

**MINUTES OF A MEETING OF THE PLIMMERTON SCHOOL BOARD OF TRUSTEES
HELD IN STAFFROOM, Wednesday 11 September 2019**

ATTENDED BY: Brendon Cross, Mike Forrest, Jasmine Hardy Mills, Keith Poore, Mel Swallow, Aleida van Son, Sarah Pomare, Louise Ioane, Rosemary Oxnam

APOLOGIES: Aaron Sherriff

AGENDA ITEM	MINUTES	ACTION
<p>1. Administration</p> <p>1.1 Opening and Welcome</p>	<p>Mike opened the meeting and the Board shared a Te Uru and acknowledged Te Reo o te wiki. Mel welcomed everyone to the meeting. She paid tribute to Brian Gunson from Hongoeka Marae, who passed away. Members of the Board, along with some school staff, went to Hongoeka to pay their respects during Brian's tangi. Mel acknowledged the connection that continues to develop between the school and the marae, and the cultural significance of Brian's design coming to fruition at the entrance to the library.</p>	
<p>2. Decision and Discussion</p> <p>2.1 Kahui Ako WST Kaiawhina update</p>	<p>Emma McClutchie, WST Kaiawhina, tabled her Kahui Ako update report:</p> <ul style="list-style-type: none"> - Emma talked of the collaboration between Aotea College and other Kahui Ako schools. Anthony Urwin is the HOD and AST (Aotea College) and has been very supportive. - There have been opportunities for our students to mix and learn with other Maori students from the Kahui Ako schools - The Board commended Emma for her great work and effort providing support/resources for our students, teachers and parents to strengthen their Te Reo and tikanga knowledge. Emma acknowledged the value of raising the profile of Te Reo with our parents. - Emma commended Mike for his leadership and support in this area 	
<p>2.2 Mid-Year Achievement</p>	<p>The mid-year review on school areas of focus (reading in Kowhai and maths across the school indicated that we are on track in most areas. The following key points were noted:</p>	

<p>2.3 Engagement Survey – revision and response for community</p> <p>2.5 Classroom Plan and Teacher Approval for 2020</p> <p>2.6 In Committee</p> <p>2.7 Portfolio Allocation and co-option</p>	<ul style="list-style-type: none"> - Encouraging signs of achievement for our target students particularly in maths - Kowhai reading levels are still a concern, particularly year 2 target students. - Mike discussed the drop in mathematics results in Year 8 being due to a jump in expected achievement levels in this year group. This is a pattern across other schools. - Work is continuing on the moderation and teacher judgements process <p>Mel tabled and spoke to the summary of the revised results of the Parent Community Survey:</p> <ul style="list-style-type: none"> - Along with overall results, there are now results by junior and senior syndicate (sample population is lower for junior). School wide results are more reliable but it is helpful to also look at sample. - After peer review from Keith and Aaron's feedback from last meeting, concerns around behaviour management were still a theme but did not did not warrant the emphasis it had in the previous survey. - Keith acknowledged the amount of work that had gone into survey - Feedback of results to parents is to be done via the newsletter – Mike/Jasmine - Suggested actions will be considered and discussed with senior management - Jasmine and Mel to organise morning tea and colourful positive teacher comments to be posted around the staffroom <p>2020 staffing entitlement from MOE has been received but is considerably lower than required. MOE has significantly underestimated roll and are now reviewing this, with a response expected in 5-10 working days. Mike will circulate revised outcome and ask for response from Board by email.</p> <p>Deferred to next meeting</p> <p>8.15pm – The Board resolved that the public be excluded, to protect the privacy of individuals concerned (moved by the Chair).</p> <p>8.34pm – The Board resumed meeting publicly.</p> <p>The Board discussed portfolios and the following were agreed:</p> <ul style="list-style-type: none"> - Finance – Keith and Sarah - HR – Mel and Emma - Property – Aaron and Jasmine - H&S – Aaron - Staff Rep – Brendon - Tangata Whenua - Sarah 	<p>Jasmine /Mike Jasmine /Mel</p> <p>Mike</p>
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The Board further discussed Strands and the following were agreed:

- Mathematics - Keith
- Student enquiry/school curriculum – Jasmine
- Digital Technology – Brendon
- Lift Te Reo Maori teaching capability – Sarah
- Upgrade property and resources – Aaron and Jasmine
- Manage School Roll – Jasmine
- PB4L - Aleida
- Staff Wellbeing – Mel and Emma

The Board discussed co-opting Emma Smith for her specialist HR skills. Emma stood at Board election but was unsuccessful. Mel has met with Emma and recommends she would be a valuable co-opted member with HR experience, interest and experience in education. Emma is currently working in a learning support role at a local school. The Board agreed Mel would contact Emma and she could start when she is available. Induction to be arranged by Louise/Mike/Mel.

It was moved (Poore/Cross) that Emma Smith is co-opted as a member of the Plimmerton School Board of Trustees. CARRIED

Louise/
Mel

2.8 Property update: Colour
Scheme, Court Surface, 5YA
Revision

Mike and Jasmine showed the colour swatches for the whole school repaint:

- Syndicates have designated colours for their doors and benches
- Mike and Louise are meeting with painting contractor next week to organise a commencement date and the scope of the first stage

Mike and Jasmine showed the colour swatches for the new Library

- Paint colours were also shown for the entrance - Brian Gunson's designs

Multi-Sport Playground Turf:

- the Jones' family has a contact who is able to source turf at a low price
- Costings to be calculated, taking into account any savings to be made on the asphalt area being smaller
- Some families have indicated they would make a donation if needed
- Further information to come and will be circulated

5YA report taken as read

Mike/
Louise

<p>2.9 Policy Review:</p> <ul style="list-style-type: none"> - Curriculum and Student Achievement 	<p>Brendon and Aleida reviewed the Curriculum and Student Achievement policy on School Docs and compared it to our previous version:</p> <ul style="list-style-type: none"> - There were minor omissions from our Plimmerton schools previous version and the current school doc version - Almost all omissions from our old achievement policy are covered by other policies or procedures in SchoolDocs - Transition to college and transition from pre-school was found to be missing from the School Docs version - Jasmine and Mike to formulate a transition from pre-school section or procedure and have that is to be added to School Docs along with the existing transition to college section <p>Louise to forward the link and instructions for the allocated policies to the following:</p> <ul style="list-style-type: none"> - Health and Safety – Aaron - Performance Management – Mel/Emma - Education Outside the Classroom - Sarah - Sun Protection – Aleida <p>Board to do the top quadrant (hospitality and entertainment) again at gala and work with PTA contact. Jasmine to doh flowers/tables, Beachside stereo, Mel/Paul to assist again. Update for next meeting.</p> <p>After consulting with teaching staff, Mike tabled a request to change the term dates for 2020 by one day, to Wednesday 5 February to Thursday 17 December. It was moved (Forrest/Swallow) that the 2020 school year be Wednesday 5 February to Thursday 17 December. CARRIED</p> <p>The Board discussed proposed new school hours with a 2:55pm finish to avoid current bus bell disruptions. It was agreed to consult with the parent community via the newsletter and email responses.</p>	<p>Mike/ Jasmine</p> <p>Aaron Mel/Em Sarah Aleida</p> <p>Mike</p>
<p>3. Items for Information</p> <p>Questions re: information in Principals Report or tabled material</p>	<p>Out of hours' community pool use – Mel commended Jasmine for the excellent communication sent out in the newsletter requesting feedback from community. Feedback due Wed 18th Sept. Responses to be considered and final decision to be made after this.</p>	

<p>4. Monitoring</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. It was moved (Poore/Pomare) 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>5.1 Confirmation of minutes</p> <p>5.2 Matters Arising</p>	<p>It was moved (Swallow/Poore) that the minutes of the meeting held Wednesday 7 August 2019 be approved CARRIED</p> <p>It was moved (Von Son/Cross) that the in-committee minutes held Wednesday 7 August 2019 be approved CARRIED</p> <p>Following on from Rosemary's learning needs reports from the last meeting, Mel commented on feedback she had received from Gavin Still on the fantastic level of support the family has received over the years while Cooper has been at Plimmerton School. He praised the work of Rosemary, and the quality of teacher aides in Danielle and Frances.</p>
<p>6. Meeting Closure</p> <p>6.1 Agenda items for next meeting</p>	<ul style="list-style-type: none"> - PTA fundraisers - best practice policies around alcohol management - Gala update - Emma's first meeting

<p>6.2 Communication – items for newsletter</p> <p>6.3 Preparation for next meeting (action points)</p> <p>6.4 Dates of next meetings</p>	<ul style="list-style-type: none"> - Parent survey results - BOT Decision on school pool - out of hours use after community consultation - Community consult re change of hours - Jasmine/Mel/Aleida - staff morning tea Monday 16 Sept - Reviewing school policies - Aaron, Aleida, Mel/Emma, Sarah - Mike to circulate MOE staff entitlement/resolution on staffing numbers <p>7pm, Wednesday 30 October 2019 - week 3 7pm, Wednesday 4 December 2019 - week 8</p>
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Meeting closed: 9.43pm

Chairperson: *M.S. Brallow*

Date: *27/1/20*