

# MINUTES OF A MEETING OF THE PLIMMERTON SCHOOL BOARD OF TRUSTEES HELD IN STAFFROOM, Wednesday 19 June 2019

**ATTENDED BY:** Brendon Cross, Mike Forrest, Jasmine Hardy Mills, Aaron Sherriff, Mel Swallow, Aleida van Son, Louise Ioane

**APOLOGIES:** Keith Poore, Sarah Pomare

AGENDA ITEM	MINUTES	ACTION
<p><b>1. Administration</b></p> <p>1.1 Opening and Welcome</p>	<p>Mike welcomed everyone and congratulated the new board on their election and re-election to represent our parent community for the three year Board term. Each member introduced themselves.</p>	
<p><b>2. Decision and Discussion</b></p> <p>2.1 Election of Chair and Deputy Chair</p> <p>2.2 Board operating framework</p>	<p>Mike handed the meeting to Louise (Board Secretary) who called for nominations for Board Chair.  <b>It was moved (Cross/Sherriff) that Mel Swallow be appointed as Chair CARRIED</b>  <b>It was moved (Hardy Mills/Cross) that Aaron Sherriff be appointed as Deputy Chair CARRIED</b>                      Mike, Mel and Aaron talked through the legislation and regulations that all Boards are expected to operate under as part of the self governing model, as well as the importance of the charter and the Board's governance policy. Some key points were</p> <ul style="list-style-type: none"> <li>● The Board speaks with one voice through its adopted policies.</li> <li>● Approaches by individual parents regarding complaints are directed to the school's complaint policies.</li> <li>● Only the Chairperson can officially speak for the Board.</li> <li>● The Board is the legal employer of all staff. The Principal is a Board member as well as being responsible for the day to day management of the school.</li> </ul> <p>Referred to the NZSTA Trusteeship Handbook 2019 (various pages)</p> <p>Charter: There was a brief overview of the current charter strategic focus areas.</p>	
<p>2.3 Revisit Charter/Workplan</p>	<p>The Board discussed reviewing the schools operational policies via Schooldocs and the need for these to be done in a timely manner. It was decided that Board members would take turns at reviewing individual policies (may depend on their relevant portfolio responsibility). The board member will present the key points and recommendations at the following Board meeting.</p>	

<p>2.4 Governance Policy</p>	<p>Policies for next meeting:</p> <ul style="list-style-type: none"> <li>- Emergency Planning Procedures - Jasmine</li> <li>- Curriculum and Student Achievement - Brendon</li> </ul> <p>Policy changes -</p> <p>Principals delegations to be amended to read:</p> <p>"1. Employment of:</p> <ul style="list-style-type: none"> <li>● Non-teaching staff (excluding Executive Officer)</li> <li>● Full-time teaching staff for Fixed Term positions of less than 1 school years duration</li> <li>● Part-time teaching staff for fixed term positions of a years duration or less</li> <li>● Day to day relievers"</li> </ul> <p>In Appendix II: Sub-committees the Discipline committee title shall be changed to "Student Discipline Committee"</p> <p>Aaron spoke to page 29 of the Trusteeship booklet regarding Conflicts of Interest and reiterated the Board's commitment to declaring any connection to a matter or person being discussed. Decision making as a Board needs to be fair and objective. A decision would then be made as to whether the affected board member would refrain from discussion or be asked to step out.</p> <p>Jasmine tabled a Portfolios and Charter Strands document 2019. The Board discussed the idea of championing interest areas (strands)from the Charter. Mike spoke to the strands giving a brief guide to the level of input required for each strand. The Board agreed to take away the document and think about their particular areas of interests - both strands and portfolio. More discussion and decisions would be made at the next meeting. Further suggested portfolio areas were: COL Liaison and PTA Liaison. It was noted that we had agreed at previous BOT meeting to rotate Board members attendance at PTA meetings.</p> <p>Mike confirmed that Sarah has spoken to the Hongoeka Assn chair regarding the Tangata Whenua representative position on the new board and they have indicated that she should continue.</p> <p><b><i>It was moved (Forrest/Hardy Mills) that Sarah Pomare be co-opted as Tangata Whenua representative.</i></b>  <b>CARRIED</b></p> <p>The Board had a short recess during which Aaron Sherriff departed the meeting.</p> <p>Mike presented the 2019 Maths PAT results which are compared to the national average and most cohorts are operating up to one year ahead of the national average. The report will be distributed.</p>	<p>Jasmine Brendon</p>
<p>- Conflicts of Interest</p>		<p>Louise</p>
<p>- Portfolios</p>		<p>entire Board</p>
<p>- Co-options</p> <p>2.5 2018-19 Maths PAT report</p>		

<p>2.6 School Network Directions (Plimmerton and Grays Farms)</p> <p>2.7 Collective Agreements update</p> <p>2.8 Property Updates</p> <p>2.9 Stand-down and Restraint</p>	<p>Mike and Jasmine attended the recent COL meeting, during which two ministry representatives shared their views on potential growth in the area and enrolment patterns. The outcome of the meeting was the establishment of a working party made up of principals, board members representing the COL and an MOE representative. They will meet on 11 July at MOE, and include Jasmine and Mike, Kate Gainsford. The working group will prepare a presentation of information to progress discussion in a planned workshop for boards and principals in the Parumoana cluster schools.</p> <p>With a revised offer the teacher's mood has lifted. Included in the offer were Teacher Only Days - 8 over the 3 years. Mike and Brendon discussed the use of those days and their placement in the school year. To be tabled at a future meeting.</p> <ul style="list-style-type: none"> <li>• Mike tabled the Library building update and this was taken as read.</li> <li>• Stormwater Drainage - the Board accepted the Principal's recommendation to proceed with the preferred option of an easement for a drainage intake sump adjacent to the snicket.</li> </ul> <p><b><i>It was moved (Forres/Hardy Mills) that the preferred option, of an easement for a drainage intake sump adjacent to the snicket, be accepted.</i></b></p> <p style="text-align: right;"><b>CARRIED</b></p> <p style="text-align: right;">Mike</p> <ul style="list-style-type: none"> <li>• Whole School Painting - the Board accepted the Finance Committee's recommendation to proceed with the quote from Men In White</li> </ul> <p><b><i>It was moved (Forres/van Son) that the quote from Men in White is accepted, to the extent that is within the Cyclical Maintenance financial plan.</i></b></p> <p style="text-align: right;"><b>CARRIED</b></p> <p style="text-align: right;">Mike</p> <p>9.12pm – The Board resolved that the public be excluded, to protect the privacy of individuals concerned (moved by the Chair).</p> <p>9.18pm – The Board resumed meeting publicly.</p>
<p><b>3. Items for Information</b></p> <p>Questions re: information in Principals Report or tabled material</p>	<ul style="list-style-type: none"> <li>• The Board questioned the scope of clearlite roofing in the school which may need replacing. There is a significant amount, especially including the pool.</li> <li>• The classroom refurbishments in Taupo and Kowhai blocks included some classes that could open into shared spaces. It was clarified that this did not signal an intent to move towards collaborative teaching spaces.</li> </ul>

<p><b>4. Monitoring</b></p> <p>4.1 Finance and Audit Report</p> <p>4.2 Health and Safety (as read in Principals Report)</p> <p>4.3 Roll Report (as read in Principals Report)</p> <p>4.4 Attendance Report (as read in Principal Report)</p>	<p>The Finance Committee report was tabled and discussed. <b>It was moved (Cross/Hardy Mills) that the finance report and transaction report be approved. CARRIED</b></p> <p>Taken as read</p> <p>Taken as read</p> <p>Taken as read</p>
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<p><b>5. Administration</b></p> <p>5.1 Confirmation of minutes</p> <p>5.2 Board of Trustees Code of Conduct</p>	<p><b>It was moved (Cross/Hardy Mills) that the minutes of the meeting held Wednesday 15 May 2019 be approved CARRIED</b></p> <p><b>It was moved (Cross/Swallow) that the in-committee minutes held Wednesday 15 May 2019 be approved CARRIED</b></p> <p>Board attendees signed the Board of Trustees Code of Conduct, which is part of the Governance policy. Non-attending members still to sign.</p> <p>Keith Aaron Sarah</p>
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<p><b>6. Meeting Closure</b></p> <p>6.1 Agenda items for next meeting</p> <p>6.2 Communication – items for newsletter</p>	<ul style="list-style-type: none"> <li>● Portfolios allocation</li> <li>● Library update</li> <li>● Parent survey results</li> <li>● Special needs reports</li> <li>● Principal Appraisal progress report</li> <li>● Mid Year Achievement</li> </ul> <p>Information about new board, and first meeting.</p>
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6.3 Preparation for next meeting  
(action points)

7pm, Wednesday 7 August 2019 – week 3  
7pm, Wednesday 11 September 2019 - week 8  
7pm, Wednesday 30 October 2019 - week 3  
7pm, Wednesday 4 December 2019 - week 8

6.4 Dates of next meetings

Meeting closed: 9.38pm

Chairperson: .....  
Date: .....  
*M. S. ...*  
*7/8/19*

