

## MINUTES OF A MEETING OF THE PLIMMERTON SCHOOL BOARD OF TRUSTEES HELD IN STAFFROOM, WEDNESDAY 28 MARCH 2018

**ATTENDED BY:** Mike Forrest, Lauren Prosser, Brent Callaghan, Aaron Sherriff, Jasmine Hardy Mills, Mel Swallow and Louise Ioane

**APOLOGIES:** Sarah Pomare

AGENDA ITEM	MINUTES	ACTION
<b>1. Administration</b> 1.1 Opening	<p>Brent welcomed everyone to the meeting.</p>	
<b>2. Strategic Decisions</b>  2.1 Board  2.2 Principal <ul style="list-style-type: none"> <li>• Principal's Report</li> </ul>	<p>Mike tabled and spoke to the Principals Report</p> <p><b>CAMP CONSULTATION:</b></p> <ul style="list-style-type: none"> <li>• The Board discussed the level of the camp consultation expected</li> <li>• The Board supports the schools position that EOTC experiences are an important of the school curriculum and the Board supports the school management in seeking to manage costs to parents</li> <li>• The Board noted that there is a recommendation by NZSTA and MoE that parents and helpers who overnight at camps and events are police vetted. Mike has indicated that the school will be moving to this for 2018 overnight events</li> <li>• Board asked for more in depth reflection of benefits and risks in the Activity Reports and Evaluations</li> <li>• The Board thanked the staff for their commitment and resilience in still giving the children their EOTC experience under difficult circumstances</li> </ul> <p><b>CONSULTATION ON MISSION, VISION, VALUES</b></p> <ul style="list-style-type: none"> <li>• The Board discussed the overriding value RESPECT utilising wellbeing survey and student voice for Manaakitanga, Kohitanga etc</li> </ul>	

<p>(</p> <ul style="list-style-type: none"> <li>Personnel</li> </ul>	<p>GRANTS AND SPONSORSHIP ADMINISTRATOR</p> <ul style="list-style-type: none"> <li>Mike spoke to the ideas of sponsorship and naming rights</li> <li>The Board asked Mike to provide some examples of policies that other schools' have already adopted to provide clear parameters and a job description</li> </ul> <p>ENROLMENT SCHEME</p> <p><b>It was moved (Forrest/Prosser) that</b> the Plimmerton School Board of Trustees has determined that there is an ongoing need for an enrolment scheme to prevent overcrowding and that the home zone in the present scheme should be retained without amendment.</p> <p><b>CARRIED</b></p> <p>UPDATED WORKPLAN</p> <p>This was tabled. Key additions were reporting schedule for property projects, and a schedule of reporting against annual plan goals</p> <p>7.57pm – The Board resolved that the public be excluded, to protect the privacy of individuals concerned (moved by the Chair).</p> <p>8.13pm – The Board resumed meeting publicly</p>	<p>Mike</p>
<p><b>3. Monitoring</b></p> <p>3.1 Principal's Appraisal</p> <p>3.2 Finance and Audit Report</p> <p>3.3 Annual Financial Report (unaudited)</p> <p>3.4 Capital expenditure (confirm)</p>	<ul style="list-style-type: none"> <li>Mike to follow up final report for 2017 Principal Appraisal from Mark Sweeney</li> <li>Mike and Brent to meet discuss 2018's Principal's Appraisal, incorporating recommendations from 2017 report</li> <li>The Finance Committee report was tabled and discussed. <b>It was moved (Forrest/Callaghan) that the finance report and transaction report be approved.</b></li> </ul> <p><b>CARRIED</b></p> <p>This report was tabled and discussed. Key points noted:</p> <ul style="list-style-type: none"> <li>The funds available for discretionary spending have reduced. This is a reflection of unanticipated property needs in 2017 (eg. pool) and allocation of held funds to cyclical maintenance reserves to a level necessary to meet cyclical maintenance demands (eg. School repaint)</li> <li>With limited 'reserves' it would be important to manage the 2018 budget frugally and tightly.</li> <li>Capital expenditure plan tabled by Mike and discussed by the Board</li> </ul>	<p>Mike</p>

<p><b>4. Strategic Discussions</b></p> <p>4.1 Camp Consultation</p> <p>4.2 Charter Consultation</p>	<ul style="list-style-type: none"> <li>• See Principals Report</li> <li>• Mike discussed proposed timelines for consultation around the mission, vision and values refresh.</li> </ul>	
<p><b>5. Identify Agenda items for Next Meeting</b></p>	<ul style="list-style-type: none"> <li>• Principal Appraisal</li> <li>• Governance Policy – changes to be made <ul style="list-style-type: none"> <li>◦ Ad Hoc Committees for suspensions,</li> <li>◦ Staff and Principal Delegations to reflect consultation with Board Chair for any school closure.</li> <li>◦ Representative portfolio and Kahui Ako responsibilities to be added</li> </ul> </li> <li>• In-committee discussions as good employers regarding wellbeing and health and safety: discussion around Staff Survey and wellbeing NZCER staff wellbeing survey;</li> </ul>	

<p><b>6. Administration</b></p> <p>6.1 Confirmation of minutes</p> <p>6.2 Correspondence</p>	<p>It was requested that Data on the gender break down for 2017 national standards be shared with the board. Mike to action this.</p> <p><b>It was moved (Callaghan/Prosser) that the minutes of the meeting held Wednesday 21 February be approved</b></p> <p><b>CARRIED</b></p> <p><b>It was moved (Callaghan/Swallow) that the minutes of the In-Committee meeting held Wednesday 21 February be approved</b></p> <p><b>CARRIED</b></p>	<p>Mike</p>
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<p><b>7. Meeting Closure</b></p> <p>7.1 Date of Next Meeting</p>	<p>7pm, Wednesday 16 May 2018 (week 3)</p>	
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Meeting closed: 9.30pm

Chairperson: .....

Date: 16/5/2018

