

# MINUTES OF A MEETING OF THE PLIMMERTON SCHOOL BOARD OF TRUSTEES held online (via Zoom) 7pm, Thursday 17 February 2022

## PRESENT:

Aaron Sherriff, Mike Forrest, Hamish Mexted, Jasmine Hardy Mills, Aleida von Son, Emma Smith, Raj Krishnan, Brendon Cross, Rebecca Smith

Meeting electronically recorded.

## APOLOGIES:

Keith Poore

## 1 ADMINISTRATION

The meeting opened with a Ruruku. Aaron welcomed everyone to the meeting, including the new Executive Officer Rebecca Smith, and gave a brief overview of tonight's agenda.

In anticipation of the transition to a new Board Chair next year, and to ensure meeting continuity during this time, Aaron tabled that current members of the Board should consider using the remaining scheduled meetings for 2022 as an opportunity to step in as meeting Chair. Those members interested in doing so are to contact Aaron.

## 2 DECISION AND DISCUSSION

### 2.1 2021 Curriculum Expectation Achievement

2.1.1 Presentation to the Board of the Annual Plan and 2021 Variance Reporting has been delayed due to the development of the school's COVID-19 Protection Framework and subsequent response activities following the school's first confirmed cases.

2.1.2 The final 2021 Variance Reporting will be presented to the Board at its next meeting following final review and submission of feedback from Syndicate Team Leaders.

2.1.3 Mike provided the Board with a high-level overview of the draft 2021 Variance Report results in Reading, Writing, and Maths. Of note, in Reading, there is a notable shift in Year 1 data from the previous year, but this is in part due to the change in measurement tool, going from measuring reading by text level to measuring reading in achievement bands across the new Structured Literacy Framework. A closer look at cross moderation between syndicates for students transitioning from Years 3 & 4 through to Years 5 & 6 will be a focus for 2022. Maths is tracking well against the previous year's data. Writing is of concern, showing a significant trend down on the school's writing achievements, across all years there is an overall 10% drop in writing results for 2021. The school will be looking for ways to embed good reading and writing opportunities in other curriculum activities to help address this. Writing would also be added to the review of reading to be undertaken this year in partnership with ERO.

2.1.4 Aaron sought clarification if this trend is limited to Plimmerton School or if there are any similar trends known across peer groups and across New Zealand. Mike advised that there is a known decline in reading achievements across the country, which contributes to a decline in writing achievements, but that he will look into sourcing any available data and provide comments to the Board for discussion at its next meeting.

2.1.5 Hamish commented on the noticeable reduction in Maori students' performance vs other groups in Reading Recovery and asked what is being done to target this group, and other

groups, that don't naturally engage with the school? Mike mentioned that there is work required, as the school grows in confidence in Structured Literacy, to identify and improve how the school engages with all whanau, across all diversities to further develop positive and varied engagement opportunities. Hamish further commented that the school does an amazing job engaging with families, but there is a group of families that don't naturally engage for various reasons, and the key to lifting performance within these groups will be in the development of tailored engagement strategies for those groups.

## 2.2 2021 Reading Recovery Report

### 2.2.1 Taken as read in Principals Report

2.2.2 The Board expressed thanks to Rosemary and Lisa for their great work in the Reading Recovery programme, as witnessed by a Board member firsthand, the level of skill and professionalism shown by Rosemary is to be commended.

## 2.3 Covid Update - Covid-19 Protection Framework

### 2.3.1 Taken as read in Principals Report.

2.3.2 In preparation for what could be a larger number of teachers having to isolate, Mike and Jasmine have drafted comms ready to send to whanau to determine the likely number of students that could accommodate distance learning, enabling on-site school to continue with the remaining mix of permanent, fixed-term, and relief teachers.

2.3.3 It is recommended that in cases of Mike's absence due to isolation or illness, the Board approve the Chain of Command for leadership responsibilities normally exercised by the Principal to be delegated to Rosemary Oxnam (DP) then Jill Symonds, then Jo Verran (DP) in the event that the Principal is isolated, or incapacitated, and can no longer exercise his responsibilities.

2.3.4 Areas of responsibility are to manage matters of discipline, management of emergencies, and implementation of further on-site COVID response activities and case management.

2.3.5 The Board has noted that due to the length of term that Jill Symonds had previously occupied the role of DP, and the relatively short term that Jo Verran has been in the role, this order of delegated command is appropriate.

*It was moved (Mike/Jasmine) that the Chain of Command delegations be approved.*

**CARRIED**

## 2.4 In-Committee

7.50pm - The Board resolved that the public be excluded, to protect the privacy of individuals concerned (moved by the Chair). 8.08pm - The Board resumed meeting publicly.

## 2.5 Budget Draft

2.5.1 The final Operating Budget for 2022 was tabled and spoken to by Mike. The final operating profit is likely to be approx. \$52k, which will leave a small increase in our net position after planned Capital Expenditure of approx. \$46k.

2.5.2 Two areas of expenditure to note are the unanticipated purchase of a new ride-on mower and the fees for a Principal Recruitment consultant, which have been allowed for within the budget but the latter may need to be adjusted to meet current market rates.

2.5.3 The planned Capital Expenditure for 2022, including the new ride-on mower is \$61k. The value of the school's Capital Assets has been dropping off in part as some things are redundant, also in part as some things are now cheaper to purchase so now fall under the Ministry threshold for Capital Assets of \$1,000.

2.5.4 The Board thanked the Finance Committee for the development of the 2022 Budget.

*It was moved (Emma/Brendon) that the final Operating Budget for 2022 be approved.*

**CARRIED**

## 2.6 Policy Reviews

2.6.1 Taken as read in Principals Report.

2.6.2 The focus for 2022 policy review schedule is health and safety.

2.6.3 It was requested that a member of the Board be available to provide assurance on school policies as they come up for review this year, to liaise with the school's Health and Safety Committee who will draft any health and safety policy updates, and to provide feedback to the Board on any material policy changes. Raj Krishnan self-nominated to undertake this role.

## 2.7 Confirmation of Electronic Resolutions

2.7.1 Taken as read in Principals Report, for confirmation at the Board's next meeting.

## 2.8 2022 Triennial School Board Elections

2.8.1 Taken as read in Principals Report.

2.8.2 Mike and Rebecca will source recommendations and pricing options, for presentation to the Board at its next meeting, for accredited providers who can deliver an electronic Board Election and provide an appointment of a Returning Officer; which is due by July.

2.8.3 A draft schedule of dates for the upcoming BOT Elections, and any election activities involving the current Board members, is to be tabled at the next meeting. Tentative timing for advertising for nominations to be the 2nd half of the 2nd Term.

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

3.1 Property Update

3.2 Taken as read in Principals Report.

## 4 MONITORING

4.1 Finance and Audit Report

*It was moved (Emma/Mike) that the finance report and transaction report for 30 November 2021 to 7 February 2022 be approved.*

**CARRIED**

*It was moved (Mike/Aaron) that credit cards for Rebecca Smith, Executive Officer (Limit: \$3,000), and Jo Verran, Deputy Principal (Limit: \$1,000) be approved; provided that this is within the approved credit limit for Plimmerton school.*

**CARRIED**

4.2 Health & Safety (as read in the Principal's report)

4.3 Roll Report (as read in the Principal's report)

4.4 Attendance Report (as read in the Principal's report)



## 5 ADMINISTRATION

### 5.1 Minutes of the previous meeting

*It was moved (Aaron/Mike) that the minutes of the meeting held Thursday 9 December 2021 be approved, as a true and correct record of the meeting, subject to the amendments suggested by Hamish and Raj.*

**CARRIED**

### 5.2 Minutes of previous In-Committee meeting

*It was moved (Aaron/Mike) that the minutes of the In-Committee meeting held Thursday 9 December 2021 be approved, as a true and correct record of the meeting, subject to the amendments suggested by Aaron.*

**CARRIED**

## 6 MEETING CLOSURE

### 6.1 Agenda Items for Next Meeting

6.1.1 An in-depth discussion of the 2021 curriculum expectation achievement.

### 6.2 Communication for Newsletter - from BOT

6.2.1 N/A

### 6.3 Actions from this Meeting

6.3.1 N/A

Meeting closed at 8.53pm

Next meeting(s): Special Meeting Thursday 24 February 2022, re Principal recruitment (online)

BOT Meeting Thursday 24 March 2022