

MINUTES OF A MEETING OF THE PLIMMERTON SCHOOL BOARD OF TRUSTEES HELD IN STAFFROOM, MONDAY 31 OCTOBER 2018

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

APOLOGIES: Sarah Pomare, Aaron Sherriff

AGENDA ITEM	MINUTES	ACTION
<p>1. Administration</p> <p>Opening</p>	<p>Mel opened the meeting and welcomed everyone. The Board commented on how successful and informative the maths evening was.</p>	
<p>2. Decision and Discussion</p> <p>Personnel – in committee Project – in committee</p> <p>Charter and Strategic direction</p> <p>PTA/Gala Support</p>	<p>7.35pm – The Board resolved that the public be excluded, to protect the privacy of individuals concerned (moved by the Chair).</p> <p>7.55pm – The Board resumed meeting publicly.</p> <p>Mike tabled the draft 2019-2023 School Charter, Strategic and Annual Plan</p> <ul style="list-style-type: none"> • The Board read and discussed the document • It was agreed the strategic planning committee will make some minor adjustments ready for consultation to community • Various ways to seek community input were also discussed. It was agreed that the Board would run a community consultation evening on Wed 27 February, and this was also good opportunity to promote tri-elections. <p>Mel reported back on discussions with Darryl Lock, PTA Chair, regarding the best way to strengthen working relationship between the Board and PTA.</p> <ul style="list-style-type: none"> • Darryl suggested that with the gala currently being a priority, BOT members could organise top quadrant (netball courts area) for gala, which will include entertainment, sound, atmosphere, and design. This area will be crucial for mingling and building a great gala atmosphere. • The Board would provide Beer and Pizza afterwards as a gesture of thanks to PTA. 	<p>Lauren Jasmine</p>

<p>Draft Budget</p>	<p>Mike tabled and spoke to the 2019 Draft Budget.</p> <ul style="list-style-type: none"> The Board discussed key aspects including expenditure supporting strategic plan - funding for extra teacher, professional development, teaching resources. Mike noted that under 5YA projects the money for library art and playground equipment will be fully reliant on fundraising. <p>It was moved (Forrest/Prosser) that the Principal may allocate staffing within the limits defined by the 2019 Operating Budget. CARRIED</p>	<p>Mike</p>
<p>Annual Plan update: priority students</p>	<p>Mike tabled a report prepared by Jill, who surveyed our priority students and analysed their progress at end of term 2, along with expected progress.</p> <ul style="list-style-type: none"> Keith noted the widening gaps for literacy as students progress to senior syndicates, and the importance of investing in early years. The overall positive progress in maths, and in literacy (particularly in junior syndicates) was acknowledged. Mel raised question about whether Board can see progress of individual students over time (not named but identified another way) Mike to look into this. Mike showed an example of a PACT achievement graph which will be able to track students progress over time. 	<p>Mike</p>
<p>Succession Planning</p>	<p>With the 2019 Triennial Election, to be held 7 June, in mind, Mel tabled a Succession Planning document</p> <ul style="list-style-type: none"> Mel asked Board members to consider whether or not they wanted to stand again in 2019. Lauren will not be standing again. Jasmine, Keith, Aaron, Mel are planning to stand at tri-election. It was agreed Lauren would be profiled in newsletter this term, as a way of marketing the benefits she gained from her experience on the BOT. Jasmine to do comms with Lauren (interview style) in newsletter. 	<p>Jasmine /Lauren</p>
<p>3. Items for Information</p> <p>Funding Application resolutions</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>It was moved (Cross/Hardy Mills) that the Plimmerton School Board of Trustees apply for a donation of \$3386.75 incl GST to cover the costs of new sports uniforms. CARRIED</p> <p>It was moved (Poore/Cross) that the Plimmerton School Board of Trustees apply for a donation of \$6500.00 plus GST to cover the costs of replacing the cricket pitch surface. CARRIED</p>	

Lauren/ Mel	<p>The Board agreed that Lauren would respond by letter on on behalf of the Board to a letter from the students of room 5, regarding the Gothic bell which was donated to the school many years ago, being included in the new Library design. Mel to sign letter as Chair.</p> <p>The Board discussed acknowledging the contribution of staff throughout the year by funding their Christmas function meal, rather than them providing their own. Mike and Louise to investigate options and prices.</p>
Mike/ Louise	

	<p>The Finance Committee report was tabled and discussed.</p> <p>It was moved (Poore/Prosser) that the finance report and transaction report be CARRIED</p> <p>Taken as read</p> <p>Taken as read</p> <p>Taken as read</p>
<p>4. Monitoring</p> <p>4.1 Finance Report</p> <p>Finance and Audit Report</p> <p>4.2 Health and Safety (as read in Principals Report)</p> <p>4.3 Roll Report</p> <p>4.4 Attendance Report (as read in Principal Report)</p>	

	<p>It was moved (Forrest/Prosser) that the minutes of the meeting held Monday 17 September be CARRIED</p> <p>It was moved (Hardy Mills/Prosser) that the in-committee minutes held Monday 17 September 2018 be approved</p>
<p>5. Administration</p> <p>Confirmation of minutes</p>	

<p>6. Meeting Closure</p> <p>Date of Next Meeting</p>	<p>7pm, Tuesday 4 December 2018 (week 8)</p>
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<p>Items for next meeting</p> <p>Actions from this meeting</p>	<p>Annual Plan update – priority students Principal Draft Appraisal draft</p> <ol style="list-style-type: none"> 1. Strategic Planning committee to have draft charter ready for community consultation in Feb 2. Target students - Mike to look into ways to see progress of individual students 3. Community consultation date for charter - advertised in newsletter 4. Lauren profiled in newsletter to market benefits of standing for BOT tri-elections 5. Lauren to respond to letter from Lily and room 5 	<p>SP committee</p> <p>SP committee Mike Jasmine Jasmine/Lauren</p> <p>Lauren</p>
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Meeting closed: 9.17pm

Chairperson: *M. S. Buckham*

Date: *2/12/18* *mes*