

MINUTES OF A MEETING OF THE PLIMMERTON SCHOOL BOARD OF TRUSTEES

held in the Staffroom, 7pm, Thursday 12 August 2021

PRESENT:

Aaron Sherriff, Mike Forrest, Brendon Cross, Keith Poore, Hamish Mexted, Jasmine Hardy Mills, Aleida von Son, Emma Smith, Raj Krishnan, Louise Ioane

APOLOGIES:

1 ADMINISTRATION:

The meeting opened with a Ruruku. Aaron welcomed everyone to the meeting and gave a brief overview of tonight's agenda. While the agenda is relatively brief, there are many important decisions to be made.

2 DECISION AND DISCUSSION:

2.1 Annual Plan mid year review:

- The Board visited the Annual Plan Kanban board and Mike gave a brief update on where we are positioned
 - teams and team leaders are analysing student achievement over the next couple of weeks
 - at the first meeting next term they will have an update on mid-year achievement information

2.2 Swimming Pool upgrade:

- Mike and Jasmine spoke to the Swimming Pool Upgrade update
 - the Board robustly discussed re-allocating \$25k from outdoor learning to pool
 - Easy Swim contributions and lease agreement to be formalised
 - HMCT application has been accepted and waiting to hear whether or not it has been approved
 - updates to be provided each meeting as a standing item to monitor as it is a very expensive project

It was moved (Hardy Mills/Poore) that the \$25k allocated to outdoor learning be transferred to the pool. **CARRIED**

- Lotteries Grant - resolution to be sought via email when further information is available

2.3 Taupo Camp 2022:

- Mike spoke to the 2022 Taupo Camp proposal - benefits of Mahakina Camp are:
 - Wide range of activities (bush craft, tramp, high and low ropes, zipline)
 - Instructors provided for activities
 - Work Safe NZ site - Accredited Adventure Activity Providers. Annual external audit
 - Students experience three accommodation options - bunkrooms, tents, large bush tents
 - Camp can proceed in all weather.
 - Later in the year means focus can shift from getting to know each other to more emphasis on facing new challenges
 - Later in the year means behavioral needs students are generally more settled. Staff not running activities are more able to manage these students.
 - Whole syndicate can go together.

The Board agrees in principle to the re-evaluation, including the structure and timing. But has serious reservations about the cost involved (this is a 600% increase) and expressed a desire to better understand the reasoning and fundraising considerations.

2.4 Finance Report - items for decision and discussion:

2.4.1 Approval of payments 15 June to 31 July

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

CARRIED

It was moved (Poore/Smith) that the credit card limits be approved.

CARRIED

2.4.2 Donation promotion

- The Board noted that per capita the amount has increased since 2020 - almost to 2018 level.
- It was decided to thank those who have already paid in the newsletter
- Louise and Emma to draft a reminder to those that haven't paid

2.4.3 CyberSafe insurance

There have been a number of cyber attacks on schools and other organisations recently. The two most common threats have been organisations locked out of their IT systems, or threats to release private information they hold. Currently we do not have cyber insurance. We have a quote for this cover from Crombie Lockwood, our current insurance brokers.

It was moved (Sherriff/Poore) that Plimmerton School board takes out additional policy cover for cyber insurance through Crombie lockwood, namely CyberSAFE (including crime cover), at a current annual cost of \$1214 + gst as tabled.

CARRIED

2.4.4 Student and Library Management systems

- The school currently uses Edge for its SMS. This includes managing the student, parent and teacher database; recording attendance, medical and pastoral events and supports; and recording student assessments and reporting. Student information is fed directly from the Edge into the Edge LMS. Some issues are:
 - Edge has been consistently difficult to navigate and has some limitations requiring third party involvement. This creates additional expense and management of information.
 - The ongoing development of Edge is very slow, and the developers are not very responsive to suggestions
 - Edge Library LMS is an 'add-on' to the Edge SMS. It is not a dedicated Library management system so is very limited and is not often updated. eg. limited built-in key-word search functionality.
 - Communication with parents is difficult to navigate within Edge and has limitations - eg. cannot see the email you have sent (!). Many teachers compile their own mailing lists outside of the app which is not good for ensuring up to date contacts, or privacy of information held.
 - There is no app or emergency text notification capability for those times when the creation of an email or text is time consuming, or due to adverse circumstances unable to happen. This has to be done via a 3rd party app.
- Mike, Melissa, Kate, Sarah and Louise have investigated our options and their preference is to move to eTap for SMS and Accessit for LMS because:
 - ease of use and functionality - includes far better assessment/reporting & communication with parents
 - no need for third party software associated costs and know how
 - Accessit is the only dedicated library management system and is widely in use by many schools across the country. Local school librarians have already supported Sarah as she has investigated options. It has excellent catalogue and search options.
 - The only other SMS available to us, Hero, only supports real-time reporting which would require a significant shift in our schools reporting approach. It does not have some functions, such as medical room reporting yet.
 - Mike has previously used eTap and much preferred it's functionality, the responsiveness to suggested improvements, and the level of service support.

It was moved (Forrest/Cross) that the Plimmerton School board approves a change of SMS and LMS platforms as tabled.

CARRIED

2.5 Policy Reviews allocation:

Emma's review of Protected Disclosure was circulated by email after the last meeting - no changes required. Jasmine spoke to her review of Reporting to Parents - no changes required.

Term 3 policy reviews were allocated as follows:

- Behaviour Management - Brendon
- Concerns and Complaints - Aarron

2.6 In Committee:

8.43pm - The Board resolved that the public be excluded, to protect the privacy of individuals concerned (moved by the Chair). 9.00pm - The Board resumed meeting publicly.

2.7 Up to Date resolution for Kelly Club:

- MOE has been processing the occupancy agreement for Kelly Club. This was prepared some time ago but now needs an updated resolution.

It was moved (Forrest/Sherriff) that the Plimmerton School Board of Trustees agree to enter into a third party occupancy agreement with Kelly Club to provide out of school care to Plimmerton School students in the School Hall.

CARRIED

2.8 Confirmation of Electronic Resolutions:

GRANT APPLICATION

The resolution that was agreed to by email was confirmed:

It was agreed, by Plimmerton School Board of Trustees via email meeting, Thursday 5 August, to apply to Hutt Mana Charitable Trust for a donation of \$20k plus GST to help contribute to the cost of the new energy efficient water and air heating system for our school pool.

3 ITEMS FOR INFORMATION (in Principal's Report)

- Are we ready for another lockdown? Systems and process are developed for all alert levels. Teachers are meeting to update a learning plan for the possibility of a level 4 lockdown due to Delta variant
- Exterior Painting: painting of the hall and arts centre has been completed using accumulated cyclical maintenance funds
- Interior Painting: painting of the hall foyer, kitchen and toilets has been completed using accumulated cyclical maintenance funds
- 5YA roofing project: evaluation of tenders meeting was on day before board meeting. Unfortunately more information required from the 3 tenderers as not able to do a true side by side comparison with information supplied.
- SIPS Alarm system upgrade: signed off and awaiting start. We are hopeful this will be within the next three weeks
- SIPS Security Camera upgrade: the contract has been approved and we are awaiting preliminary meetings with the contractor
- Pool upgrade: see section 2

3.2 Community of Learning:

- the Board discussed whether or not to approach Barbara Edmonds (local MP) about our issues
- Anita Baker (Porirua Mayor) is already aware but has mentioned that she believes the other two subdivisions near Pukerua Bay will be started first

3.3 Property:

- Roofing meeting scheduled with MOE, Stephen Cross and Lee Ashby to evaluate the roofing tenders and discuss managing the project if there is a 5YA funding shortfall

4 MONITORING:

4.1 Finance and Transactions Report:

earlier in minutes

4.2 PTA Update:

- Taken as read in Principals Report

4.3 Health and Safety:

- Taken as read in Principals Report

4.4 Attendance/Roll report:

Taken as read in the Principals Report

5 ADMINISTRATION

5.1 Minutes of previous meeting:

It was moved (Smith/Cross) that the minutes of the meeting held Thursday 24 June 2021 be approved.

CARRIED

5.2 Minutes of previous In-Committee meeting:

It was moved (Sherriff/Mexted) that the minutes of the in-committee meeting held Thursday 24 June 2021 be approved.

CARRIED

6 MEETING CLOSURE

6.1 Agenda items for next meeting:

- Mid year student achievement
- Pool project update
- Roofing project update

6.2 Communication for newsletter - from BOT

Nil

6.3 Actions from this meeting:

Policy reviews as follows:

- Behaviour Management - Brendon
- Concerns and Complaints - Aarron
- Notify staff and community of these reviews - Mike/Louise

Meeting closed at 9.20pm

Next meeting: Thursday 16 September 2021

Thursday 4 November 2021

Thursday 9 December 2021

Action Points from previous meetings:

- Check evacuation scheme with FENZ - Mike - COMPLETED, Scheme in place.
- Submission to MoE on draft enrolment scheme - Mike (Hold until MoE meeting)
- Negotiate pool lease agreement with MoE and Easyswim - Mike/Jasmine
- Check on Metlink's action points for bus service - Mike
- Policy reviews for next meeting:
 - Behaviour Management - Brendon
 - Concerns and Complaints - Aarron

