

MINUTES OF A MEETING OF THE PLIMMERTON SCHOOL BOARD OF TRUSTEES held on 7pm, Thursday 15 September 2022

PRESENT:

Chris Steffensen, Aleida van Son, Emma Smith, Brendon Cross, Peter Barton, Fraser Clark, Hamish Mexted and Rebecca Smith.

APOLOGIES:

Leilani Ah Kuoi

ADMINISTRATION

Brendon opened the meeting with a Ruruku. Chris gave a brief overview of the agenda and welcomed everyone to the first meeting of the new board. Following introductions for new board members, Aleida called for interest in the Presiding Member position for the remainder of the year. Emma Smith was the only board member to self-nominate.

It was moved (Peter/Brendon) that Emma Smith fulfill the position of Board of Trustees Presiding Member (Chair) for the remainder of 2022 and throughout the holiday period until the board's first meeting in 2023.

CARRIED

It was moved (Emma/Brendon) that Hamish Mexted again be co-opted onto the Board of Trustees as the Hongoeka Marae representative, and as Deputy Chair for the remainder of 2022 and throughout the holiday period until the board's first meeting in 2023.

CARRIED

The board of trustees oversees four key portfolios, which act as board subcommittees for finance, health and safety (H&S), human resources, and property. The following board members have expressed interest and have been appointed to oversee each subcommittee by way of self-nomination.

1. Finance - Fraser Clark
2. H&S - Peter Barton
3. Human Resources - Emma Smith
4. Property - Aleida Van Son

It was discussed that Leilani is to be approached about joining Peter on the H&S subcommittee, given her sector experience, and that former board member Keith Poore or, in his place, Simon Pearce (who polled next highest in the election) is to be approached to gauge interest in being co-opted onto the board to provide financial governance and to join Fraser on the finance subcommittee. Emma to follow up and advise the board of the outcome.

It was moved (Chris/Emma) that the board subcommittees be confirmed as above with the possible inclusion of Keith or Simon to the finance subcommittee and Leilani to the H&S subcommittee.

CARRIED

Principal's General Update

Chris gave the new board members an overview of the Principal's Report explaining the sections and how they relate to the National Administration Guidelines (NAGS). Chris was happy to confirm that he has now met 1-on-1 with all teaching staff and has collated the results of the staff survey, which has given Chris a good understanding of the staff, the culture, and team wellbeing.

1 Curriculum and Achievement

1.1 Mid-Year School Wide Achievement Data

- 1.1.1 Mid-Year data was presented to the board at its previous meeting, this data is currently with each syndicate to undertake a detailed analysis. Chris has asked staff to use a new approach to conduct deep dives into the data using the Hero Self-Review Model. The output of these reviews will provide a better understanding of the data enabling teachers to change approaches, try new initiatives, and set new goals for student achievement.
- 1.1.2 Aleida has been looking at attendance data for the target students to gauge any correlation between students' attendance and achievement.
- 1.1.3 In consultation with the board, data from the Self-Reviews will also be used to steer the direction of future school spending to support new initiatives as they arise.
- 1.1.4 The board looks forward to receiving the Self-Review data as soon as it is ready, Chris is hopeful that this will be presented to the board at its next meeting.
- 1.1.5 2022 Mid-Year Data Summary Review, as presented at the August board meeting, was added to the Board Shared Folder for the new board members to review for context.
- 1.1.6 Term 4 will also see the planning for Aotearoa New Zealand's histories coming to the board for review and comment, for an anticipated 'drop' into the curriculum in term 2 of 2023.

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

2.1 Term 3 School Docs for Review

- 2.1.1 Chris provided an overview of School Doc's, how to access the School Doc's website to review policies, and the Policy Review timeline and process. It was decided that board members will take turns reviewing policies as they come up for review and according to each board member's area of interest and/or expertise. Feedback is then to be provided back to the full board; either that the policy is confirmed as fit for purpose or that the policy requires further discussion. Any changes to policy wording will then be drafted and collectively agreed upon before it is provided to School Docs, who amend policy documents.
- 2.1.2 Three policies were reviewed since the board's last meeting:
 - Child Protection, reviewed by Hamish and confirmed appropriate and fit for purpose.
 - Harassment, reviewed by Brendon and confirmed appropriate and fit for purpose.
 - Sun Protection, to be reviewed by Aleida - deferred to the next meeting.

2.2 Reporting to Parents

- 2.2.1 54 responses were received from the Parents Survey which helped to confirm what teachers were already thinking about the format, frequency, and detail provided in current school reports.
- 2.2.2 The format of future reports was discussed as to how they could be adapted in the future. The requirement to report in writing to parents twice per year was confirmed for board members.
- 2.2.3 Chris provided an overview to the board of how tools within the HERO Student Management System (SMS) can help by recording and delivering real-time data to teachers, and parents. It can also be used to align student learning with achievement goals, for developing students' written reports, and can provide a real depth of data for in-person meetings with parents.
- 2.2.4 The board was interested in what HERO could provide but were hesitant to endorse a change in SMS systems so soon after the introduction of ETap in January 2022 without

further evidence and financial consideration. Further information will be provided to the board about this at its next meeting.

2.3 Out-of-School Course for Education - Nature School Program

- 2.3.1 Student attendance at Out-of-School Tuition and Support Programs (e.g. Kip Magrath) is at the Principal's discretion. However, programs that require students to be out of school for more than 4 hours a day are classed as Out-of-School Courses for Education and come under school governance for decisions on a case-by-case basis.
- 2.3.2 Students taking part in Out-of-School Courses for Education, and in this particular case, the Nature School Program, maintain full enrolment status at Plimmerton School and remain under the school's health and safety policy, therefore the school still has the overarching duty of care.
- 2.3.3 In the case of the Nature School Program a decision is to be made as to the board's confidence that the student attending will remain safe whilst off school grounds. The potential benefit, or otherwise, to the student's well-being is also to be considered along with any impact that attendance at the Nature School Program will have on the student's educational achievement.
- 2.3.4 Consideration should also be given as to the school's position on student attendance at various Out-of-School Courses for Education and how that is perceived amongst the wider school community, and what the school is also doing within its own curriculum to provide for our diverse student body.
- 2.3.5 A digital copy of the Nature School Program portfolio is to be forwarded to the board for further reading.
- 2.3.6 The board wishes to note their appreciation to the parents for bringing this matter forward for consideration.
- 2.3.7 The board will continue to seek further clarity on the Nature School Program of operations so a considered and unanimous decision can be made. The board would also like to see some form of measurement applied so that should attendance be granted the impact on the student's well-being and education, successful or otherwise, can be measured.

3 Personal and Pastoral (NAG 3)

8.30pm - The Board resolved that the public be excluded, to protect the privacy of individuals concerned (moved by the Chair). 8.45pm - The Board resumed meeting publicly.

4 Property and Finance (NAG 4)

4.1 Finance

- 4.1.1 Taken as read in the Principals report.
- 4.1.2 Variance to budget is tracking as expected and the \$200k Term Deposit will be rolled over for a further period of 6 months following the confirmation of the new Term Deposit rates.

It was moved (Hamish/Aledia) that the finance report and transaction report for 28 June 2022 to 5 September 2022 be approved.

CARRIED

4.2 Property - Swimming Pool

- 4.2.1 Taken as read in the Principals report.

4.3 Property - Roofing Project

4.3.1 Taken as read in the Principals report.

5 Health and Safety (NAG 5)

5.1 COVID Update / Mask Mandate

5.1.1 Taken as read in the Principals report.

5.2 Incident, Illness & Injury Reporting Update

5.2.1 Taken as read in the Principals report.

5.2.2 The Chair requested that H&S information provided be for the period going forward since the last report.

5.3 Health and Safety Assurance

5.3.1 Taken as read in the Principals report.

6 Administration (NAG 6)

6.1 Future Board Meeting Dates

6.1.1 Taken as read in the Principals report.

6.2 Out of Zone Enrolments

6.2.1 The board's position on out of zone (ooz) enrolments meant that it was unlikely that there would be any ooz places available for 2023. However, following further advice Chirs was able to confirm that we can hold a separate ballot in December if the roll doesn't meet the expected numbers.

6.2.2 It is recommended that the board approved the recommendation to hold a separate ballot in December for four spaces in Year 1.

It was moved (Chris/Emma) that the recommendation to hold a separate ballot in December for four out of zone placements for Year 1 students be held.

CARRIED

6.3 Kelly Club Report

6.3.1 Taken as read in the Principals report.

6.3.2 During the board's last finance subcommittee meeting an after hours lockdown situation took place. Following this incident, the board Chair would like to be advised of Kelly Club's lockdown procedure.

6.4 Confirmation of minutes of the previous meeting

It was moved (Brendon/Aleida) that the minutes of the meeting held Thursday 11 August 2022 be confirmed, as a true and correct record of the meeting.

CARRIED

There were no In-Committee Minutes from the previous meeting.

6.5 Board Correspondence

6.5.1 Nil

6.6 Communication - Items for School Newsletter

6.6.1 Nil

6.7 Agenda items for next meeting

6.7.1 NAG 3

- Staffing for 2023

6.7.2 NAG 4

- Draft Budget for 2023

6.8 Preparation for next meeting (actions points)

- 6.8.1 Chris to confirm Kelly Club's lockdown procedure.
- 6.8.2 Emma to follow up on the possible inclusion of Keith or Simon to the finance subcommittee and Leilani to the H&S subcommittee.
- 6.8.3 Chris to provide Mid-Year Self-Review Data.
- 6.8.4 Aledia to review and provide feedback for Sun Protection policy.
- 6.8.5 Chris to provide cost analysis and recommendations for HERO SMS.

Meeting closed at 9.02pm



Next meeting(s):

- Term 4, week 3: 3 November
- Term 4, week 8: 8 December

2023

- Term 1, week 3:
- Term 1, week 8:

