

MINUTES OF A MEETING OF THE PLIMMERTON SCHOOL BOARD OF TRUSTEES HELD IN STAFFROOM, MONDAY 17 SEPTEMBER 2018

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

APOLOGIES:

AGENDA ITEM	MINUTES	ACTION
<p>1. Administration</p> <p>1.1 Opening</p>	<p>Mel opened the meeting and welcomed everyone, in particular Keith Poore, newly appointed Board member.</p>	
<p>2. Decision and Discussion</p> <p>2.1 Personnel – in committee</p> <p>2.2 TSP Survey</p>	<p>7.13pm – The Board resolved that the public be excluded, to protect the privacy of individuals concerned (moved by the Chair).</p> <p>7.41pm – The Board resumed meeting publicly.</p> <p>Mel tabled and spoke to the Teacher Satisfaction Survey. Areas identified as strengths:</p> <ul style="list-style-type: none"> • Good community engagement • Partnerships with families • Teachers learning from each other • School goals – high expectations give clear direction • Teacher enquiry • Monitor and evaluate <p>Areas identified for further development:</p> <ul style="list-style-type: none"> • student voice and feedback • Students Behaviour and respect • Diversity and culture into teaching practises • Staff work load 	
<p>2.3 Charter and Strategic direction</p>	<p>Mike tabled and spoke to the draft Charter and Strategic Goals</p> <ul style="list-style-type: none"> • The Board discussed teacher feedback to the overall directions and draft charter front section. Key points from this were: <ul style="list-style-type: none"> o Positive about structure of charter – vision and mission, some wording 	

suggestions

- o Positive about the areas identified to develop
- o Also focus on student well-being and mental health
- o Being mindful of teacher workload
- Identified need to be clearer on the desired outcomes for each strategic area
- Identified need to have strategic focus around strengthening learning opportunities as students move through the school with a focus on the senior school students
- The Board agreed for Jasmine, Mike and Lauren to form a sub-committee to further develop the Charter, and come up with recommendations on ways to consult, and with which stakeholders, and report back to the Board

Mike,
Jasmine
Lauren.

2.4 Classroom Plan and Teacher appointments approval

Mike tabled the proposed 2019 classroom plan and numbers. The plan aims to continue to support a lower teacher student ratio in classes across the School than is typical. This requires additional funding above the MoE entitlement. Without this we would have larger class sizes and cross syndicate classes across all levels in the school in 2019. Mike sought approval to appoint over MoE entitlement staff, within the limit of \$61,000 funding from the Board.

It was moved (Forrest/Pomare) that \$61,000 of Board funds be allocated for staffing over the MoE staffing entitlement at the level proposed in the 2019 classroom plan tabled. CARRIED

There are currently three teaching positions advertised. Mike's view is that the five teachers currently holding a fixed term position are all performing well and have effectively participated in Maths professional development, and would be suitable candidates for the positions. We will be considering all current fixed term staff that apply, and shortlist some external applicants.

Governance role

2.5 Portfolio Review

HR portfolio:

- with the addition of Chair responsibilities needs to share workload
 - Jasmine offered to assume responsibility for Induction and Exit interviews in term 4
- Board/PTA Liaison:
- Mel to contact Darryl to proposing a Board member attend PTA meetings rather than the staff rep
 - The Board preferred that they rotate attendance at the PTA meetings. This would help each group get to know each other and better enable them to work together.

Mel

<p>2.6 Annual Plan update: priority students</p>	<p>Communication Portfolio:</p> <ul style="list-style-type: none"> The Board agreed that official communication from the board would usually be through the Chair, speaking as the voice of the board. Preparing communications strategies or communications from the board relating to specific issues, projects or initiatives could be delegated on a case by case basis. This would give board members a clearer mandate to act on behalf of the board. <p>Finance portfolio: It was moved (Swallow/Cross) that Keith Poore be appointed as a member of the finance committee CARRIED</p> <p>Report tabled and discussion deferred to next meeting.</p>
<p>3. Items for Information 3.1</p>	<p>Items for information in the Principal's report were tabled and taken as read. There was no discussion required about these items.</p>

<p>4. Monitoring 4.1 Finance Report 4.2 Health and Safety (as read in Principals Report) 4.3 Roll Report 4.4 Attendance Report (as read in Principal Report)</p>	<p>The Finance Committee report was tabled and taken as read. It was moved (Pomare/Swallow) that the finance report and transaction report be approved. CARRIED</p> <p>Taken as read Taken as read Taken as read</p>
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<p>5. Administration</p> <p>5.1 Confirmation of minutes</p> <p>5.2 Correspondence</p>	<p>It was moved (Pomare/Cross) that the minutes of the meeting held Wednesday 15 August be approved CARRIED</p> <p>It was moved (Forrest/Hardy Mills) that the minutes of the Special Meeting held Monday 15 August 2018 be approved CARRIED</p>
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<p>6. Meeting Closure</p> <p>6.1 Date of Next Meeting</p> <p>6.2 Items for next meeting</p> <p>6.3 Actions from this meeting</p>	<p>7pm, Wednesday 31 October 2018 (week 3)</p> <ul style="list-style-type: none"> • Charter and Strategic Plan update • Budget • PTA Gala BBQ • Annual Plan update – priority students <p>Draft Sponsorship Policy –</p> <ul style="list-style-type: none"> • Aaron will make final changes and email to the board • Mike will approach PTA chair to coordinate PTA feedback <p>Board PTA liaison</p> <ul style="list-style-type: none"> • Mel to initiate discussion with Darryl • Mike to discuss board gala support with Darryl/PTA <p>Strategic Plan</p> <ul style="list-style-type: none"> • Mike, Lauren, Jasmine to continue development of Charter and consultation approach to take to board
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Meeting closed: 9.17pm

Chairperson: *M. Swainson*

Date: *2/10/18*