

# MINUTES OF A MEETING OF THE PLIMMERTON SCHOOL BOARD OF TRUSTEES held on 7pm, Thursday 19 May 2022

## PRESENT:

Aaron Sherriff, Mike Forrest, Hamish Mexted, Aleida von Son, Emma Smith, Raj Krishnan, Keith Poore, Brendon Cross, and Rebecca Smith.

## APOLOGIES:

Jasmine Hardy-Mills, Rebecca Courtney.

## GUESTS:

Jill Symonds

## 1 ADMINISTRATION

Brendon opened the meeting with a Ruruku. Aaron gave a brief overview of the agenda and welcomed everyone to the meeting including Jill Symonds - Literacy Development Leader, who joined the meeting to provide an update on the Structured Literacy development programme. Members of the board requested an update on the recent student suspension during the In-Committee section of this meeting.

## 2 DECISION AND DISCUSSION

### 2.1 Literacy Review & Development Programme Update

- 2.1.1 Jill summarised the review of Structured Literacy (SL) at Plimmerton school to date. Alongside ERO the SL team has gathered student, teacher, and whanau voice, data from in-classroom activities, and planning information from across the school's syndicates.
- 2.1.2 The board queried what planning was being done to integrate handwriting into SL throughout the school, but in particular in years 5 and 6.
- 2.1.3 Student handwriting has been identified by the SL team as an area for improvement to support achievement in literacy across the school, not just in years 5 and 6. The SL team has already identified that poor handwriting is a recurring theme in students participating in early intervention groups, including students in years 7 and 8.
- 2.1.4 There is a vast amount of research that the SL team can draw from in order to address the decline in handwriting across the school. The cognitive benefits students gain from the act of handwriting, and how that supports achievement in literacy were discussed. It was also noted that when teaching is diverted to focus on the basics (i.e. handwriting and spelling) the deeper features of literacy are not being looked at or discussed with students.
- 2.1.5 A key goal for the SL team is to ensure that handwriting becomes automatic for all students and not another roadblock to achieving success in literacy.
- 2.1.6 The board discussed that the SL programme should align, where possible, with the school's Annual Implementation Plan regarding engagement with Māori students and their whanau.
- 2.1.7 Next steps in SL are to take part in a fully-funded MoE Literacy Support trial, through Learning Matters, Ideal. The trial, for students in years 4 - 6, includes funding for:
  - 1 x 0.8 FTE to work with Tier 3 (most needed) intervention groups, which will consist of 6 groups of 1-2 students each week until week 9 of Term 4 of 2022. Jill Symonds will undertake this role 4 days per week, with support from Lisa Thompson SL teacher aide support.

- 1 x Classroom teacher to work with 2 groups of 4 students for intervention within the classroom. This teacher will be selected from those Mana and Hongoeka teachers who have already expressed interest. The final selection will be made this week.
- Literacy Support trial funding includes release time for the classroom teacher, observation and support, professional development, coaching, and \$5k of resources.
- The board looks forward to receiving updates about the trial and the professional development that is being completed.

## 2.2 Annual Implementation Plan

- 2.2.1 At its last meeting the board discussed and accepted the Analysis of Variance Report for 2021, and approved the front section of the Carter and Strategic Plan. Consideration and approval of the Annual Implementation Plan was deferred until tonight's meeting.
- 2.2.2 Regarding section 1.1 Effective Communication with the Community, the board queried if we are engaging enough? The goals seem passive. MoE guidance on engagement with Māori, Pasifika and disengaged students should be reviewed and incorporated into the school's consultation and engagement practices. Connections with all target groups (social, cultural, non-engaged) should have a reference point that links back to the school's Annual Implementation Plan.
- 2.2.3 The board needs to raise and question the plan for outreach to the school community, and decide on key areas of focus for further development. "Don't do to me, without me"
- 2.2.4 The board questioned the school's achievement targets. Are they correct? Are they realistic or aspirational?
- 2.2.5 It was discussed that ultimately, the goal is to get all students to succeed, with the aim to have all students reach a minimum of 90% of achievement standards. It was discussed that the target, be it 90% or 100%, is not the focus, but rather that by setting a target the school has a reference point to measure and analyse trends. These trends are key to informing the school where the greatest need is and in which areas resources are needed most, such as SL.

*It was moved (Keith/Emma) that the board adopts the Annual Implementation Plan, with a planned review of the Achievement Targets and section 1.1 Effective Communication with the Community, at the board's next meeting.*

**CARRIED**

## 2.3 Draft 10 Year Property Plan

- 2.3.1 The MoE draft 10 Year Property Plan for July 2022 - July 2023 was provided to the board for review and comment.
- 2.3.2 Mike summarised the content of the draft property plan for the board and highlighted corrections to be made to information regarding roll decline, the addition of information on predicted growth, corrections to the terminology used to describe technology subjects, and the correction of remediated works already completed as part of the drainage project.
- The 10 Year Property Plan is essentially two 5 Year Agreement capital works plans. One 5YA for the period 2022 - 2027 and the other 5YA for the period 2027 - 2033, which is revisited when the 10 Year Property Plan is reviewed in 2027.
  - The first 5YA consists of 3 projects:
    1. Essential safety and structural repairs and refurbishments for the main block, the technology centre, and Mana block.
    2. Weather tightness remediation for the main block (entrance way) and hall, including the staffroom extension.

3. Stormwater drainage for behind room 12 and flooding to the field and around the technology centre.

- The second 5YA proposed projects include Hongoeka block roofing replacement, old dental clinic refurbishment, and Taupo and main block (rooms 1-6) redevelopment for flexible learning, cloakroom spaces, and break out areas.

2.3.3 The status of student bathrooms was raised. Student bathrooms, in their current state, are considered to be of good quality and meet MoE requirements for health and safety standards, however, they do not meet MoE requirements for gender diversity. The refurbishment of bathrooms will be revisited as part of the Taupo and main block refurbishment proposed project, which is earmarked for the second 5YA

*It was moved (Brendon/Hamish) that the Board delegates authority to finalise and approve the 10 Year Property Plan for Plimmerton School to a Property Sub-Committee that consists of Jasmine and Mike.*

**CARRIED**

## 2.4 Covid Update - Covid-19 Protection Framework

2.4.1 Taken as read in the Principal's Report.

2.4.2 The Board notes and appreciates the willingness staff have demonstrated in undertaking extra duties to manage the impact of COVID, and the efforts Rosemary and Jo have made with managing relievers and connecting with isolating whānau.

## 2.5 In-Committee

8.39pm - The Board resolved that the public be excluded, to protect the privacy of individuals concerned (moved by the Chair). 9.18pm - The Board resumed meeting publicly.

## 2.6 Confirmation of Electronic Resolutions

2.6.1 Taken as read in the Principal's Report.

## 2.7 2022 Triennial School Board Elections

2.7.1 Taken as read in Principal's Report, includes an updated timeline for the upcoming election.

2.7.2 Aaron raised again the matter of succession planning for the board. Aaron has offered to step back, prior to his departure at the end of this year, to allow other members of the board to step up and trail the role of board chair for the remaining 2022 meetings. Interested members are encouraged to contact Aaron directly to discuss further.

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

### 3.1 Property Update

3.1.1 Taken as read in the Principals Report.

3.1.2 Official notification has been received from the Ministry regarding the ownership of the school land. The land which Plimmerton school occupies, along with 40 other schools, has been purchased by Ngāti Toa Rangatira under a 2014 treaty settlement arrangement. The board wishes to acknowledge this important event in some way.

3.1.3 Hamish will be attending a Hongoeka meeting in the coming weeks and will raise this topic for discussion and ask for suggestions on an appropriate way that the school can acknowledge this event.

## 4 MONITORING

### 4.1 Finance and Audit Report

4.1.1 Taken as read the Principals report.

*It was moved (Keith/Emma) that the finance report and transaction report for 12 March 2022 to 5 May 2022 be approved.*

**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 Aleida provided an update on the PTA. There are no new members but Mike Rodgers has been appointed as the new PTA Chair. Current members are hopeful that more urgency will be placed on whanau engagement and recruiting new members with an Association chair now in place.

### 5.2 Minutes of the previous meeting

*It was moved (Aaron/Aleida) that the minutes of the meeting held Thursday 24 March 2022 be confirmed, as a true and correct record of the meeting.*

**CARRIED**

### 5.3 Minutes of previous In-Committee meeting

*It was moved (Aaron/Aleida) that the minutes of the In-Committee meeting held Thursday 24 March 2022 be confirmed, as a true and correct record of the meeting.*

**CARRIED**

## 6 MEETING CLOSURE

### 6.1 Agenda Items for Next Meeting

6.1.1 Review of Achievement Targets.

6.1.2 Review of section 1.1 Effective Communication with the Community, of the Annual Implementation Plan.

### 6.2 Communication for Newsletter - from BOT

6.2.1 NA

### 6.3 Actions from this Meeting

6.3.1 Aleida and Keith to be available on Saturday (online) to join the Principal Appointment Committee for a final full board review of interviewed candidates.

6.3.2 Canvas alternative dates for next meeting due to Matariki public holiday the following day.

Meeting closed at 9.39pm



### Next meeting(s):

- Term 2, week 8: 20 June (Matariki public holiday 24 June)
- Term 3, week 3: 11 August
- Term 3, week 8: 15 September