

MINUTES OF A MEETING OF THE PLIMMERTON SCHOOL BOARD OF TRUSTEES HELD IN STAFFROOM, WEDNESDAY 16 MAY 2018

ATTENDED BY: Mike Forrest, Brent Callaghan, Jasmine Hardy Mills, Mel Swallow, Sarah Pomare, Brendon Cross and Louise Ioane

APOLOGIES: Lauren Prosser, Aaron Sherriff

AGENDA ITEM

MINUTES

ACTION

<p>1. Administration</p> <p>1.1 Opening</p>	<p>Brent welcomed everyone to the meeting. In particular, Brendon Cross, the new staff representative who is attending his first meeting; along with Rosemary Oxnam and Jill Symonds, Deputy Principals, attending to present reports.</p>	
<p>2. Strategic Decision / Discussion</p> <p>2.1 Board</p> <ul style="list-style-type: none"> - Consultation - Staff Survey 	<ul style="list-style-type: none"> • Jasmine and Mike tabled a timeline for consultation on the values and mission in the 2018 Charter and the intention to link the RESPECT framework with the NZ curriculum key competencies. Next steps - consultation with student group (Mike/Rosemary) and Hongoeka marae. • Mel tabled and spoke to her report on Staff Survey Options. The report referred to the previous staff engagement survey in 2014, and the option of a teacher/principal specific survey (TSP) and general all staff engagement survey based on previous 2014 model. <ul style="list-style-type: none"> - Mike tabled some examples of NZCER Teaching and School Practise (TSP) survey questions - The Board discussed the options and decided to take a "pulse" survey twice per year for all staff, early term 4 2018 and early term 2 2019. - The board also agreed that the TSP Survey for teachers would be useful to complete in term 2 or 3. The timing to be decided in consultation with Senior Staff at their meeting tomorrow afternoon. 	<p style="text-align: right;">Mike/Rosemary</p>

<p>2.2 Principal's Report</p> <ul style="list-style-type: none"> • Maths PAT Report • Library Development • Extracurricular programmes in school • Other <ul style="list-style-type: none"> - 5YA Heaters 	<p>Mike discussed some of the challenges in preparing a meaningful PAT report due to changes implemented last year to the timing and levels of test used with students. A report will be tabled at the next meeting.</p> <p>Mike tabled and reported on the Library Development planning meeting held Monday 7 May. The Board was very happy with progress and supported option 3 design for further consultation.</p> <p>Mike tabled and spoke to a report of his findings on the private tuition currently happening within the school. The report included the following recommendations:</p> <ol style="list-style-type: none"> 1. Police vetting and safety checks of those tutors not covered. 2. Discussions to clarify health and safety obligations - emergency protocols, unwell or injured student protocols and reporting, identifying and reporting hazards, safe lifting guidelines (musical equipment), managing students safely. 3. Use alternate spaces, or add windows to doors of The Arts Centre and the Kowhai Storeroom to improve visibility. 4. Establish policy and guidelines on the provision of tuition considering purpose, times it will be available, ages available to, liaison processes, promotion expectations, timeframe for agreements, processes for allocation of spaces available/application to use spaces etc. 5. Establish Casual use agreements or License to occupy with existing tutors <p>Board members to consider having a sub-committee to establish policy, guidelines, written agreements, etc. Board to consider scope, skills and availability. To be discussed at the next meeting.</p> <p>it was moved (Callaghan/Pomare) that points 1-3 will be actioned and the Board will consider points 4-5 for further action. CARRIED</p> <p>The need to replace gas heaters in rooms 7 and 8 was discussed. The cost for this can be covered from the 5YA Capital Works Agreement with an amendment to the agreement. Lee Ashby of Ashby Property Services was recommended by the Principal to manage this project as he has an existing relationship with the school and has prepared our 5YA agreement.</p> <p>it was moved (Forrest/Hardy Mills) that the Plimmerton School Board of Trustees approves a variation to the school's current 5YA agreement to reduce project 5 (refurbish classrooms 7-9) from \$240k to \$226k, and add an additional project to</p>
	<p>All Board members</p>
	<p>All Board members</p>

<ul style="list-style-type: none"> - 5YA Architectural Services - Road Patrol - Sponsorship Policy - Fun Run - Personnel 	<p>replace the gas heaters in room 7 and 8 with a budget of \$14k and to commence in the 2017-2018 year of the 5YA. And that Lee Ashby of Ashby Property Services is appointed as project manager.</p> <p>CARRIED</p> <p>The Board considered procurement for architectural services for some combined 5YA projects. As the costs are below \$50000 the Board is able to do a direct source single quotation procurement. School personnel have had positive experience with Design It Kapiti Ltd and were happy to recommend their services.</p> <p>It was moved (Swallow/Hardy Mills) that the Pimmerton School Board of Trustees approved a direct source procurement process for architectural services for a combined project including 5YA projects 1, 4, 5 and 6 and instructs a quotation for these services to be sought from Designit Kapiti Ltd.</p> <p>CARRIED</p> <p>It was moved (Cross/Hardy Mills) that the Pimmerton School Board of Trustees approves the application for a warrant to operate a school patrol on the pedestrian crossing on Steyne Avenue on school days between 8.00am and 9.15am and between 2.45 and 3.30pm.</p> <p>CARRIED</p> <p>Draft guidelines were tabled. The Board will read them in preparation for discussion at our next meeting. Mike highlighted some potential risks and options to consider.</p> <p>Fun Run – Mike will take alterations and feedback back to the organisers. It was agreed that the agreement could be accepted with discussed amendments. Key points were that it was to be clear that it is not a Pimmerton school event and that the \$500 fee is for the hiring of the hall and grounds, not a percentage of the event income. As it is hire of facilities rather than a shared event, the organisers are subject to the same conditions as stated in our standard hire agreement.</p> <p>9.34pm – The Board resolved that the public be excluded, to protect the privacy of individuals concerned (moved by the Chair).</p> <p>9.38pm – The Board resumed meeting publicly</p>	<p>Mike</p>
<p>3. Monitoring</p> <p>3.1 Annual Plan updates</p> <ul style="list-style-type: none"> - Priority Learners Report - Learning Support Presentation - 6 Year Old observations 	<ul style="list-style-type: none"> • Jill Symonds spoke to the 2018 Target Students progress report presentation (a copy is in the May meeting folder on the board drive). Key points are - Monitoring is in place for all target students. Good quality identification of learning needs evident, good transfer of information from previous year. 	

<ul style="list-style-type: none"> - Reading Recovery - ESOL 	<p>Focus is on continue to provide PD support for teachers identifying the changes in practice to support priority learners.</p> <ul style="list-style-type: none"> • Rosemary tabled and spoke to the following reports for 2017: ESOL progress report, Reading Recovery progress report, Learning Support report and 6 Year olds Literacy Observation report. • The Board discussed and clarified various points, processes and findings. The following points were noted: <ul style="list-style-type: none"> - ESOL report - high number and diversity of ESOL students, need for further training for current English Language Learner Assistants. - Learning Support report – response times for agency support referrals is slow (i.e. Speech and Language Therapy), MOE lack of funding and availability of specialists causes frustration for teachers needing support, a noticeable increase in support needed for students suffering from anxiety - 6 Year old literacy observation report - Reading level has dipped in both 2016 and 2017. In 2018 there is a focus on PD support for teachers around better identifying students reading levels as well as effective guided reading, continuing the handwriting initiative, and remedial reading programme. • The Board expressed their appreciation to Jill and Rosemary for their obvious expertise and comprehensive reporting. • The draft Principal performance agreement was not available. To be actioned for the next meeting. • The Finance Committee report was tabled and discussed. It was moved (Pomare/Swallow) that the finance report and transaction report be approved. CARRIED • A restraint report was tabled and discussed.
<p>3.2 Principal Appraisal</p>	
<p>3.3 Finance and Audit Report</p>	
<p>3.4 Restraint Report</p>	

<p>4. Identify Agenda Items for Next Meeting</p>	<ul style="list-style-type: none"> • Math PAT report • Sponsorship guidelines • Private tuition review – subcommittee? Board to review sponsor policy
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<p>5. Administration</p> <p>1.1 Confirmation of minutes</p>	<p>It was moved (Callaghan/Hardy Mills) that the minutes of the meeting held Wednesday 28 March be approved CARRIED</p> <p>It was moved (Callaghan/Swallow) that the minutes of the In-Committee meeting held Wednesday 28 March be approved CARRIED</p>
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<p>6. Meeting Closure</p> <p>1.2 Date of Next Meeting</p>	<p>7pm, Wednesday 20 June 2018 (week 8)</p>
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Meeting closed: 9.52pm

Chairperson:

Date: **27-6-2018**

