

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

## held online via Google Meet, 7pm, Wednesday 13 May 2020

### PRESENT:

Mel Swallow, Mike Forrest, Brendon Cross, Emma Smith, Keith Poore, Aaron Sherriff, Aleida von Son, Jasmine Hardy Mills, Louise Ioane

### APOLOGIES:

Sarah Pomare

## 1 ADMINISTRATION:

Mike opened the meeting with Ruruku. Mel welcomed everyone to the meeting and thanked Mike and the senior leadership team, including Louise, for their hard work during this very challenging time. Mel commented that staff and students are in good hands during time of rapid change and it has been great to see the new values continuing to be introduced into virtual assemblies and the curriculum.

## 2 DECISION AND DISCUSSION:

### 2.1 Covid-19 school update:

- Alert level 2 plans and staff/board briefing presentation were shared in board papers
- Situations have been changing very fast and no sooner is one plan complete, then planning for the next level begins
- Currently negotiating health and safety agreements with technology centre client schools, hall hirers and Kelly Club.
- Music tutors user agreements for private tuition at school to include health and safety provisions
- Timing and nature of reporting to parents
  - under normal circumstances would have a goal setting interview (Term 1) and a written report at the end of Term 2
  - to gather achievement data for written reports, assessments would need to happen over the next couple of weeks
  - this would place additional stress on teachers and students during a difficult as they transition back to school
  - assessments can still be carried out during the rest of term 2 (7 weeks)
  - Mike recommended his preference to report through interviews only in Term 3

It was moved (Forrest/Sherriff) that the reporting to parents timetable be adjusted to reflect a midyear interview at the beginning of term 3 (feedback and goal setting) and a written report at the end of the year.

**CARRIED**

It was moved (Smith/Von Son) that the Teacher Only Day planned for Friday 29 May be removed from the calendar to enable continuity of teaching and stability for students.

**CARRIED**

### 2.2 Staff Trustee Perspective - Covid-19:

- Brendon said that teachers have done a great job balancing their families and classroom teaching
- the term began with welcoming and supporting students but has developed into teaching and activities focus over time
- as a school we are very fortunate to have students who have access to internet
- majority of teachers keen to be back and initial anxiety has been allayed

### 2.3 Property Update - School Improvement Projects (SIP) funding:

- option one: refurbishment of rooms 7-9
- option two: revamping the pool building and surrounds, replacing clearlite, restoring framing, upgrading changing rooms, installing permanent shade shelters around the school
- tech centre - structural issues, MOE reviewing technology centres in Wellington area, because of the structure issues they will become a high priority for MOE to fund
- rooms 7-9 are adequately functional rooms that could be refurbished as part of 5YA MOE funding in 2.5 years time
- the pool would not be a priority for MOE, and it would be difficult to raise funds from the community
- it's a project that could happen reasonably quickly, a boost economy and for school community
- if the pool is not refurbished now, there may not be another opportunity, and there's a risk of losing the asset entirely

It was moved (Cross/Hardy Mills) that the School Improvement Project Funding be approved for option 2, revamping the pool building and surrounds, and installation of permanent shade structures. **CARRIED**

### 2.4 Policy Review feedback/approval:

#### **Governance Policy**

- Mel spoke to the minor changes made to the Governance Policy, including the addition of job descriptions for the Board Secretary, and minor changes to staff rep, addition of staff/parent survey every three years

It was moved (Hardy Mills/Sherriff) that the updated Governance Policy as at 13 May 2020 be approved.

#### **Documentation and Self-Review Policy**

- Deferred to next meeting

#### **Employer Responsibility Policy**

- Emma cross referenced current policy with NZSTA and found no mention of responsibility to Maori and women, in particular, recognition of:
  - ❖ the aims and aspirations of Māori
  - ❖ the employment requirements of Māori
  - ❖ the need for greater involvement Māori in education
  - ❖ recognition of aims, aspirations and employment requirements, and the cultural differences, of ethnic or minority groups
  - ❖ recognition of the employment requirements of women
  - ❖ recognition of the employment requirements of persons with disabilities.
  - ❖ no reference in EEO policy either. There is also this document <https://www.nzsta.org.nz/advice-and-support/employment/day-to-day-staff-management/good-employer-guide-for-maori/> that could be utilised.

Emma made a recommendation to School Docs administration for these to be included. If not adopted we would add a note to their existing policy.

#### **Next Policy reviews:**

Learning Support	Brendon
Appointment Procedure	Emma
Child Protection	Aleida

### 2.5 In Committee - Staff Update

8.30pm - The Board resolved that the public be excluded, to protect the privacy of individuals concerned (moved by the Chair). 8.42pm - The Board resumed meeting publicly.

### 3 ITEMS FOR INFORMATION:

Nothing additional to the items for information contained in the Principals Report.

### 4 MONITORING:

#### 4.1 Finance and Audit report

The Finance Committee report was tabled and discussed. The board acknowledged that the covid-19 situation was likely to have a significant negative impact on the school finances for this year, particularly with a reduction in locally raised funds.

*It was moved (Smith/Cross) that the finance report and transaction report be approved.*

**CARRIED**

#### 2019 Annual Financial Statements

Briefly discussed: the deficit of \$90,947 was \$24k less than the planned deficit of \$66,679. Main contributors, overuse of relief budget, ongoing property maintenance, lower locally raised funds and unexpected rates/utilities adjustments.

#### 4.2 Health & Safety

Taken as read in Principals Report.

#### 4.3 Roll report

Taken as read in Principals Report.

#### 4.4 Attendance report

Taken as read in Principals Report.

### 5 ADMINISTRATION

#### 5.1 Minutes of previous meeting:

*It was moved (Swallow/Cross) that the minutes of the meeting held Wednesday 8 April 2020 be approved.*

**CARRIED**

#### 5.2 In Committee minutes:

*It was moved (Poore/Cross) that the in-committee minutes held Wednesday 8 April 2020 be approved.*

**CARRIED**

#### 5.3 Correspondence

nil

### 6 MEETING CLOSURE

#### 6.1 Agenda items for next meeting

- 5YA revision
- annual plan update
- Team Leader summary review of Covid-19 - distance learning
  - what will they continue on doing
  - what did they learn from what other schools were doing
  - reflection, key lessons learnt
  - what would they do differently

#### 6.2 Communication for newsletter - from BOT

- Thank you to student council for their leadership
- Change to parent reporting
- Strategic Plan

Mike, Jasmine and Mel to confirm

## 7 ACTION ITEMS

- Student behaviour trends to be added to Principal's management report
- Transition to School procedure to be added to SchoolDocs
- Jasmine to table Hongoeka consultation documentation
- Policy reviews
  - Learning Support - Brendon
  - Appointment Procedure - Emma
  - Child Protection - Aleida

## 8 NEXT MEETING

- 5YA Revision
- Team Leader summary review of Covid-19
- Annual Plan revision

Meeting closed at 9.18pm

Next meeting: Wednesday 17 June 2020

A handwritten signature in blue ink, appearing to read 'Alan Smith', is written below the text.