

MINUTES OF A MEETING OF THE PLIMMERTON SCHOOL BOARD OF TRUSTEES held on 7pm, Thursday 11 August 2022

PRESENT:

Chris Steffensen, Keith Poore, Hamish Mexted, Aleida von Son, Emma Smith, Raj Krishnan, Jasmine Hardy-Mills, Brendon Cross, and Rebecca Smith.

APOLOGIES:

Aaron Sherriff

ADMINISTRATION

Brendon opened the meeting with a Ruruku. Jasmine (acting Chair) gave a brief overview of the agenda and welcomed everyone to the meeting. Chris provided a rationale to the board for the change of format of the Principals Report, explaining the goal was to simplify the report and align the items for discussion and decision with the Ministry of Education's National Administration Guidelines (NAGs) <https://www.education.govt.nz/our-work/legislation/nags/>.

1 Curriculum and Achievement (NAG 1)

1.1 Mid-Year School Wide Achievement Data

1.1.1 The 2022 Mid-Year Data Summary Report, provided by the SLT, illustrates a high-level snap-shot of student achievement data across reading, writing, and maths. A more in-depth review will be undertaken by each syndicate team using the ERO self-review model which will provide further analysis and commentary as to how each syndicate is tracking against the 2022 curriculum targets.

1.1.2 This will be the first in a new schedule of reviews that will encourage syndicates to collectively own their data, to use up-to-date information to enable teachers to identify and respond to areas of non-achievement, to adapt teaching methods to provide better outcomes, and to celebrate student, class and syndicate successes. The findings for these reviews will be included in the board packs going forward.

1.1.3 The board expressed praise for Chris for providing the summary data, and the adapted review approach, at this early stage. The board looks forward to receiving an update of the mid-year data following the syndicate review.

2 Policies, Strategic Planning, Reporting to Parents (NAG 2)

2.1 Term 3 School Docs for Review

2.1.1 There are 3 policies for the board's review during Term 3, they will be reviewed by the following board members; Harassment policy to be reviewed by Brendon, Sun Protection policy, to be reviewed by Aledia, and Child Protection policy, to be reviewed by Emma. These reviews are to be completed prior to the new board taking office on 15 September.

2.1.2 It was noted that currently, there is no policy for student absenteeism. It was agreed that attendance guidelines be developed, rather than an attendance policy, to provide the school with a framework to identify, intervene and consult with whanau when patterns of absenteeism arise. It was also discussed how to best communicate the link between poor attendance and poor achievement outcomes within our school community. As a start, regular messaging in the school newsletter was suggested.

2.1.3 The link between absenteeism and low achievement was further discussed. The board expressed an interest in receiving any data that the school could provide that highlights any trend amongst target students.

2.1.4 School Docs Policy reviews are to be tabled for the new board to confirm a process for undertaking reviews each term.

2.2 Term 3 Board Assurance Statements

2.2.1 Board Assurance Statements are to be tabled for the new board to confirm a process for review.

2.3 Reporting to Parents

2.3.1 Following the Mid-Year Information Sharing evenings on the 3rd and 8th of August a survey was developed and sent to all parents/caregivers to gather feedback on the format of parent teacher interviews and the presentation and contents of the written reports. A summary of the survey's key findings will be presented at the next board meeting.

3 Personal and Pastoral (NAG 3)

3.1 Year 3 / 4 Fixed-Term Teacher

3.1.1 Taken as read the Principals report.

3.2 Office Administrator Role

3.2.1 Taken as read the Principals report.

3.3 Student Numbers (August)

3.3.1 Taken as read the Principals report.

3.4 Technology Numbers 2023

3.4.1 Following an email received from Paekākāriki school, requesting to transfer to the Raumati Technology Centre, a review has been completed of anticipated student numbers for 2023. With expected increases in student numbers from Papakowhai, Paremata, Pauatahanui, and Postage schools we can confirm that there will be little impact, if any, on student numbers for 2023 if Paekākāriki school transfers to Raumati Technology Centre. Further to this, the scheduling of participating schools across the week will be improved upon their departure.

3.4.2 It is recommended the board approve Paekākāriki school's request to transfer to the Raumati Technology Centre for the school year commencing in February 2023.

3.4.3 The school will be undertaking a survey of the participating schools to gather feedback on our Technology Centre and the modules provided. A summary of the survey's key findings will be presented to the board in due course.

It was moved (Jasmine/Raj) that the board approves the recommendation for Paekākāriki school to transfer to the Raumati Technology Centre at the beginning of 2023.

CARRIED

4 Property and Finance (NAG 4)

4.1 Finance

4.1.1 Taken as read the Principals report.

4.1.2 The board noted that the financial position of the school has improved during the term of the current board (past 3 years) and is confident of this continuing under the current school management.

It was moved (Keith/Aledia) that the finance report and transaction report for 7 June to 27 July be approved.

CARRIED

4.2 Property - Swimming Pool

- 4.2.1 The pool project is in the final stages and has a projected completion date prior to the commencement of Term 4. Brendon is coordinating with each syndicate to understand how the pool will be used during school hours of Term 4, then ongoing from February 2023.
- 4.2.2 Easyswim has received a request from Pukerua Bay school to conduct swimming lessons in the pool during school hours. The board wishes to understand how the pool will be used by Plimmerton school before considering any external school use. To be in a position to consider this request the board would also like to understand any impact on the pool use during school hours, the proposed schedule of lessons, the logistics of having Pukerua Bay school students on site, and any financial considerations.
- 4.2.3 Easyswim has requested the installation of CCTV cameras in the pool building. This is in line with other Easyswim school locations and will be operated outside of school hours. Easyswim has provided details for installation and their CCTV Policy for the board's review. The installation will be at no cost to Plimmerton school, it does not interfere with the school's own CCTV camera system, and camera footage would be made available to the school upon request. It is recommended that the board approve the installation of Easyswim operated CCTV cameras in the pool building.

It was moved (Emma/Hamish) that the recommendation to install Easyswim owned and operated CCTV cameras in the Plimmerton school pool building be approved.

CARRIED

4.3 Property - Room 19

- 4.3.1 Niche Construction has been asked to quote for the removal of identified rot, and repair leaks, located in room 19. Upon receipt of an acceptable quote this work will be undertaken as soon as possible. Work will be funded from the existing Building Maintenance budget which is currently 35% to budget for the year. If the rot is identified as a health and safety issue, Room 19 students will be relocated to room 20 until work has been completed.

4.4 Property - Roofing Project

- 4.4.1 Taken as read the Principals report.

4.5 Property - Te Whare Atawhi / Music Building

- 4.5.1 Taken as read the Principals report.

4.6 Property - LED Lighting Proposal

- 4.6.1 Taken as read the Principals report.
- 4.6.2 Following an onsite audit of the school's lighting (internal and external) DES (Direct Energy Solutions) will be providing a proposal for the upgrade of all lighting fixtures to LED. The proposal will be brought to the board for review and approval.

5 Health and Safety (NAG 5)

5.1 Mask Mandate

- 5.1.1 Taken as read the Principals report.

5.2 Health and Safety Committee Update

5.2.1 Taken as read the Principals report.

5.3 Incident, Illness & Injury Reporting Update

5.3.1 Taken as read the Principals report.

5.4 Poor Drainage

5.4.1 Further drainage issues have been identified between the top car park and room 23. Options to address the issue, along with quotes to complete the necessary work, are being sourced. A summary of recommendations and quotes will be provided to the board for consideration, for possible inclusion in the 2021 5YA drainage project funding.

5.5 Health and Safety Assurance

5.5.1 Taken as read the Principals report.

6 Administration (NAG 6)

6.1 2022 Triennial School Board Elections

6.1.1 The board requests that the candidates are provided with advanced notice of the next board meeting date, being 15 September, the day after the new board takes office.

6.2 Next Board Meeting

6.2.1 It was decided that the current schedule of board meetings remains to allow for the timely transition of governance, so as not to leave the school exposed during the time that the new board takes office and a new board Chair is confirmed.

6.3 Out of Zone Enrolments

6.3.1 The board recommends that updated data for the Plimmerton Farm Development be sourced and provided to the new board to aid discussion and decision-making for any temporary easing of out of zone enrolments for the next 5 years.

6.3.2 Currently, the likely number of out of zone placements for 2023 is 0, with the exception of exceptional applications as decided by the board on a case-by-case basis. This is to be reviewed by the board for 2024.

6.4 Confirmation of minutes of the previous meeting

It was moved (Jasmine/Emma) that the minutes of the meeting held Thursday 6 July 2022 be confirmed, as a true and correct record of the meeting.

CARRIED

It was moved (Brendon/Keith) that the minutes of the In-Committee meeting held Thursday 6 July 2022 be confirmed, as a true and correct record.

CARRIED

6.5 Board Correspondence

6.5.1 Nil

6.6 Communication - Items for School Newsletter

6.6.1 Messaging regarding student attendance linked to student achievement

6.7 Agenda items for next meeting

6.7.1 NAG 1

- Mid-Year Achievement Data - Syndicate Review findings

6.7.2 NAG 2

- Parent Survey - Summary of key findings
- Attendance Guidelines - Draft for review

- School Docs Policy Reviews - Review Feedback & Confirmation of process
- Board Assurance Statements Reviews - Confirmation of process

6.7.3 NAG 4

- Property - Swimming Pool / Pukerua Bay School use
- Property - LED Lighting proposal
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6.8 Preparation for next meeting (actions points)

- 6.8.1 Advise board candidates of scheduled meeting dates
- 6.8.2 Update website with 2023 out of zone enrolment information
- 6.8.3 Develop a schedule of Internal Self Reviews
- 6.8.4 Send Attendance Matters Report to board
- 6.8.5 Draft attendance guidelines
- 6.8.6 Develop target students attendance data report
- 6.8.7 Source recommendations and quotes for leaks and rot in room 19
- 6.8.8 Source recommendations and quotes for new drainage issue
- 6.8.9 Source update data on the Plimmerton Farm Development

Meeting closed at 9.13pm

Next meeting(s):

- Term 3, week 8:15 September (new board)
- Term 4, week 3: 3 November
- Term 4, week 8: 8 December



