

MINUTES OF A MEETING OF THE PLIMMERTON SCHOOL BOARD OF TRUSTEES HELD IN STAFFROOM, TUESDAY 4 DECEMBER 2018

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

APOLOGIES:

AGENDA ITEM	MINUTES	ACTION
<p>1. Administration</p> <p>Opening</p>	<p>Mel opened the meeting and welcomed everyone. The Board shared their highs and lows of the year and mentioned: library rebuild, Chair resigning, Gala, Maths PLD, industrial action, change of Government, removal of national standards</p>	
<p>2. Decision and Discussion</p> <p>2.1 Personnel – in committee 2.2-3 Project – in committee</p>	<p>6.49pm – 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>2.4 Annual Plan</p>	<p>Mike spoke to the Annual plan direction and outline for 2019</p> <ul style="list-style-type: none"> • Mathematics development: <ul style="list-style-type: none"> ○ Focus on use of assessment in teacher inquiry to guide teachers in programme planning and feedback to students. ○ Leadership development in relation to: <ul style="list-style-type: none"> ■ analysis of data and reporting of student achievement and progress; ■ teacher observation practices and feedback. ○ Redevelop Mathematics curriculum documentation to reflect shifts in practice. 	

	<ul style="list-style-type: none"> ● Positive Behaviour for Learning (PB4L): After a 93% agreement from staff to participate in this Ministry programme, 2019 will focus on: <ul style="list-style-type: none"> ○ scoping school needs, ○ refining school values and behaviour expectations ○ developing monitoring (and promoting) systems for positive and negative behaviours ● Implementation of digital technology aspects of the technology curriculum: <ul style="list-style-type: none"> ○ Kahui Ako PLD proposal underway. Facilitated programme will be developed to familiarise teachers with the expectations of the revised technology curriculum in preparation for full implementation in 2020; ○ Will also include a review of the use of digital technologies across the curriculum. <p>The completed draft annual plan will be tabled at the february meeting.</p> <p>Some minor revisions to draft charter to be completed by Lauren and Mike.</p> <p>Jasmine and Mike to work on some communication and presentation for consultation evening in late February 2020.</p> <p>The board taking responsibility for a quadrant was successful in promoting the connection between board and PTA. Continuing this would be positive. In future we would have longer lead in time and earlier involvement.</p> <p>Other considerations discussed:</p> <ul style="list-style-type: none"> ● Monitoring and encouraging communication between PTA and the school community ● Engaging students - ensure classroom teachers need to incorporate Gala support activities into their term plan and curriculum ● Jasmine – to develop a presentation highlighting the importance of locally raised funds and how they are used
<p>2.5 Charter and Strategic Direction update</p> <p>2.6 PTA/Gala debrief</p>	<p>Mike</p> <p>Lauren & Mike Jasmine & Mike</p> <p>Jasmine</p>

<p>2.7 EOTC Events</p>	<p>Three events with overnight stays requiring board approval were discussed. From 2019 at events with overnight stays, parent volunteers will be police vetted. Appropriate RAMS were tabled.</p> <p>It was moved (Pomare/Prosser) that the Plimmerton School board of trustees gives approval for the following EOTC events:</p> <ul style="list-style-type: none"> • The Year 7 Noho Marae at Hongoeka Marae on Friday 30 November to Saturday 1 December 2018; • The Year 7 and 8 Camp at Kaioko Regional Park during the week of 18 to 22 february 2019; and • The Year 3 and 4 sleeperover at Plimmerton school on Thursday 28 February 2019 to Friday 1 March 2019. <p>A proposed design for the new Library entrance was tabled. The board supported the design. Mike will approach the architects to ensure the viability of the design.</p> <p>In the discussion it was suggested that there should be some communication regarding the meanings of designs and logos used in the school e.g. names of syndicates. Jasmine agreed to look into to developing some communication around this.</p>	<p>Mike</p> <p>Jasmine</p>
<p>3. Items for Information</p> <p>3.1 Community of Learning Update</p>	<p>Items for information in the Principal's report were tabled and taken as read. There was discussion about the following items.</p> <p>With the removal of national standards the COL principals have been revisiting the achievement plan. This has also involved some reshaping of the focus. There are three focus areas:</p> <ul style="list-style-type: none"> • Coherent pathways: looking at curriculum and learning pathways and transitions • Innovation in practice – looking at student inquiry and thinking skills in STEAM contexts • Wellbeing: developing this for students (and teachers) including building a strong cultural identity. <p>There was some discussion around the function and value of the COL. It was noted that it has been slow to gain momentum and has felt fragmented and removed. However, there is some resource support that is proving valuable, and between school relationships are slowly strengthening.</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>The Finance Committee report was tabled and discussed.</p> <p>It was moved (Cross/Sherriff) that the finance report and transaction report be approved. CARRIED</p> <p>Taken as read</p> <p>Taken as read</p> <p>Taken as read</p>
<p>5. Administration</p> <p>Confirmation of minutes</p>	<p>It was moved (Poore/Prosser) that the minutes of the meeting held Wednesday 31 October be approved CARRIED</p> <p>It was moved (Forrest/Cross) that the in-committee minutes held Wednesday 31 October 2018 be approved CARRIED</p>
<p>6. Meeting Closure</p> <p>Date of Next Meeting</p> <p>Items for next meeting</p>	<p>7pm, Wednesday 20 February 2019 (week 3)</p> <p>Kahui Ako Within School Teacher (Mathematics) report.</p> <p>Elect Board Chair</p> <p>Confirm board roles</p> <p>Delegations</p> <p>Analysis of variance</p> <p>Principal Appraisal</p> <p>Confirm Budget</p> <p>Exit interview summary</p> <p>Charter consultation evening</p>

<p>•</p> <p>Actions from this meeting</p>	<p>Draft annual plan and 2018 Analysis of variance</p> <p>Revisions to draft charter to be completed</p> <p>Communication and draft presentation for charter consultation evening in late February 2020 (include some references to imagery in logos etc)</p> <p>To develop a presentation highlighting the importance of locally raised funds and how they are used</p>	<p>Mike</p> <p>Lauren/Mike</p> <p>Jasmine/Mike</p> <p>Jasmine</p>
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Meeting closed: 9.30pm

Chairperson: *M88w/Mow*

Date: *25/2/19*