

# CONFIRMED MINUTES

## BOARD MEETING 7



At the **Board Meeting 8** on **7 Aug 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	Pillans Point School
<b>Date:</b>	Monday, 19 June 2023
<b>Time:</b>	5:00 pm to 9:19 pm (NZST)
<b>Location:</b>	Pillans Point School - Staffroom, 101 Maxwells Road Otumoetai Tauranga
<b>Board Members:</b>	Marty Mayston (Chair), Jacqui-Ellen Price, Rachael Arthur, Liam Geraghty, Monique Brooks, Lucy Sheppard, Clay Fulcher, Katie Pritchard
<b>Attendees:</b>	Kevin Piermarini, Paula Brinsden, Sarah Warr

## 1. Opening Meeting

### 1.1 Confirm Minutes

**Board Meeting 6 15 May 2023**, the minutes were confirmed as presented.

### 1.2 Interests Register

### 1.3 Action Item List

Due Date	Action Title	Owner
31 Oct 2022	Staff Induction <b>Status:</b> In Progress	Jacq Price
5 Dec 2022	Sponsorship Committee - Report on progress <b>Status:</b> Completed on 20 Jun 2023	Liam Geraghty
30 Apr 2023	Road signage <b>Status:</b> In Progress	Kevin Piermarini
1 May 2023	ORS Funds <b>Status:</b> Completed on 13 Jun 2023	Jacqui-Ellen Price
1 May 2023	Updated EOTC document <b>Status:</b> In Progress	Kevin Piermarini
31 May 2023	Draw up roster for attendance at staff meeting <b>Status:</b> In Progress	Clay Fulcher
8 Jun 2023	Add or remove pronouns from EOTC <b>Status:</b> Not Started	Kevin Piermarini
9 Jun 2023	Draft up criteria and rules for Lifestyle Position <b>Status:</b> Completed on 29 May 2023	Jacqui-Ellen Price
30 Jun 2023	Induction process review <b>Status:</b> In Progress	Rachael Arthur
30 Jun 2023	International Committee <b>Status:</b> Completed on 31 Jul 2023	Clay Fulcher
30 Jun 2023	Grants - sourcing potential grants <b>Status:</b> Completed on 12 Jun 2023	Lucy Sheppard

<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

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## 2. Visitors

### 2.1 Visitors

## 3. Board Actions

### 3.1 Checklist

All tasks on the checklist have been completed.

### 3.2 Code of Conduct

Pretty self explanatory - is mandatory. Adopted the document.

## 4. Subcommittees

### 4.1 International Subcommittee

Moved to in committee for discussion

### 4.2 Pool subcommittee

No response from the contractor engaged for quote, and no reply from additional companies approached.

Lucy has been tenacious in trying to reach these companies. Planned to continue efforts.

### 4.3 Grants and Sponsorship committee

No further progress at the moment.

Potential for funeral home sponsorship??

### 4.4 Teacher Aide Review Subcommittee

Moved to in committee for discussion

## 5. Management Reports

### 5.1 Finance Reports

Things are looking promising after a re-forecast. Tracking well, spending has been reduced and Ops Grant has come up a small amount over provisional numbers.

Moving forward, uncertainty surrounding the impact of smaller roll numbers next year.

## 6. Building & Property Updates

### 6.1 Property Summary

Process is underway - waiting the weathertightness response form Ministry. Hall is partially board owned! Any repairs may require board funding.

Roofing repairs detailed in 5YA are underway to enable Fantail refurb to start.

### 6.2 Refurbishment progress

Sitting out to tender, waiting for response. Still on track.

Plans made to not use the Hall for teaching spaces, re-shuffle the existing areas.

## 7. Health and Safety

### 7.1 Health and Safety Committee

Fire drill done! Ran smoothly.

No further updates on EOTC.

Queries on Sandpit filling with water - how much of an issue is this? Example - children playing when school is closed, and our liability surrounding this. To Do: risk assessment.

How to stop the tank overflowing into the sandpit?



#### Kiwi Sandpit

Queries on Sandpit filling with water - how much of an issue is this? Example - children playing after hours.

To Do: risk assessment.

**Due Date:** 19 Aug 2023

**Owner:** Kevin Piermarini

## 8. School Policies

### 8.1 Policy Review

## 9. Decisions, Discussions & Sharing

### 9.1 Lifestyle Position

Document has been edited to reflect updated conditions, and increase clarity. Happy for this document to be presented for applications.



#### Lifestyle Position

Lifestyle position description updated and approved to open for applications for 2024.

**Decision Date:** 19 Jun 2023  
**Mover:** Marty Mayston  
**Seconder:** Rachael Arthur  
**Outcome:** Approved

## 9.2 Staff Representative

No discussion was held on this agenda item.

## 9.3 [NEW] Discretionary Leave Policy - Draft

Discretionary leave policy drafted - school docs was very vague. Detailed scenarios added. This document is used at another school.

Discussed delegated responsibility for a set number of days. Currently over 5 days leave is Board approved. Extended overseas trips - related to length of service at the school. Aim for consistency and fairness and transparency. Criteria required for capacity.

Detailed costs given surrounding LWOP and reliever cost - it costs the school more to pay for a reliever.

Table for further discussion... next board meeting.

## 9.4 2023 Moa Camp

Presented Ngamuwahine's SoP's and SaP's. Well documented safety systems.

Board fully approved camp.



### Moa Camp 2023 - Approved

Satisfied with the SoP's and SaP's provided. Camp is approved.

**Decision Date:** 19 Jun 2023  
**Mover:** Monique Brooks  
**Seconder:** Rachael Arthur  
**Outcome:** Approved

## 9.5 Te Tiriti Workshop Feedback

Four Board members attended the Te Tiriti workshop-great first step. Well run, good format. Nice introductory piece of learning. A follow up course is available, but not scheduled by the facilitator any time soon.

The variety of people attending was great. We have to know our WHY or there can be no action. The why should pertain to how are we able to govern with regards to Te Tiriti.

Don't want to rush this - Follow up at a later date...

Karakia - the school has a new Karakia, making good inroads on embedding tikanga. Upload Karakia to Hero/facebook/ etc. Happy to have the Karakia added into Board meetings. Rachael will supply article supporting the why.



### What is our WHY?

Following on from the Te Tiriti workshop - determine our WHY.

**Due Date:** 30 Sept 2023

**Owner:** Rachael Arthur

## 10. International

## 11. For Noting

### 11.1 Out of Zone enrolments

Not exactly the number we wanted, but happy with how things have gone. Still waiting on responses from a couple of potentials. Follow up on sibling eligibility in terms of resourcing and learning needs.

Look into opening the roll for 2024.

### 11.2 Noting

PTA event in the hall requiring liquor licence:

No policy on School Docs against holding the event in the Hall.

All approved. PTA to hold the licence and meet all host requirements.

## 12. Compliance Reporting

### 12.1 ERO Review feedback?

ERO has given feedback. In board pack for next time.

## 13. In Committee

### 13.1 In Committee Discussions

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

### 14.1 Board Member insights to the meeting

CF: Well done efficient team.

JP: agree with Clay. Clarity and transparency sounds good.

LG: feedback - a family has given extremely positive mention about the school

KP: looking forward to camp

RA: efficiency and transparency, ticking boxes and getting stuff done

PB: clarity and cohesiveness. Good to have understanding of why decisions have been made.

KP: being fair and equal is important. Good to have clear policies

LS: feel we are enacting our school values. Great to feel like in a team

MB: Agree and all of the above.

MM: getting stuff done, doing all the hard stuff. Righting the wrongs.

## 15. Close Meeting

### 15.1 Close the meeting

**Next meeting:** Board Meeting 8 - 7 Aug 2023, 5:00 pm

Moved to committee 6.19pm

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

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