

**MINUTES OF A MEETING OF THE PLIMMERTON SCHOOL BOARD OF TRUSTEES  
HELD IN STAFFROOM, WEDNESDAY 27 JUNE 2018**

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

**APOLOGIES:**

**AGENDA ITEM**

**MINUTES**

**ACTION**

<p><b>1. Administration</b></p> <p>1.1 Opening</p>	<p>Brent welcomed everyone to the meeting and announced that due to his family relocating, he will be resigning from the Board, effective from the end of the meeting.</p>	
<p><b>2. Strategic Decision / Discussion</b></p> <p>2.1 Board</p> <ul style="list-style-type: none"> <li>- Staff induction feedback</li>   <li>- Casual Vacancy</li> </ul>	<ul style="list-style-type: none"> <li>• Mel interviewed three new staff members             <ul style="list-style-type: none"> <li>- Overall very positive – they all felt welcomed and supported</li> <li>- It was noted that all on-boarding information should be consolidated into one document</li> <li>- ICT training – particularly in the senior school needs to be a priority</li> </ul> </li>   <li>• Brent’s resignation leaves a vacancy on the Board as well as his Board Chair position and Finance portfolio             <ul style="list-style-type: none"> <li>- It was suggested that BoT members would approach community members with the required skillsets to see if they were interested in being on the Board.</li> <li>- The position of Board Chair was discussed and Mel Swallow was nominated by Lauren Prosser. No other nominations were received.</li> </ul> </li> </ul> <p><b>It was moved (Prosser/Cross) that Mel Swallow be appointed Board Chair until the next election in May 2019.</b></p> <p align="right"><b>CARRIED</b></p>	<p>Discuss selection for casual vacancy next BoT meeting</p>

<p>2.2 Principal's Report</p> <ul style="list-style-type: none"> <li>- Maths PAT report</li> <li>- 2019 appointments timeline</li> <li>- Sponsorship guidelines</li> <li>- In-school tuition committee</li> <li>- Health and Safety</li> <li>- Collective agreement negotiations</li> </ul> <p>Personnel</p>	<ul style="list-style-type: none"> <li>• Mike tabled and spoke to the Maths PAT report</li> <li>• Mike tabled the 2019 appointments timeline <ul style="list-style-type: none"> <li>- Board input is sought for the Team Leader appointments. Sarah Pomare indicated that she could assist with these.</li> <li>- Within school COL teachers' terms to be extended unless there is interest from other staff.</li> </ul> </li> <li>• Aaron offered to revise the sponsorship guidelines in line with other similar organisations and then examples to be tested against them</li> <li>• The Board further discussed in-school tuition provision, in particular, the recent enquiries by others wishing to offer their services. <ul style="list-style-type: none"> <li>- Principles to guide the school going forward to be looked at in a future Board meeting</li> <li>- Louise to ensure that each current user has a Licence to Occupy till end of year</li> </ul> </li> </ul> <p>Mike reported on the Health and Safety Committee meeting held 13 June.</p> <ul style="list-style-type: none"> <li>• MOE have performed an Asbestos Survey. It was noted that there is an asbestos plan in place, but that our risk is minimal.</li> <li>• Staff wellbeing was discussed and the management of stress. Rosemary has been liaising with EAP Services for a proposal to offer counselling service to staff. The Board was supportive of this.</li> <li>• Aaron suggested a Wellbeing Review meeting which he will coordinate and report back at a future board meeting.</li> <li>• NZEI members attended a paid union meeting today <ul style="list-style-type: none"> <li>- The Board noted there will possibly be future stop work meetings as it appears likely that NZEI members will reject the current offer</li> </ul> </li> </ul> <p>8.37pm – The Board resolved that the public be excluded, to protect the privacy of individuals concerned (moved by the Chair).</p> <p>8.44pm – The Board resumed meeting publicly</p>	<p>Sponsorship guidelines to be circulated to BoT for consideration next meeting</p>
--	---	--

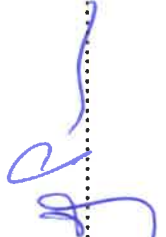
<p><b>3. Monitoring</b></p> <p>3.1 Annual Plan updates</p> <ul style="list-style-type: none"> <li>- Math development</li> </ul> <ul style="list-style-type: none"> <li>- Key competencies</li> </ul> <p>3.2 Principal Appraisal</p> <p>3.3 Finance and Audit Report</p> <p>3.4 Restraint Report</p>	<ul style="list-style-type: none"> <li>• Jill tabled and spoke to her Mathematics 2018 progress report. <ul style="list-style-type: none"> <li>- The Board noted that Teacher Aides will also receive professional development as part of this programme.</li> <li>- Term 3 – teacher content training Maths leadership team are receiving development from Mark Sweeney</li> <li>- Math sharing day – whole school judgement is being used for first time</li> <li>- Staff are feeling very positive overall and their confidence has grown, with many helpful practises being used across other curriculum areas</li> <li>- Discussed transition to college using the model – COL collaboration</li> <li>- The Board thanked Jill for her expertise and passion for the Maths programme and students learning</li> </ul> </li>   <li>• Mike tabled and spoke to the Key Competencies report</li>   <li>• Mike’s Performance Appraisal objectives were tabled. The Board noted Mike identified his key focus priorities as: <ul style="list-style-type: none"> <li>- Building leadership</li> <li>- Redeveloping the charter</li> <li>- Wellbeing</li> <li>- The Board supported these priorities, noting that each of them built on each other</li> </ul> </li>   <li>• The Finance Committee report was tabled and discussed. <b>It was moved (Callaghan/Pomare) that</b> the finance report and transaction report be approved. <b>CARRIED</b></li>   <li>• The 2017 Audited Financial Statements were tabled. The Board congratulated the finance committee for their efforts in receiving an unqualified audit.</li>   <li>• A restraint report was tabled and discussed.</li> </ul>
--	--

<p><b>4. Identify Agenda Items for Next Meeting</b></p>	<ul style="list-style-type: none"> <li>• Sponsorship guidelines</li> <li>• In school tuition - License to Occupy agreements</li> <li>• Staff survey results</li> </ul>
<p><b>5. Administration</b></p> <p>1.1 Confirmation of minutes</p>	<p><b>It was moved (Callaghan/Pomare) that the minutes of the meeting held Wednesday 16 May be approved</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
<p><b>6. Meeting Closure</b></p> <p>1.2 Date of Next Meeting</p>	<p>7pm, Wednesday 8 August 2018 (week 3) 7pm, Wednesday 12 September 2018 (week 8)</p>

Meeting closed: 9.52pm

Chairperson: .....

Date: .....

  
 Date: 15/8/18