

# MINUTES OF A MEETING OF THE PLIMMERTON SCHOOL BOARD OF TRUSTEES held in the Staffroom, 7pm, Thursday 25 March 2021

## PRESENT:

Aaron Sherriff, Mike Forrest, Brendon Cross, Keith Poore, Aleida von Son, Jasmine Hardy Mills, Louise loane, Raj Krishnan

## APOLOGIES:

Emma Smith, Sarah Pomare

## 1 ADMINISTRATION:

The meeting opened with a Ruruku. Aaron welcomed everyone to the meeting. Hongoeka are still working through the process of appointing a representative to replace Sarah.

## 2 DECISION AND DISCUSSION:

### 2.1 Draft Analysis of Variance 2020:

- Mike tabled and spoke to the draft Analysis of Variance 2020
- The Board discussed Monitoring Targets
- Thank you for senior management for continued work and the gathering of this data

*It was moved (Poore/Sherriff) that the Analysis of Variance be approved.*

**CARRIED**

### 2.2 Draft Annual Plan 2021:

- Mike tabled the fourth section of the 2021 Annual Plan

### 2.3 In Committee:

7.30pm - 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.

### 2.4 ERO Process:

- first introductory meeting with Andrea Rodley who will be our ERO review partner
  - Andrea met with the Senior Leadership Team (SLT) and discussed our focus over the last 4 years and planned directions for this year
  - She would like us to focus in on one area of planned development and together we would develop an approach to effectively evaluate the impact over time
  - SLT had some discussion and our preliminary feeling is that evaluation of our literacy developments could be most productive.

### 2.5 Enrolment Zones:

The draft Northern Porirua Potential Enrolment Schemes map was tabled from the meeting with MOE. Aaron and Jasmine attended as Board representatives.

- Aaron summarised the content of the meeting for the rest of the Board
- The MoE proposed response time is short so the Board supported a request from the North Porirua Kahui Ako principals for the date to be extended due to the relevant data currently being unavailable. The board agreed to submit a response in the timeframe subsequently agreed once the request for an extension had been responded to by MoE.
- Our proposed response is: "The proposed zone changes will have a minimal impact on the ability of the school to manage its roll in the current situation. The small areas of housing planned to be excluded from our zone only contain 10 current students. However, the extension to the zone to include all proposed housing development in Plimmerton Farm, Grays Farm and half the Northern growth corridor area, gives the board clear cause for concern about the potential for unmanageable roll growth in the not so distant future."

## 2.6 Policy Reviews:

**Home Learning:** The current SchoolDocs document was found to be fit for purpose. However it raised questions around the validity of homework which will be followed up on at a later date.

- before next meeting Mike will seek a range of views from staff and put together a proposal of what homework at Plimmerton School could look like.

**Finance And Property Management:** The Finance Committee reviewed this in July last year and found them comprehensive and fit for purpose, as reported in the 30 July 2020 meeting minutes. In this process the committee:

- Cross-referenced past school policy with current school docs policies, no omissions were noted.
- We are satisfied that the policies are comprehensive and fit for purpose
- There are clear expectations for the finance committee reporting to the Board and these are being met.

## 2.7 Confirmation of Electronic Resolutions:

- Nil

## 3 MONITORING:

### 3.1 Finance and Audit report

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

***CARRIED***

The Board discussed the donation letter which has been distributed to parents. A report will be brought to the next meeting showing the percentage of donations given.

### 3.2 Health & Safety

- Taken as read in Principals Report

### 3.3 PTA Update

- as per principals report
- there is still a shortage of key personnel
- there was some discussion around a change of approach in the hopes of attracting parents to organising events

### 3.4 Attendance report

Taken as read in Principals Report.

## 4 ITEMS FOR INFORMATION

- Annual Meeting and Condition Assessment was held at school with MOE Property Advisor, Kathryn York. Jasmine and Mike represented the Board. Issues noted were:
  - hall foyer and administration block weather tightness
  - Kathryn to look into whether a lease arrangement with Easyswim was ever lodged
  - school to follow up with FENZ to see if a fire evacuation scheme has ever been lodged
  - confirmation that MOE would fund consultant for full property assessment later this year and to prepare next 5YA/10YPP
- Jeanelle Ymker and Andrew Brown are applying to Hutt Mana Charitable Trust for a grant of \$3000.00 to support their concept to collaborate with the community and whanau to create an outdoor learning space. The grant will allow them to create plans for an outdoor classroom and purchase some of the materials for a regular outdoor programme.  
***It was moved (Hardy Mills/von Son) that an application be made to the Hutt Mana Charitable Trust for funding to cover the creation of an outdoor learning space and materials for a learning programme in the amount of \$3000.00.*** ***CARRIED***
- The Board discussed NZ Principals Federation asking Principals to contest directed enrolments

## 5 ADMINISTRATION

5.1 Minutes of previous meeting:

*It was moved (Sherriff/Poore) that the minutes of the meeting held Wednesday 17 February 2021 be approved.*

**CARRIED**

5.2 Minutes of previous In-Committee meeting:  
Nil

## 6 MEETING CLOSURE

5.1 Agenda items for next meeting:

- Policy reviews
- Analysis of Variance

5.2 Communication for newsletter - from BOT  
Nil

5.3 Actions from this meeting:

- Donations report - Louise
- Check evacuation scheme with FENZ - Mike
- Report on annual donations - Mike
- Homework report - Mike
- Submission to MoE on draft enrolment scheme - Mike

Meeting closed at 9.05pm

Next meeting: Thursday 20 May 2021  
Thursday 24 June 2021



