

# MINUTES OF A MEETING OF THE PLIMMERTON SCHOOL BOARD OF TRUSTEES

## held in the Staffroom, 7pm, Thursday 24 June 2021

### PRESENT:

Aaron Sherriff, Mike Forrest, Brendon Cross, Keith Poore, Hamish Mexted, Emma Smith, Raj Krishnan, Louise Ioane

### APOLOGIES:

Jasmine Hardy Mills, Aleida von Son

## 1 ADMINISTRATION:

The meeting opened with a Ruruku. Aaron welcomed everyone to the meeting and gave a brief overview of tonight's agenda. He reflected that there were many 'information-only' matters and no big decisions which reflected the effective running of the school as per Mike's appraisal goals to divest leadership to school leaders.

## 2 DECISION AND DISCUSSION:

### 2.1 Neurodiversity:

- Rosemary Oxnam (Deputy Principal) and Kate Walker (AST Neurodiversity) tabled their report and shared progress with development of their Neurodiversity focus
  - It was agreed that an update be brought to a meeting nearer the end of the year to track development of staff and teams, in particular, the correlation with Structured Literacy.
  - The Board thanked Kate and Rosemary for their passion and commitment

### 2.2 6 Year Net and Reading Recovery Reports:

- Rosemary tabled and spoke to the 6 Year Net and Reading Recovery Reports
  - The Board thanked Rosemary and Lisa for their work and results, particularly given that 2020 was a very disrupted year and Lisa was beginning her training

### 2.3 PB4L Behaviour Report:

- Mike tabled and spoke to the latest PB4L Behaviour report

### 2.4 Teacher Only Day Lockdown Trial:

8.15pm - The Board resolved that the public be excluded, to protect the privacy of individuals concerned (moved by the Chair). 8.25pm - The Board resumed meeting publicly.

### 2.5 Enrolment Scheme 2022:

- The Board discussed the information about prospective roll numbers and the risk of overcrowding in the next few years. The board confirmed their reasoning from a previous meeting that providing no out of zone spaces in 2022 still stood.

*It was moved (Forrest/Smith) that the Board agrees that there are likely to be no out of zone spaces available for 2022.* **CARRIED**

### 2.6 ERO:

- Mike informed the Board that Andrea Rodley, our Evaluation Partner, has left ERO and our new EP will be Mary Ely. She will be in touch in term 3 to arrange meetings.

### 2.7 Donation Letter draft:

- Deferred to next meeting due to Jasmine not attending the meeting

### 2.8 Policy Reviews:

- Jasmine's review of Reporting to parents on student progress and achievement was deferred

- Emma's review of Protected Disclosure was deferred
- Brendon and Aleida tabled and spoke to their review of Visitors to the School
  - some clarification needed around the requirement of parents to sign in when staying for a reasonable period of time as a parent help

### 2.9 Confirmation of Electronic Resolutions:

The resolution that was agreed to by email was confirmed: That the Board directs the property committee to seek MOE approval for a Third Party Occupancy Agreement between the School and Easyswim for the use of the school pool on the basis of the proposal from Todd Morton, Manager, Easyswim, as tabled at the meeting of the Board on 27 May 2021.

### 2.10 In Committee:

9.20pm - The Board resolved that the public be excluded, to protect the privacy of individuals concerned (moved by the Chair). 9.25pm - The Board resumed meeting publicly.

## 3 ITEMS FOR INFORMATION (in Principal's Report)

- Property Committee Meeting minutes - none since previous meeting
- Exterior Painting: painting of the Hall and Art Centre almost complete
- 5YA Roofing Project: currently out to tender
- SIPS Alarm system upgrade: signed off and awaiting start
- Pool Upgrade: negotiations over 3rd party agreement for pool use continuing. Pricing being finalised to enable contract development.

### 3.2 Community of Learning update:

A Kahui Ako Principals meeting was held on 2 June. Matters discussed:

- \$16k received from URF for student counselling (\$1600 per school)
- update on leadership meetings for school leaders
- Information shared from Aotea College for year 9's transitioning to college. Mike to find out if we can share this with our community.
- Our Kahui Ako has been accepted for pilot support to rollout Te Rito, an MOE developed register for students with learning and behaviour needs.
- MOE National Director for Education Access will attend next meeting to discuss infrastructure and zoning concerns
- visited classes at Adventure School

### 3.3 Northern Porirua Growth meeting:

No meeting since the last Board meeting. There has been an MOE response to the email sent by Mark Smith from the whole Kahui Ako regarding our omission from the Educational Growth Plan update. This was tabled and taken as read.

## 4 MONITORING:

### 4.1 Finance and Transactions Report:

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

**CARRIED**

### 4.2 Financial statements and Audit Completion report:

2020 Financial Statements and Audit Completion reports were tabled

- The Board agreed that our financial position shows signs of improving.
  - The 'untagged funds' available increased to \$110k (from \$32k)
  - It was noted that this was still a small buffer for a school of our size, and continued financial prudence will be necessary.
- Robust discussion was held regarding the audit finding a risk in spending 76% of our operations grant on salaries and contractors when the average is 55%



- The Board identified many MoE and government sources of direct funding for staffing (eg. ESOL, Staff refunds, ORRS, ACC) that are not included in the auditors calculations.
- This money is usually provided for the support of specific students, so they need to receive that support.
- The board questioned whether the auditor's measure of the risk of over-staffing was a sensible measure. There would be an in-built negative bias to larger schools, high decile schools and schools with large numbers of special needs students receiving direct staffing.
- It was unanimously agreed that while there is a perceived risk in the auditor's calculation the Board providing the staffing to support our staff and students would continue to be prudently managed and a priority.

#### 4.2 PTA Update:

- Taken as read in Principals Report

#### 4.3 Health and Safety:

- Taken as read in Principals Report
- Cyber-safety

9.23pm - The Board resolved that the public be excluded, to protect the privacy of individuals concerned (moved by the Chair). 9.27pm - The Board resumed meeting publicly.

#### 4.4 Attendance report

Taken as read in the Principals Report

## 5 ADMINISTRATION

#### 5.1 Minutes of previous meeting:

*It was moved (Sherriff/Cross) that the minutes of the meeting held Thursday 27 May 2021 be approved.*

**CARRIED**

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

*It was moved (Sherriff/Smith) that the minutes of the in-committee meeting held Thursday 27 May 2021 be approved.*

**CARRIED**

## 6 MEETING CLOSURE

#### 6.1 Agenda items for next meeting:

- Policy review - Protected Disclosure
- Policy review - Reporting to parents on student progress and achievement

#### 6.2 Communication for newsletter - from BOT

Nil

#### 6.3 Actions from this meeting:

- Mike: to seek permission to share the Year 9 Transition Survey results with our community
- Jasmine: draft donation letter
- Jasmine: Reporting Parents on Student Progress and Achievement policy review
- Emma: Protected Disclosure policy review

Meeting closed at 9.20pm

Next meeting: Thursday 12 August 2021  
 Thursday 16 September 2021  
 Thursday 4 November 2021  
 Thursday 9 December 2021

