

MINUTES OF A MEETING OF THE PLIMMERTON SCHOOL BOARD OF TRUSTEES

held in the Staffroom, 7pm, Wednesday 5 August 2020

PRESENT:

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

IN-ATTENDANCE: Rosemary Oxnam, Jill Symonds, Rebecca Courtney

APOLOGIES:

Sarah Pomare

1 ADMINISTRATION:

The meeting opened with a Ruruku. Aaron explained that the evening's agenda was very full with matters requiring decisions with long term ramifications .

2 DECISION AND DISCUSSION:

2.1 Review of Distance Learning:

- Tabled and spoken to by Jill and Rosemary
- Jill and Rosemary re-iterated that their surveying included whanau, students and staff
- The Board discussed the findings and discussed trends shown. In particular, ways to better support parents with Maths learning strategies, and teachers parents and students support with the online platforms and apps used.
- Action: to build a page on the website with resources gathered in preparation for next time - particularly links or material that
 - gives guidance on mathematics strategies; and
 - gives guidance on digital resources used
- Findings will be fed back to staff next week and actions will be determined from that
- Board wanted to offer their support to staff for all the work they did during lockdown.

2.2 Strategic Plan - Mathematics induction:

- Rebecca tabled a summary of the Mathematics Induction summary
- Her role this year has become less about embedding pedagogy and more focussed on inducting new or returning staff
- New staff attended a training day with Julie which covered the framework and practised ordering sets and held a question time
- Rebecca has used her Maths Release time to either observe those teachers or have them watch her teach Maths; analysing data, sorting resources and e-aligning the Learning Progression Framework
- The Board showed their appreciation for the work Rebecca has done, in particular, the Board noted that reviewing, adapting and improving are constantly happening

2.3 Plimmerton Farm update:

- Mike tabled an update
- Preparation to begin for an oral submission on the plan change
- Next meeting to be scheduled with the Ministry for week 9 this term.
- To be kept as a standing agenda item

2.4 Property - 5YA revision and SIPS funding:

- Mike, Aaron and Jasmine met with Lee Ashby (Ashby Property Management) and Latelyn Hawinkels (MOE Property) regarding the \$850k roofing cost to now not have any additional funding from MOE, as previously indicated.
- As roofing will now need to be paid from our 5YA and or SIP funding, Mike has worked on re-prioritising issues.
- The Board robustly discussed all the options and agreed that priority be given to permanent buildings over the Hongoeka prefabs

It was agreed (Poore/Cross) that the scope of roofing replacement in the current 5YA revision is reduced to Taupo, Pool and Main blocks. CARRIED

It was moved (Forrest/Poore) that SIP funds be utilised to further improve the pool, improve outdoor play areas and the balance of 5YA and SIP to replace the tech centre roof. CARRIED

2.5 Enrolment Scheme - out of zone places for 2021:

- Mike tabled an analysis of the school's out of zone roll over the next 8 years, comparing continuing to take priority 2 students (siblings of current students) with ceasing to have any out of zone enrolments.
- There was a discussion on the impact of the Aotea subdivision on the Papakowhai School roll
- The Board discussed the need to begin limiting our Out of Zone enrolments due to property funding and the impact of Plimmerton Farm
- It was discussed that before any change be made to the pattern of accepting out of zone siblings, information needed to be included in a school newsletter giving our families information on Plimmerton Farm and outline the impact on our ability to take out of zone students from 2022 onwards

It was moved (Sherriff/Smith) that there are likely to be 5 out of zone spaces available for 2021. CARRIED

It was moved (Sherriff/Cross) that the school community be informed that there are unlikely to be any out of zone enrolments beyond 2021 if the Plimmerton Farm development is approved. CARRIED

2.6 Hongoeka consultation meeting:

- Mike and Jasmine tabled a summary of their consultation with Hongoeka Marae in December
- The report was taken as read
- The Board was supportive of the continual progressing of the relationship with Hongoeka, in particular, the redesign of syndicate names and logos.

2.7 Board Selection - strengths and strategic needs:

- The Board discussed the needs of the Board and options for how the selection process could be framed. As there is a good balance of skills on the board, there was not a need to have a selection based on specific skills or experience. The board did not want to limit or discourage expressions of interest.

2.8 Policy Review:

- Jasmine tabled the review of the Documentation and Self Review Policy
 - The question was raised regarding reporting achievement data to the community, yes meeting minimum requirement. Data is also available and reported regularly at Board level.
 - When policies are reviewed, we need to ensure that where community consultation is required that we have a process to identify and ensure that this happens.
ACTION: Mike to include a link to the Learning Support policy in the newsletter
 - Updating the Charter on our website and on SchoolDocs - needs to be an action point when the Charter is approved by the Board.
 - ACTION: Louise to update SchoolDocs and school website with updated Charter

- Mike tabled an amended Out of School Tuition and Support Programmes policy
 - This amended policy was taken as read
 - Mike to clarify his H&S obligations for private tuition

It was moved (Smith/Van Son) that the Board approves the amendment to the Student Attendance policy as tabled in the Principal Report to the Board of Trustees: August 2020. CARRIED

3 ITEMS FOR INFORMATION:

- Cleaning - working well - Nemaia and his family are happy with the new arrangement
- Mike gave a verbal update from his recent Kahui Ako meeting:
 - MOE still seems to be looking closely at OoZ numbers at neighbouring schools
 - Fantail Electrical - offered a 12 seater van for Kahui Ako schools. Schools to manage the bookings and ensure it is full of petrol when returned, Fantail to cover all other costs. Details being finalised.
 - Across School teachers - The Kahui Ako is looking to see if the vacant Special Needs AST role can be converted into Within School Teacher Roles to support SENCOs in schools.
 - Aotea interested in partnering with Plimmerton on a Special Needs Project looking at SENCO working together with a WST from each school to develop shared learning needs register - to support transition and share expertise.
 - Kahui Ako Lead Principal Mark Smith's current term ends end of 2020
 - BOT meeting with Kahui Ako - reported that most board representatives present were not wanting a board governance group for the Kahui Ako, but would like to be more informed. There was interest for a regular (termly) meeting for Board representatives from the Kahui Ako. Many expressed a need to work together on property issues with MoE.
 - Kahui Ako membership Memorandum of Understanding - this is due for renewal. Benefits of staying in the Kahui Ako include additional staffing, PLD funding, and growing collaboration across schools.

It was moved (Forrest/Smith) to continue membership in the Northern Porirua Kahui Ako. CARRIED

4 MONITORING:

4.1 Finance and Audit report

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

CARRIED

4.2 Health & Safety

Taken as read in Principals Report

- It was noted that the most frequent injury was a head knock (31 of 39). All head knocks are sent to the medical room and recorded, no matter how minor, as this is an area of caution. As a result this 'injury' dominates our statistics.

4.3 PTA Update

- The Beer Fair, Quiz and Disco are not going ahead
- The main focus will be on the Gala
- A speaker evening will also be organised by Salina Huzzir

4.4 Attendance report

Taken as read in Principals Report.

5 ADMINISTRATION

5.1 Minutes of previous meeting:

It was moved (Sherriff/Smith) that the minutes of the meeting held Wednesday 24 June 2020 be approved. **CARRIED**

5.2 In Committee minutes:

It was moved (Van Son/Cross) that the minutes of the in-committee meeting held Wednesday 24 June 2020 be approved. **CARRIED**

5.3 Special Meeting minutes:

It was moved (Poore/Hardy Mills) that the minutes of the special meeting held Wednesday 24 June 2020 be approved. **CARRIED**

6 MEETING CLOSURE

6.1 Agenda items for next meeting

- Policy reviews
 - Learning Support - Brendon
 - Appointment Procedure - Emma
 - Child Protection - Aleida
- Plimmerton farm update
- Selection of BOT co-opt
- PB4L update

6.2 Communication for newsletter - from BOT

- Learning support policy
- Plimmerton Farm and Zoning warning

Meeting closed at 10.05pm

Next meeting: Wednesday 9 September 2020

