

# MINUTES OF A MEETING OF THE PLIMMERTON SCHOOL BOARD OF TRUSTEES held in the Staffroom, 7pm, Thursday 23 September 2021

## PRESENT:

Aaron Sherriff, Mike Forrest, Hamish Mexted, Jasmine Hardy Mills, Aleida von Son, Emma Smith, Raj Krishnan, Louise Ioane, Brendon Cross (via Zoom)

## APOLOGIES:

Keith Poore

## 1 ADMINISTRATION:

The meeting opened with a Ruruku. Aaron welcomed everyone to the meeting and gave a brief overview of tonight's agenda. Aaron checked in with everyone regarding level 4 and 3. He shared an overview of his meetings with Mike during lockdown. In particular, how impressed he was with the speed and flexibility of staff - the school transitioned smoothly to distance learning and operated well.

## 2 DECISION AND DISCUSSION:

### 2.1 Mid year achievement report:

- Mike and Jill spoke to their report on mid-year achievement levels
    - compiling this data was the catalyst for staff to have some robust and valuable discussions which has helped to grow leadership and data analysis skills
    - some discussion was held around ideas to engage boys in reading and girls in maths
- Action: Mike to distribute reports tabled at the meeting.

### 2.2 Covid Update

- Mike reported on the transition to level 4:
  - despite the lack of transition period distance learning and a website based Learning Hub was operational within 48 hours
  - devices and physical learning packs were distributed shortly thereafter
  - students and teachers were engaged more frequently based on feedback from last year
- transition back to level 2 was straightforward - the challenge is maintaining distancing and sanitising practises
- Event cancellations and considerations:
  - term 4 is short so there is a limited time to hold events if we postpone
  - uncertainty is difficult to manage and demoralising for everyone
  - a table of events was tabled. Those in green will definitely go ahead and those in red will be cancelled. Those shaded amber still have the possibility of happening depending on alert levels and decisions made by host organisations
  - the Board agreed that this was the most sensible approach

### 2.3 Swimming Pool Upgrade:

- A report on progress for the Swimming Pool upgrade was tabled and discussed
  - the Board noted the amount of work Jasmine and Mike are putting in and it was acknowledged that progress is very slow due to Property Manager and MOE

### 2.4 Classroom and Staffing considerations 2022:

8.08pm - The Board resolved that the public be excluded, to protect the privacy of individuals concerned (moved by the Chair). 8.16pm - The Board resumed meeting publicly.

- Mike tabled six options for classes next year based on the ratios of 1-29 for years 4-8; 1-23 for years 2-3 and 1-18 for year 1/NE
- Staff allocation notice will be released this Saturday so no decision can be made until that information is received

#### 2.5 PTA Fundraising 2021:

- At the most recent PTA meeting a decision was reached not to have the school gala, or an alternative like last year's Monster garage sale. With the Delta level 2 gathering numbers it would be very challenging to run any profitable event of that nature.
  - the Board robustly discussed the PTA losing traction and worker bees
  - it was proposed that a shared board PTA communication be sent that explains the decision and focuses on fund raising we are certain we can do

#### 2.6 Policy Reviews:

- ##### 2.6.1 A review of the Behaviour Management policy was tabled and spoken to by Brendon
- it was found to be fit for purpose and generic enough to cover PB4L and KiVa
  - clarification was sought around what was meant by behaviour plans outside the policy
  - clarification was sought around who was permitted to use physical restraint
  - Mike will look into these and report back
- ##### 2.6.2 A review of the Concerns and Complaints policy was deferred and to be circulated.

#### 2.7 In-Committee:

8.51pm - The Board resolved that the public be excluded, to protect the privacy of individuals concerned (moved by the Chair). 8.56pm - The Board resumed meeting publicly.

#### 2.8 Confirmation of Electronic Resolutions:

- Lotteries Grant Application:  
*"It was agreed, by the Plimmerton School Board via email meeting, Monday 6 September, that the board of Trustees nominates both Michael Forrest and Jasmine Hardy Mills as both profile secretary and signatories for the Plimmerton School profile on the Department of Internal Affairs' online grants management system.  
 We certify that this is a true and correct record of a resolution passed at that meeting."*
- Out Of Zone Ballot numbers:  
*"It was agreed, by the Plimmerton School Board via email meeting, Wednesday 15 September, to agree that there will be one out of zone place in Year 8 for students in 2022.  
 We certify that this is a true and correct record of a resolution passed at that meeting."*

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

- Taupo camp - being reconsidered based on feedback from the Board and impact of Covid

### 4 MONITORING:

#### 4.1 Finance and Transactions Report:

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

**CARRIED**

#### 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 (Krishnan/Sherriff) that the minutes of the meeting held Thursday 12 August 2021 be approved.*

**CARRIED**

- 5.2 Minutes of previous In-Committee meeting:

*It was moved (Krishnan/Van Son) that the minutes of the in-committee meeting held Thursday 12 August 2021 be approved.*

**CARRIED**

## 6 MEETING CLOSURE

- 6.1 Agenda items for next meeting:

- 6.2 Communication for newsletter - from BOT  
Nil

- 6.3 Actions from this meeting:

- Distribute achievement reports to Board members
- Distribute comments relating to review of Concerns and Complaints policy

Meeting closed at 9.09pm

Next meeting: Thursday 4 November 2021  
Thursday 9 December 2021

### Action Points from previous meetings:

- submission to MOE on draft enrolment scheme - Mike (hold until MOE meeting)
- Check on Metlink's action points for bus service



