

# MINUTES OF A MEETING OF THE PLIMMERTON SCHOOL BOARD OF TRUSTEES

Held in the staffroom, Wednesday 4 December 2019

**Attended by:** Brendon Cross, Mike Forrest, Jasmine Hardy Mills, Aleida Von Son, Sarah Pomare, Keith Poore, Aaron Sherriff, Emma Smith, Mel Swallow.

**Apologies:**

**Meeting opened: 6:30pm**

## 1 ADMINISTRATION

We opened the meeting with a Karakia. Mel opened with a discussion regarding the responsibility of being on the Board, although trustees are volunteers they are responsible for overseeing a crown entity with 37 Acts to comply with. Mike commented on the uncertainty in education and for our school currently. All agreed that despite the challenges it is an important and rewarding role.

Apologies from Louise who is sick.

## 2 DECISION & DISCUSSION

### 2.1 Industry Update

- Mel gave an update on final outcomes of Tomorrow Schools Report recently published and the proposed National Education and Learning Priorities, (NELPs) as circulated. These being part of the broader Education Work Programme.
  - NZ has large discrepancies across the population in terms of equity & excellence. In particular, Maori, Pasifika and those with learning disabilities.
- There was a discussion of some of the key aspects of the Tomorrows Schools Reform.
  - Education Support Agencies are being introduced as Business Units of MoE. These will have leadership advisors who will help support Boards & Principals. ESA will also support Boards with Principal appointments, property processes (including maintenance) and enrolments.
  - Overall this is seen by us as a positive move.

### 2.2 In Committee

6.56pm - The Board resolved that the public be excluded from discussions, to protect the privacy of individuals should the board's direction impact their positions. (moved by the Chair). Discussion on executive summary of the Principal's Performance Appraisal.

8.04pm - the Board resumed meeting publicly.

### 2.3 Hongoeka Consultation

Jasmine, Emma McClutchie, Rosemary Oxnam and Mike met with a group from Hongoeka Marae to discuss a range of subjects.

- Consultation with Hongoeka whanau regarding the school's new values developed as part of PB4L programme. They agreed our values were appropriate and have provided te reo maori equivalents
- Patariki is sending through whakatauki for each of the values
- Floated proposed Motto, which they liked
- Suggested renaming Kowhai to Motuhara and Mana being Te Mana o Kupe
- Names of houses - suggested birds from the area
- Annual noho marae - move to year 5&6
- Jasmine to e-mail final report

### 2.4 Gala Review

Positive feedback from the PTA meeting regarding the Gala. Need better communication between quadrant leaders, but overall happy with finances. Loved the entertainment. Perhaps new PA system for next year.

### 2.5 End of Year events

- Thursday 12 December - School Concert
  - On field
  - No specific role for BoT
- Wednesday 18 December - Staff Farewells in Staffroom at morning tea, 10am
  - Farewell to Carole Stapleton and Kate Walker
  - May farewell some Teacher Aides

- Wednesday 18 December - Leavers' Poroporoaki, in Hall, 11am. As many attend as possible.
  - Board members sit on stage
  - Board Chair to speak

## 2.6 Property Update

Taken as read

## 2.7 Policy Reviews

Sarah has reviewed the EOTC and will circulate it for review. Louise to notify SchoolDocs of any changes.

## 2.8 EOTC 2020 Approvals

Approvals for Taupo Camp and Mana Sleepover were tabled and discussed. Both are scheduled to take place during the last week of February.

It was moved (Sherriff/Von Son) that both camps be approved providing the safety principles are approved by the Principal. **CARRIED**

## 2.9 Teacher Only Days 2020

MOE has clarified how the Teacher Only days allocated in the latest collective agreement may be used.

- Senior staff have discussed and decided that attaching days to long weekends where possible
- Days to be used for PACT judgements and then in term 4 to be used for report writing and moderation with an emphasis on how we report the progress made over time.

It was moved (Forrest/Swallow) that that 29 May, 23 October and 13 November be approved as Teacher Only days as per Principals Report. **CARRIED**

## 3 ITEMS FOR INFORMATION

Additional to property information tabled in the principal report:

- The gas heaters and lights in the hall need to be replaced - damaged during 5YA project to replace hall switchboard. Ministry is going to give the project extra funding for this under our 5YA contingency budget.

## 4 MONITORING

### 4.1 Finance and Audit report

The board considered the budget variance report. Known variances this period showed we have improved the surplus position from last meeting, returning close to the surplus budgeted. We are getting a refund for sick days from MOE, which is a key factor in this. Further adjustments will need to be made as PTA donation is likely to be \$10k below what was expected, now at around \$75k (budgetted for \$85k).

It was moved (Poore/Pomare) that the finance report and transaction report be approved. **CARRIED**

### 4.1.1 Budget Draft

Noted the budget. Some areas to be confirmed. The board was satisfied with the direction of the budget. The final budget will be approved in the February meeting.

### 4.2 Health & Safety

Taken as read. Aaron suggested we should get a report on incidents per quarter again. Our Student Management System now has a medical register so we can more easily report on incidents.

### 4.3 Roll report

As read.

### 4.4 Attendance report

As read.

## 5 ADMINISTRATION

It was moved (Sherriff/Poore) that the minutes of the meeting held Wednesday 30 October 2019 be approved, subject to moving action item 2.9 to 2.8. **CARRIED**

It was moved (Aleida/Cross) that the In-Committee minutes of the meeting held Wednesday 30 October 2019 be approved. **CARRIED**

**6 ACTIONS**

1. Jasmine to send out report on Hongoeka meeting
2. Mel, Mike and Mark Sweeney to meet in new year to confirm Mike's 2020 annual appraisal before next Board meeting
3. Louise send out next 2-3 policy review so that we can action before the next meeting.

**7 NEXT MEETING/ACTION ITEMS**

1. Exit interview summary
2. Variance report
3. Draft annual plan
4. Approval of budget
5. Principal performance objectives for 2020
6. Policy reviews
7. Parent donation letter/local fundraising communication
8. Discuss PB4L information evening, launch the values

Meeting closed: 9:30pm

Next meeting week 3, term 1.

Chairperson: ..... *M. Swallow* .....

Date: ..... *19/2/2020* .....