, 2019 for Ange Parkes, who will start the first roll growth NE position and return as 0.8 teacher for the remainder of the year.

**Potter/Stott Carried**

A request from Laura Buhr for 0.8 teaching role or a 0.6 job share position or move to day to day relieving. **The board declines the reduced hours proposal from Laura Buhr.**

The board accepts the arrangement for the job share between Toni Braid and Megan Hoskin to cover maternity leave for Toni Braid in 2019.

The board acknowledges that Term 1 & 2 Megan Hoskin will work 0.8 and from the beginning of term 3 Megan and Toni will return to their Job share.

The board accepts the request for maternity leave (letter pending) for Emma Whiting for 6 months, returning to school in term 3, 2019.

### **Board Resignation – Succession Planning**

Congratulations Simon Potter on your planned return travel to Europe with your family.

Please have a think about how this succession plan might unfold and return to discuss at our next board meeting.

2019 is a board election year – Matt has requested some transparency around this process next meeting also.



## International Student Update

Jess has met with Lee to discuss how the homestay groups have worked. It has been suggested that perhaps 3 Chinese groups over a three week timeframe has perhaps been an over commitment which we have learnt from.

Some difficulty with the Smile Study group with dwindling numbers, therefore leaving an imbalance with work load verses profit outcome. Lee will address the age difference and the role of the teachers who travel with the group.

A concern voiced around the video footage of our PPS children and the lack of permission for some of our children due to privacy concerns.

Lee will review the home stay group situation for 2018 and report back to the board at a later date (TBC).

Lee requires direction from the board for future homestay group limits per year which aligns with diversifying the international business without putting demands on our IS Manager.

Matt and Cherie to liaise with Lee in regards to the Smile Study Group. A suggestion that we move towards developing school groups, where children are from one school.

Paul suggests that the board consider an IS Business sub-committee group to put some more structure around our school as well as supporting Lee.

Jess suggests that the board continues to recognise the work Lee is bringing to this business for our school and supporting Lee through this process.

Luke suggests that Lee returns to the board with a recommendation for groups in the future.

Scott suggests that Lee does not spend time investigating different agents, spending time searching out more group stays and work on 'getting the house in order' as a priority going forward.

The board acknowledges the effort that Lee has put into the 3 groups and the experience she has bought to our NZ children at school.

## Marketing Trip

Following Matt's trip, in his report to the board, he will offer a plan forward for personnel and succession planning.



## **General Business**

### **TECT Grant**

The \$54,000 has purchased a variety of IT tools across our school. Stott has requested visibility around what is being purchased with this money. Simeon to provide at next meeting.

### **Policy Review**

Policies in hard copy form will be included in board packs. Apologies from Simeon, thought he had added these to the file.

### **Accounts to Ratify**

\$242,472.93

\$84, 450.88

### **Stott/Hamilton**

### **Correspondence**

Changing banks from Westpac to ASB

### **Dashboard**

Playground Shade

Pool Cover

Sports Gear / Team Gear

Bike Racks

Line Markings

### **Any Other Business**

No other business

### **Points from Meeting**

#### **What have we achieved for the school and the children in this meeting?**

Christine – Discussion around the data and that the board

Cherie – The board really understand the ‘whole child’ – see me, know me, understand me...then teach me.

Paul – 5 YA discussion

Jess – CCTV discussion was interesting

Mel – Depth of work that has gone into the mid-year data report and knowing all of the children, no-one is missed.

Matt – staffing, fine balance between supporting staff and supporting what is best for our school.

Sarah – acknowledging the work of staff in a minutes.

Scott – a balanced meeting around staff, children, buildings and international business.



Ako Hōpara

**Meeting Closed: 9.07pm**