

# MINUTES OF A MEETING OF THE PLIMMERTON SCHOOL BOARD OF TRUSTEES held in the Staffroom, 7pm, Wednesday 9 September 2020

## PRESENT:

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

## APOLOGIES:

Sarah Pomare

## 1 ADMINISTRATION:

The meeting opened with a Ruruku. Aaron welcomed everyone to the meeting. In particular, Deputy Principal Rosemary Oxnam who is attending to speak to the PB4L report.

## 2 DECISION AND DISCUSSION:

### 2.1 Covid Update:

- A Covid update was tabled as part of the Principals Report
- The Board discussed the difficulties of events being postponed and cancelled due to Covid Alert level changes
- The Board was pleased to note that Hongoeka syndicate's trip to Kapiti Island is going ahead within alert level 2 guidelines
- It was decided, that where possible, all future trips and activities be planned within alert level 2 guidelines to prevent the uncertainty if alert levels change

### 2.2 Strategic Plan - PB4L:

- Rosemary tabled and spoke to a PB4L update
- Rosemary explained that teachers identify predominate issues and behaviours and then a focus is set for the following fortnights lesson plans
- Mike shared the data for values cards given out and for problem behaviours
- It is encouraging that students are motivated to earn the cards as there are class rewards
- Wellbeing Survey - results are concerning as the results are 5-15% worse than previous survey
- Follow up interviews with students are being conducted
- The survey will become an annual tool

### 2.3 Plimmerton Farm update:

- Mike tabled an update which was spoken to by Mike and Jasmine
- Mike will be speaking to our submission at the hearing
- Mike and Jasmine, along with Pukerua Bay and Aotea College principals and board representatives, are meeting with MOE representatives on Tuesday regarding their schooling plan

### 2.4 Property - 5YA revision and SIPS funding:

- Mike advised that the Ministry had rejected our proposed 5YA revision, on the grounds that 5YA priority 2 work cannot be undertaken with SIP Money. Priority is structural work to maintain building integrity, which is roofing in our case.
- The Ministry has suggested a repositioning of items in either the 5YA or SIP funding streams to meet the business rules.
- As the information arrived the day of the meeting, Mike will prepare a paper with recommendations for electronic approval. This will be circulated before the next meeting to ensure we maintain momentum on this.

## 2.5 Staffing - class options and appointments:

- The Board discussed the three options presented in the Principals Report, dependent on staffing entitlement which is still yet to be notified by MOE
- Advertisements have been placed for two permanent positions and maybe one fixed term

***It was moved (Forrest/Sherriff) that as per our Governance policy, Emma will join the appointments committee for appointing teachers. The Board approves the appointment committee confirming the appointments.*** **CARRIED**

## 2.6 Exit Surveys:

8.08pm - The Board resolved that the public be excluded, to protect the privacy of individuals concerned (moved by the Chair). 8.18pm - The Board resumed meeting publicly.

## 2.7 Board Selection - Review EOI's (in committee):

8.39pm - The Board resolved that the public be excluded, to protect the privacy of individuals concerned (moved by the Chair). 9.10pm - The Board resumed meeting publicly.

## 2.8 Out of Zone places:

The Board discussed the need to confirm the number of spaces that will be available in 2021 ahead of the ballot on Wednesday 23 September. The number of out of zone applicants is very low.

The board considered the future need to avoid overcrowding, the pattern over recent years of accommodating priority 2 and 3 students (siblings of students at the school), and the need to inform the community of any changes that would affect existing school families. It was agreed to accommodate students with sibling connections for 2021, and to advise the community that this will not be able to happen from 2022.

***It was moved (Forrest/Sherriff) that the number of spaces available for 2021 will be that required to accommodate priority 2 and 3 applicants in Year 1 and 7.*** **CARRIED**

## 2.9 Policy Review feedback/approval:

- Learning Support (Brendon)
  - no changes or suggestions
- Appointment Procedure (Emma)
  - a couple of minor reference anomalies with the delegations of an appointments committee which needs to be linked to Governance Policy
- Child Protection (Aleida)  
Follow ups:
  - Ensure HR induction/orientation material includes up to date information about Child Protection Policy, and make sure all staff (not just teaching staff) are made aware of the Policy.
  - Invite all staff to the training sessions for Child Protection.
- Policies to be reviewed in term 4:
  - Privacy - Aaron
  - Salary Units/Management Allowances - Keith
  - Classroom Release Time/Timetable - Brendon

## 2.10 Student Behaviour - In Committee:

9.10pm - The Board resolved that the public be excluded, to protect the privacy of individuals concerned (moved by the Chair). 9.20pm - The Board resumed meeting publicly.

## 3 ITEMS FOR INFORMATION:

- Mike at Principals Retreat Thursday and Friday

#### 4 MONITORING:

##### 4.1 Finance and Audit report

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

##### 4.2 Health & Safety

Taken as read in Principals Report

##### 4.3 PTA Update

- still hopeful of the Gala going ahead
- The Board agreed to the PTA request for them to take responsibility for the entertainment on the courts

##### 4.4 Attendance report

Taken as read in Principals Report.

##### 4.5 Student Behaviour report

Taken as read in Principals Report.

#### 5 ADMINISTRATION

##### 5.1 Minutes of previous meeting:

*It was moved (Cross/Van Son) that the minutes of the meeting held Wednesday 5 August 2020 be approved.*  
**CARRIED**

#### 6 MEETING CLOSURE

##### 6.1 Agenda items for next meeting:

- Policy Reviews

##### 6.2 Communication for newsletter - from BOT

- inform our school community that from 2022 there will be no Out of zone places

##### 6.3 Actions from this meeting:

- Paper and recommendation on further 5YA and SIP property project plan to be circulated - Mike
- Policy reviews
  - Privacy - Aaron
  - Salary Units/Management Allowances - Keith
  - Classroom Release Time/Timetable - Brendon

Meeting closed at 9.37pm

Next meeting: Wednesday 28 October 2020

