

MINUTES OF A MEETING OF THE PLIMMERTON SCHOOL BOARD OF TRUSTEES held in the staffroom, 7pm, Wednesday 24 June 2020

PRESENT:

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

APOLOGIES:

Mel Swallow, Sarah Pomare, Brendon Cross

1 ADMINISTRATION:

The Board opened the meeting with Ruruku. Aaron welcomed everyone to the meeting and gave apologies from Mel Swallow, Board Chair.

2 DECISION AND DISCUSSION:

2.1 In Committee - Nature School:

7.04pm - The Board resolved that the public be excluded, to protect the privacy of individuals concerned (moved by the Chair). 7.41pm - The Board resumed meeting publicly.

2.2 ERO - review of Covid 19 context in schools:

- ERO is evaluating how schools responded to the covid 19 situation, with a focus on supporting well-being and learning. As we were due for a review in 2020, they have sent through questions and will be interviewing Mike and the board chair or a delegated Board member on Monday 29 June.
- It was agreed that as Jasmine had been Board liaison throughout covid and assisted with communications she would be the ideal choice.

2.3 Covid-19 School Update - review of level 2 and transition to level 1:

- Summary document prepared by Mike was tabled and taken as read
- There was general discussion regarding the management team and staff wellbeing

2.4 Annual Plan update/revision:

- senior management have reviewed this years annual plan and made the decision to refocus on three critical areas:
 - maths induction for new staff
 - implementing digital technology
 - continuing progress with PB4L
- to assist in tracking and monitoring these a KanBan board has been set up (in admin corridor) for each area of focus
- the Board suggested a photo be taken before each meeting to allow them to monitor progress and movement
- the Board welcome returning to a regular review of programmes, including presentations by curriculum leaders at future meetings

2.5 Property update/5YA revision:

- A full revised 5YA, including our intent for the School Improvement Fund, is yet to be received, but will be circulated to the Board upon receipt. In the meantime, a tentative draft list was tabled.

- The Board noted that the cost of re-roofing had risen from \$115k to \$850k. This is due to a subsequent roof assessment finding that the roofs were in a substantially worse condition than first thought. It was also noted that the block 3 reroof was omitted in error.

2.6 Plimmerton Farm update

Jasmine tabled a copy of the draft submission, draft communication for our community and a BOT update

- the Board noted the key point “we are open to any plans except no plan”
- we want to be part of the process not have it inflicted on us - we want to be in front of the issue
- Mike to be named on the submission as the representative of the Board
- MOE representatives Roy Sye and Kane Good are coming to meet with Mike and Jasmine on Monday 29 June, 2pm
- the Board felt that we needed to inform our community so that they are aware of the issue
- the Board also felt they need to apply to re-zone our school to not include Plimmerton Farm

It was moved (Von Son/Smith) that a submission on publicly notified Proposed District Plan Change be approved as tabled. **CARRIED**

2.7 Cleaning Contract

- The proposal, containing quotes from three companies, to contract clean the whole school was tabled and discussed.
- The Board noted that while the proposal did not specifically mention police vetting, Louise and Mike knew the quotes included this requirement and that they had inadvertently neglected to mention it.
- As per the recommendation, Deluxe Cleaning was the preferred option as their quote was competitively priced without exclusions; they are local and associated with Plimmerton School; and, their great reviews show that they respond quickly to any feedback or issues.

It was moved (Poore/Sherriff) that the recommendation for the contract to clean the whole school be awarded to Deluxe Cleaning Ltd. **CARRIED**

8.52pm - The Board resolved that the public be excluded, to protect the privacy of an existing employee (cleaner) (moved by the Chair). 8.56pm - The Board resumed meeting publicly

2.8 In Committee - Staff Update

8.56pm - The Board resolved that the public be excluded, to protect the privacy of individuals concerned (moved by the Chair). 8.59pm - The Board resumed meeting publicly

2.9 Policy Review - feedback and approval:

- Documentation and Self Review - deferred to next term

2.10 Term Dates:

- Suggested options for 2021 term dates were tabled
- Wednesday 3 February - Wednesday 15 December was selected as the most suitable option

It was moved (Sherriff/Smith) that the proposed term dates for 2021 be Wednesday 3 February to Wednesday 15 December. **CARRIED**

3 ITEMS FOR INFORMATION:

Discussion relating to the items for information contained in the Principals Report:

- Mike shared a sample product designed to protect the edge of the turf. It was decided that Mike would see if the additional \$6,000 for edging could be drawn down from the SIPs funding along with other turf costs already agreed by the Ministry

- a notification was made to WorkSafe - a student broke her leg attempting to slide down the slide while standing. This was at interval during wet weather when she knew she should not have been in this area. Some initial questions about 'preserving the scene' from worksafe, but no further follow up to date.

4 MONITORING:

4.1 Finance and Audit report

The Finance Committee report was tabled and discussed.

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

CARRIED

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 (Forrest/Smith) that the minutes of the meeting held Wednesday 13 May 2020 be approved.

CARRIED

5.2 In Committee minutes:

It was moved (Sherriff/Von Son) that the in-committee minutes held Wednesday 13 May 2020 be approved.

CARRIED

5.3 Correspondence

nil

6 MEETING CLOSURE

6.1 Agenda items for next meeting:

- Distance Learning review
- PTA request to set up an online shop
- Policy reviews
 - Learning Support - Brendon
 - Appointment Procedure - Emma
 - Child Protection - Aleida
 - Documentation and Self Review policy review - Jasmine

6.2 Communication for newsletter - from BOT:

- Plimmerton Farm submission
- 2021 term dates

7 ACTION ITEMS

- Student behaviour trends to be added to Principal's management report
- Policy reviews
 - Learning Support - Brendon
 - Appointment Procedure - Emma
 - Child Protection - Aleida

Meeting closed at 9.22pm

Next meeting: Wednesday 05 August 2020



