

# MINUTES OF A MEETING OF THE PLIMMERTON SCHOOL BOARD OF TRUSTEES held in the Staffroom, 7pm, Wednesday 4 November 2020

## PRESENT:

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

## 1 ADMINISTRATION:

The meeting opened with a Ruruku. Aaron welcomed everyone to the meeting. In particular, Raj Krishnan who has been selected to join the Board. He also welcomed back Sarah who has been unwell since earlier in the year.

## 2 DECISION AND DISCUSSION:

### 2.1 Strategic Plan: Digi Tech

- Deferred to next meeting

### 2.2 Plimmerton Farm update:

- The Board commended Jasmine and Mike on their presentation
- Jasmine and Mike provided a summary of the submission and questions
  - It was well received and the panel were sympathetic, but acknowledged there was not a lot they could do
  - The panel seemed prepared to advocate to MoE that the school be developed expediently
  - Possibly some recommendations from the panel that the developers have to ensure a safe pedestrian/bike corridor from Plimmerton Farm to Plimmerton
- The Board discussed possible next steps:
  - Await and consider the outcome of the district plan change hearing
  - Continue termly meetings with MoE
  - Set up a meeting with Mana MP, Barbara Edmonds and representative from Kris Faafoi's office (underway)
  - Consider how we update the community in term 1
  - Establish a property committee
- Master Plan - someone being appointed from MOE (yet to be seen) to assess the school currently and put together a master property plan

### 2.3 Property: 5YA revision and SIPS funding:

- Mike tabled and spoke to an update on 5YA revision and SIPS projects
- Since our previous meeting:
  - Revised 5YA and SIPS plan approved by Board (see electronic resolution confirmation later in this paper)
  - Revised 5YA and SIPS plan has been submitted to the Ministry. Approval has been given for projects: Pool upgrade, Security system and Outdoor play development
- The next steps will be:
  - Set up Property committee to meet regularly with Lee Ashby (project manager) to progress 5YA and SIPS projects
  - Communicate plans to the community.

### 2.4 Strategic Directions 2021:

- Senior Leadership has been working with a facilitator to re-conceptualise and unpack our strategic directions for the next three years.

- Mike showed the Board the working board in his office which outlines some ideas
- next step is to refine these ideas and line them up to be reflected in our Strategic Plan

## 2.5 Discipline/Behaviour Management:

- Mike spoke to his summary report on Discipline/Behaviour Management
  - The Board was reassured that students are identified and plans are in place

## 2.6 Overnight EOTC Approvals:

- The proposals for Taupo Bike Camp, Hongoeka Brookfield Camp and Mana Sleepover 2021 were taken as read
- The Board sought clarification around refunds, allergies, ratios, covid

*It was moved (Sherriff/Poore) that the overnight EOTC events planned for term 1 2021 be approved pending clarification of the points raised.*

**CARRIED**

## 2.7 Electronic Resolutions:

### 2.7.1 Water Safety Programme Term 4. (Electronic Approval to reapprove)

- Under our revised EOTC guidelines, the board needs to give initial approval for higher risk events such as those involving water activities. The events will still go through our school EOTC planning and coordination process and I will give the final sign-off. Recommendation: That the board gives initial approval to the Term 4 2020 Water safety and experience EOTC events as outlined below.
- Taupō: Mountains to Sea Charitable Trust - Experiencing Marine Reserves - snorkeling (Information Link)
- Hongoeka: Fergs Rock n Kayak - Rockwall and Canoeing on Wellington harbour
- Mana: EasySwim - Beach safety at Plimmerton beach
- Kōwhai: EasySwim - Water skills and safety programme in school pool

### 2.7.2 Draft 5YA revision

- A paper was circulated with a revised 5YA and SIPs funding plan, It included the following recommendation which was carried. My Recommendations at 22/9/2020:
  1. That the Board accepts the MoE revision on the 5YA, as provided on 9 September 2020
  2. That the Board submits a revised SIP project plan as follows:
    - a. Turf and Library entrance \$31,048
    - b. Swimming Pool Refurbishment \$200,057
    - c. Stormwater drainage - Stage 1 \$30,000
    - d. Site security \$50,000
    - e. Outdoor learning development \$25,000

## 2.8 Policy Reviews:

- Privacy - Aaron
  - policy on SchoolDocs was found to be more comprehensive and relatable than our previous in-house policies
  - as there is a new Privacy Act about to be implemented, we will update at next meeting and review term 1
- Salary Units/Management Allowances - Keith
  - clarification was sought regarding how consultation with staff takes place
- Classroom Release/Timetable - Brendon
  - the policy was found to be comprehensive and no changes were recommended

## 2.9 In-Committee:

8.48pm - The Board resolved that the public be excluded, to protect the privacy of individuals concerned (moved by the Chair). 9.11pm - The Board resumed meeting publicly.

### 3 ITEMS FOR INFORMATION:

- There was an explanation of how the Kahui Ako established various 'workstreams' that schools could connect with for support (or to give support). Some examples were student transition, supporting Māori learners, using the Learning progression framework in literacy and mathematics, and digital technology.

### 4 MONITORING:

#### 4.1 Finance and Audit report

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

#### 4.2 2021 Draft Budget

The draft budget for 2021 was tabled and spoken to by Mike and Keith

***It was moved (Pomare/Smith) that the approval be given to begin appointing part time positions within the parameters of the draft budget. CARRIED***

#### 4.3 Health & Safety

Taken as read in Principals Report

#### 4.4 PTA Update

The Board considered ways to support the PTA for the Monster Garage Sale. The Board would not be required to be responsible for the activities on the courts as this would not be happening this year. The Board also traditionally provides refreshments after the clean up at the end of the Gala day, but as this is a much smaller event and being manned by two shifts, it was decided to:

- provide muffins and a cuppa at the end of shift one
- provide nibbles and drink at the end of the second shift
- they would also be around and available to help during the day

#### 4.5 Attendance report

Taken as read in Principals Report.

#### 4.6 Student Behaviour report

Taken as read in Principals Report.

### 5 ADMINISTRATION

#### 5.1 Minutes of previous meeting:

***It was moved (Sherriff/Van Son) that the minutes of the meeting held Wednesday 9 September 2020 be approved.***

#### 5.2 Minutes of previous In-Committee meeting:

***It was moved (Cross/Smith) that the minutes of the meeting held Wednesday 9 September 2020 be approved. CARRIED***

### 6 MEETING CLOSURE

#### 6.1 Agenda items for next meeting:

- Digital Tech update presentation

#### 6.2 Communication for newsletter - from BOT

- Raj Krishnan now a Board member

6.3 Actions from this meeting:

- PTA - Monster Garage Sale plans
- Set up a Property Committee

Meeting closed at 9.49pm

Next meeting: Wednesday 28 October 2020

A handwritten signature in blue ink, appearing to read "Ann Smith", is located in the upper right quadrant of the page. The signature is written in a cursive style with a horizontal line underneath the name.