

# MINUTES OF A MEETING OF THE PLIMMERTON SCHOOL BOARD OF TRUSTEES HELD IN STAFFROOM, WEDNESDAY 15 August 2018

**ATTENDED BY:** Mike Forrest, Jasmine Hardy Mills, Mel Swallow, Sarah Pomare, Aaron Sherriff, Lauren Prosser (Chair), Brendon Cross, Louise Ioane

**APOLOGIES:**

AGENDA ITEM	MINUTES	ACTION
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<p><b>1. Administration</b></p> <p>1.1 Opening</p> <p>1.2 Election of Chair</p>	<p>Lauren Prosser, Acting Chair, opened the meeting and welcomed everyone.</p> <p>Lauren called for nominations for the position of Chair. Sarah nominated Mel Swallow. There were no other nominations.</p> <p><b>It was moved (Pomare/Sherriff) that Mel Swallow be elected as Board Chair. CARRIED</b></p> <p>Mel thanked all Board members for their support, particularly Lauren for acting as Chair during the transition time.</p> <p>Lauren agreed to chair the remainder of the meeting.</p>	<p style="text-align: right;">Mike</p>
<p><b>2. Strategic Decision / Discussion</b></p> <p>2.1 Board</p> <ul style="list-style-type: none"> <li>- Casual vacancy process</li> </ul>	<p>There were no calls for an election from the community. Two people actively expressed an interest in the Casual Vacancy. A proposed process for selecting a new board member was suggested by Mike and Lauren as follows:</p> <ul style="list-style-type: none"> <li>- Email to be sent out to the parent community 16 August with an eligibility attestation form and a request for expressions of interest to the community asking for a response to three questions: <i>Why would you like to be a trustee? What skills, strengths and experience would you bring to the role? What difference would you like to make?</i></li> <li>- Deadline for receiving EOI's Monday 27 August, 5pm</li> <li>- EOI's to be circulated to Board members</li> <li>- Board to meet Monday 3 September to discuss and decide</li> </ul>	<p style="text-align: right;">Mike</p>
		<ul style="list-style-type: none"> <li>• Mike tabled the draft Charter – he emphasised that it is a draft and still requires</li> </ul>

<p>2.2 Principal's Report</p> <ul style="list-style-type: none"> <li>- Enrolment Scheme – likely numbers</li>   <li>- Personnel (in-committee)</li>   <li>- Library/Courtyard and fundraising</li>   <li>- Banking</li> </ul>	<p>available for out of zone students in Year 1, and 4 places are likely to be available for out of zone students in Year 7 next year. The exact number of places will depend on the number of applications received from students who live within the school's home zone.  <b>It was moved (Forrest/Swallow) that 8 Out of Zone places at New Entrant level and 4 at year 7 level be advertised for 2019.</b></p> <p>8.37pm – The Board resolved that the public be excluded, to protect the privacy of individuals concerned (moved by the Chair).</p> <p>8.41pm – The Board resumed meeting publicly.</p> <ul style="list-style-type: none"> <li>• The Board discussed the concepts tabled for the outdoor area and multi-sport surfaces</li> <li>• The Board preferred option 2 in principle as it has 3 different surfaces and utilised more space</li> <li>• The Board discussed a proposal for “Tiles for Families”, which involves selling up to 120 wooden tiles for display in the new library</li> <li>• There was some discussion around the price and whether two families could share purchasing a tile</li> <li>• The Board requested further information for the next meeting</li> </ul> <p>Mike tabled and spoke to the proposal to move the school's banking to ASB. Benefits included:</p> <ul style="list-style-type: none"> <li>• Higher interest</li> <li>• Zero fees and AOG pricing for credit cards</li> <li>• Ease of use</li> <li>• The only bank with dedicated School Account Managers</li> <li>• 80% of NZ schools bank with them</li> <li>• The Board noted Louise has worked with ASB at her previous school and subsequently became an ASB personal customer herself</li> </ul> <p><b>It was moved (Forrest/Sherriff) that the school banking be moved to ASB bank from Westpac.</b></p> <p><b>CARRIED</b></p> <p>Mike spoke to a survey request from the MOE regarding the 2021 term dates. Mike recommended the option of a longer term 1 so that Easter was included in the first term break. The Board agreed.</p> <p>Three quotes were tabled, via email, for a funding application to replace the surface of the school cricket pitch, which is now beyond repair and a safety hazard.  <b>It was moved (Forrest/Prosser) that Plimmerton School would apply for \$6000.00 from Pub Charity to cover the costs of a new artificial cricket surface.</b></p> <p><b>CARRIED</b></p> <p>No formal response has been made as yet by the Ministry to the consultation carried out in 2017.</p>
<ul style="list-style-type: none"> <li>- Term dates 2021</li>   <li>- Funding Resolution</li> </ul>	

Mike