

CONFIRMED MINUTES

BOT MEETING 5



Name:	Pillans Point School
Date:	Monday, 27 March 2023
Time:	5:00 pm to 7:00 pm (NZDT)
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:	Penny Askin, Kevin Piermarini, Sarah Warr
Apologies:	Paula Brinsden

1. Opening Meeting

1.1 Confirm Minutes

BoT Meeting 4 20 Feb 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 Status: In Progress	Jacq Price
5 Dec 2022	Sponsorship Committee - Report on progress Status: In Progress	Liam Geraghty
31 Mar 2023	Quote request for "Mud Kitchen" concreting Status: Completed on 17 Mar 2023	Jacqui-Ellen Price
6 Apr 2023	Strategic Goals for the Board Status: Completed on 26 Mar 2023	Marty Mayston
30 Apr 2023	Gather list of items to spend grants on Status: Completed on 1 May 2023	Jacqui-Ellen Price
30 Apr 2023	Road signage Status: In Progress	Kevin Piermarini
1 May 2023	ORS Funds Status: In Progress	Jacqui-Ellen Price
30 Jun 2023	Induction process review Status: In Progress	Rachael Arthur
30 Jun 2023	International Committee Status: In Progress	Clay Fulcher
30 Jun 2023	Grants - sourcing potential grants Status: In Progress	Lucy Sheppard

2. Visitors

2.1 Visitors

3. Board Actions

3.1 Notifiable Board Decisions - Closures.

Board decision to close the school under the above mentioned reasons has been confirmed and agreed.

4. Subcommittees

4.1 International Subcommittee

Financial review started. Awaiting further feedback from Lee and Sarah. (Pre covid numbers - working on getting them out of previous software).

Started to pinpoint which financial items are our point of difference from any other school. Money well spent so far from a business perspective.

Fixed costs are not so moveable.

Initial recommendation - for Jacq to understand the "business" more.

Further discussion around number of children/EFTS in prior years, and where our programme differs financially from other schools.

Understand maximum capacity of students that the school can sustain. Budgeting number of long term students, short stay groups, etc. Set criteria. Determining impact on the classroom. Continually monitor to determine ideal sweet spots. Is it sustainable to monopolise our source countries?

Request feedback from classroom teachers on how many children would be the upper limit within classes.

4.2 Pool subcommittee

Scope - quote on whatever needs replacing or could need replacing within the next 5 years.

In process waiting for quotes to come back. On receipt, will source grants. TECT - May and Sept only, but 50% of total value could be granted, would have to source comparative grant from Pub Charity or elsewhere.

Pool committee feedback positive except for pool cover. Fairly easy to manage duties. Noted: some poor community behaviour regarding unsupervised swimmers.

Theories floated to generate further income or become income positive from the pool.

Early T3 - to talk around who gets free pool access in lieu of work or planning etc. Suggestion around discounted pool pricing for same reasons. Limiting the number of free users.

Sarah: schedule into agenda for T3.

4.3 Grants and Sponsorship committee

5. Management Reports

5.1 Finance Reports

Continued work on budget phasing. Will send out reports once phasing is smoothed sufficiently for tracking how our bottom line is performing.

5.2 Gobsmacked

Great feedback! Every second year in Term 1. Booked in for 2025 already. Continued community information surrounding activity fee.

Student feedback?

Teacher dance is important for role modelling (and the kids love it!).

Too hot in the auditorium for the kids and guests!

6. Building & Property Updates

6.1 Property Summary

Meetings happening next week.

Currently reviewing security.

6.2 Refurbishment progress

Good meeting today with project manager. Still with PM for quoting. Set to repair external wall at the same time - additional \$70k. Tendering to occur soon, project on track.

7. Health and Safety

7.1 Health and Safety Committee

Staff meeting last week detailing the new EOTC plan. Kev will supply the updated EOTC document at the next meeting for board approval.



Updated EOTC document

Key will supply the updated EOTC document at the next meeting for board discussion.

Due Date: 1 May 2023
Owner: Kevin Piermarini

8. School Policies

8.1 Policy Review

Enrol student policy: does it reflect things that actually happen. Needs re-wording?

Cohort entry: policy missing



Review and/or update the Enrol student and Cohort entry policies

Enrol student policy: does it reflect things that actually happen. Needs re-wording?

Cohort entry: policy missing

Due Date: 31 May 2023
Owner: Jacqui-Ellen Price

9. Decisions, Discussions & Sharing

9.1 Resignations

Advertising underway for Sports Co-ordinator. Closes 2 April. Job description tweaked a little to ensure clarity of the role. Positive support for the incumbants future direction.

Sad to see the release teacher leaving - such a long history, well-liked. A fixed term position has been determined to fill this role.

Morning Tea is set for Tuesday, April 4 to farewell these people.

9.2 Lifestyle Position

Does this position continue? Falls under "good/fair employer" responsibilities? Equity around awarding the position. Consistency of teachers for the students. More of a nice-to-have position rather than a consequence of dire circumstances.

If chosen: more rigor around the discretionary process. How many can be on a lifestyle position at once, what are the general criteria in consideration of awarding this type of position?

Responsibilities of release time, and "overtime" of the part-time employee should be considered.

Resolution to think more about it and reflect at the next board meeting.

10. International

10.1 International Policies

Mon / Jacq / Marty reviewing International policies. Needs board signatures. Includes Lee's delegations under review.

11. For Noting

11.1 Legality of road signage

Road signage: To go ahead with roadside signage, a whole proposal would need to be drawn up and sent to the Council. Not particularly feasible as there are now only a few in our community that continue to be problematic. Suggested continued community messaging.

Feet first program is underway with the Manu Kura kids. These kids will present at a future assembly.

11.2 Out of Zone enrolments

Term 2 enrollments = 10 starting at beginning of term, 3 more week 6.

Request to open roll - Mon okayed. All in favor.



Open up a ballot to secure more new entrants

Board approved a ballot to open in the hopes of securing more new entrants.

Decision Date: 27 Mar 2023
Mover: Monique Brooks
Seconder: Marty Mayston
Outcome: Approved

11.3 Noting

Board pack email was not received.

Talk around the preference of a Board member being present at a staff meeting - Meetings happen every other Tuesday, but suggested attendance for a board member is twice termly, being after a board meeting has occurred.

ERO in again on Monday. Doing: International policies checking and more SLT checking.

No progress so far on NZEI disputes. No striking for primary schools as yet.

Strategic planning - more conversation happening. Tidy up the draft to present to the next board meeting.



Draw up roster for attendance at staff meeting

Clay to set up a roster for a Board member to attend a staff meeting soon after a board meeting.

"Talk around the preference of a Board member being present at a staff meeting - Meetings happen every other Tuesday, but suggested attendance for a board member is twice termly, particularly after a board meeting has occurred."

Due Date: 31 May 2023
Owner: Clay Fulcher

12. Compliance Reporting

12.1 Compliance reporting

13. In Committee

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

14.1 Board Member insights to the meeting

CF: Seeing more efficiency in meetings. Getting our groove on. Solid.

KP: EOTC was a massive hurdle, glad to be done. Hopefully helps everyone.

LG: Really enjoyed Gobsmacked, done neat spreadsheets during the meeting :)

LS: Achieving clarity on many fronts, nice to tidy things up.

RA: Efficient meeting, indicative of achieving goals.

MB: Great efficient meeting, great clarity.

KP: Feels like school is in great hands, great to have the diverse skill set on the board. Great voting community!

JP: Coherence across the school is important, my goal. Great to see new directions for the school from the board, loving the honesty.

MM: General agreeance. staff feedback is great to see a positive trend to clarity and coherence.

15. Close Meeting

15.1 Close the meeting

Next meeting: Board Meeting 6 - 15 May 2023, 5:00 pm

New Actions raised in this meeting

Item	Action Title	Owner
7.1	Updated EOTC document Due Date: 1 May 2023	Kevin Piermarini
8.1	Review and/or update the Enrol student and Cohort entry policies Due Date: 31 May 2023	Jacqui-Ellen Price
11.3	Draw up roster for attendance at staff meeting Due Date: 31 May 2023	Clay Fulcher

Moved to committee 7.50 pm

Signature: _____

Date: _____