

CONFIRMED MINUTES

BOARD MEETING 8



At the **Board Meeting 9** on **11 Sept 2023** these minutes were **confirmed as presented**.

Name:	Pillans Point School
Date:	Monday, 7 August 2023
Time:	5:00 pm to 9:00 pm (NZST)
Location:	Pillans Point School - Staffroom, 101 Maxwells Road Otumoetai Tauranga
Board Members:	Clay Fulcher, Jacqui-Ellen Price, Katie Pritchard, Liam Geraghty, Lucy Sheppard, Marty Mayston (Chair), Monique Brooks, Rachael Arthur
Attendees:	Kevin Piermarini, Paula Brinsden, Sarah Warr

1. Opening Meeting

1.1 Karakia

Source the school staff karakia - Katie

1.2 Confirm Minutes

Board Meeting 7 19 Jun 2023, the minutes were confirmed as presented.

Previous minutes confirmed by Marty and Rachael

1.3 Interests Register

1.4 Action Item List

Due Date	Action Title	Owner
31 Oct 2022	Staff Induction Status: In Progress	Jacq Price
5 Dec 2022	Sponsorship Committee - Report on progress Status: Completed on 20 Jun 2023	Liam Geraghty
30 Apr 2023	Road signage Status: Completed on 7 Aug 2023	Kevin Piermarini
1 May 2023	Updated EOTC document Status: In Progress	Kevin Piermarini
8 Jun 2023	Add or remove pronouns from EOTC Status: Not Started	Kevin Piermarini
30 Jun 2023	Induction process review Status: In Progress	Rachael Arthur
30 Jun 2023	International Committee Status: Completed on 31 Jul 2023	Clay Fulcher

Due Date	Action Title	Owner
19 Aug 2023	Kiwi Sandpit Status: Completed on 11 Sept 2023	Kevin Piermarini
30 Sept 2023	Track Northland tragedy Status: In Progress	Jacqui-Ellen Price
30 Sept 2023	What is our WHY? Status: In Progress	Rachael Arthur
31 Dec 2023	Draw up roster for attendance at staff meeting Status: In Progress	Clay Fulcher

2. Visitors

2.1 Visitors

3. Board Actions

3.1 NZSTA Term 3 checklist

FYI - no action required.

4. Subcommittees

4.1 Pool subcommittee

An expert has come to assess. No need to fibreglass whole pool, just edges. So long as pool remains full, it has plenty of life remaining. Advised tanks look good, and to get pipefitter for deteriorating pipes.

Pool cover quoting only for as existing. Solution not so great. Suggestions given for new, higher spool, though it would mean removing the wooden seat. Planned to present at a later date. Considerations for height of spool and structural integrity for people who climb the fence to not hurt themselves on it.

Considering sourcing agrant for this.

Pool Keys -

Pool committee + staff + internationals

PTA - half price / if events have been organised - free. Jade needs to pop through comms to PTA.

4.2 Grants and Sponsorship committee

No proper discussion as yet. Templated sponsorship model sourced - finer details to be decided at a later date, then legwork to be done; database setup, cold calling etc.

4.3 Teacher Aide Review Subcommittee

PLD funding applied for. 4 approved @ \$1k each. 19 September start, during their standard rostered hours, with a focus on growing their capability. Asked the AP's to discuss where the TA's are really needed. Sole interest in the 20 hour position, all others have taken the reduced hours positions. TA's really looking forward to PLD.

Still to decide how to measure the TA efficacy against student learning.

No real feedback received either way from staff or TA's. Next hurdle will probably be allocating the TA's effectively and pushback from Teachers.

5. Management Reports

5.1 Finance Reports

Tracking well - a few known items to come.

Discussion around contingency funds and future spending, particularly in areas benefiting kids and consistent educational outcomes. Uncertain future surrounding staffing levels. Likelihood of Board having to fund some form of teaching staffing.

6. Building & Property Updates

6.1 Property Summary

FYI's surrounding various property repairs undertaken recently.

Check on the pool shade sails.

Roofing happening to satisfy 10YPP requirements.

6.2 Refurbishment progress

Quotes have been received back. Favourable! - requested requote to include previously scrapped deck. Steel window framing with double glazing added for requote. Doesn't include plants. Shade sails? Regional council funds school sustainability - plant vege garden.

Quoting additional external painting.

Moving classes has a provisional plan, undergoing feedback.

7. Health and Safety

7.1 Health and Safety Committee

Sandpit feedback from action. Circumstance due to exceptional rain levels, not usually a problem. No action required for now.

Arm breaks from the senior playground. One during school, one during weekend. Does have a duty person patrolling. Look at topping up bark. 300ml. Lucy confident can source grant for bark.

8. School Policies

8.1 Policy Review

FYI - Policies requiring review indicated.

9. Decisions, Discussions & Sharing

9.1 Staff Representative

No talk in this area.

9.2 Updated - Discretionary Leave Policy - Draft

Discussion held in this area again.

Went through document and decided item by item. Approved document with changes.

Delegated authority to Principal to authorise discretionary leave for 3 days.

Add in the cost of discretionary leave for a reliever. The cost could have been used on our students vs the staff.

A case of a Teacher requesting LWP - Heavy discussion undertaken.

LWOP approved

9.3 Te Tiriti Workshop Feedback

- *What opportunities are there for strengthening tikanga Māori, te ao Māori, mātauranga Māori, and te reo Māori within our school or kura?* Schoolwide activities and planning happening in this space. Particularly on te ao Maori and matauranga Maori,
- *How do we know that we have made progress? What measures or indicators could we use?* Reporting back to the board.

Katie to provide feedback on activities happening within the school. Curriculum refresh encompasses all these questions.

Discussions to continue - should not be a static decision. Role model and feedback to the staff. Try to have marae visits? Build relationships rather than ticking a box.

9.4 Mid Year Progress and Achievement Report

Achievement targets. Writing, Reading, Maths - positive trends.

Discussion surrounding targeted student tracking. Questions around OTJ's and teacher interpretation of targets.

Possible lagging surrounding the bi-annual curriculum level step.

Discussion around PLD support from board to enable sustained and consistent success across the school.

If our achievement data is not tracking well, we should reflect on this as teachers and consider ways to do things differently.

9.5 Learning Support Report

Approx 32% of school is on the Learning support register. 21% Behavioural or developmental concern students. Increase in students requiring help over last year.

Summary of Learning Support in the school. Discussed how students progress to the register. Reinforced home/teacher relationship.

9.6 Cyclical Maintenance

No preference as to company to paint. Approved APS as supplier for this.

Re-look at admin internal painting.

9.7 Accountant - letter of engagement

Terms of engagement are approved.

9.8 Strategic planning

We need to draft new strategic plan. Provide to the community. Draft required by 1 Jan 2024.

Examples given as to what should be included.

Who do we need to hear from in the community? How to encompass the whole community? How to keep the communication open over time?

- enrolment forms
- suggestion box type post-it notes
- rewards for bringing back form
- capturing parents from the disco
- anonymous? feedback via ipads at disco / SLT meet and greet.
- meet the board evening - T4 - 5pm - 18 October

Try to capture by mid T4

Voice of students, voice of staff.

9.9 2024 Lifestyle Position applications

Katie left the room.

Two applications have been received for 2024.

Considerations upheld - previously held role, length of service, success of applicant at working reduced roles.

Decision made. Successful applicant to be told tomorrow

Katie rejoined meeting.

9.10 Korean Trip Planning

Documents provided for daily cash spending. Approved.

Itinerary provided, and Paula approved as interim Acting Principal.

9.11 Building proposal: Learning through Play Leaders

More details required - sketch, health and safety, dimensions.

Agreed in principal, pending more details. Approach the pta for funding?

Still to determine suitable position.

10. International

10.1 International Groups

Chinese group went well! Positive feedback over not having homestay students for the whole weekend.

Provisional request for two groups to run next year - granted.

11. For Noting

11.1 Noting

12. Compliance Reporting

12.1 ERO Review Documentation

Standard FYI document. No items for immediate action.

13. In Committee

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

14.1 Board Member insights to the meeting

CF: huge agenda - interesting data tonight. Good win on the pool!

LG: great learning data, good to hear collaborative effort in Chinese group

KP: thanks to the board for their voluntary time and commitment to the cause

PB: nice to share on the ground things relating to culture shift and refocus to the students.

LS: achieving good connections between board and operations.

JP: remembering to celebrate the wins. feeling that the board has achieved a lot this year. enjoying the refocus and future alignment.

MB: comfort in hearing the SLT talk. Nice to see in all our decisions coming together

RA: well done to JP and PB for the extra hours and work in making things happen.

MM: well done in creating the legacy for future boards.

15. Close Meeting

15.1 Close the meeting

Next meeting: Board Meeting 9 - 11 Sept 2023, 5:00 pm

Moved to committee 8.31pm

Signature: _____

Date: _____