

MINUTES OF A MEETING OF THE PLIMMERTON SCHOOL BOARD OF TRUSTEES

held on 7pm, Thursday 8 December 2022

PRESENT:

Chris Steffensen, Aleida van Son, Emma Smith, Brendon Cross, Peter Barton, Fraser Clark, Leilani Ah Kuoi, Simon Peace, Hamish Mexted and Rebecca Smith.

APOLOGIES:

N/A

ADMINISTRATION

Brendon opened the meeting with a Ruruku. Chris gave a brief overview of the agenda and welcomed everyone to the meeting including Lily McClutchie who presented a summary of her involvement in the Kahui Ako roopu from a student's perspective.

School Logo

Earlier in the year the previous board and principal approved a new logo based on the Korowai (cloak) which was gifted to Plimmerton school by Hongoeka Marae. For the benefit of the current board and principal Hamish summarised the concept and meaning of the new logo and presented the visual elements of the design, see [pdf](#). It was confirmed at the meeting that as the design has been gifted to the school the school is free to use the logos design elements, in part or as depicted, as well as develop different colour variations of the logo to represent the school and its different syndicates.

Following Hamish's presentation the board discussed how the logo could be used throughout the school including documents and merchandise, the planned website redesign, and school signage using the opportunity of the Weathertightness Project to update the signage on the exterior of the Hall and Admin blocks.

The board agreed to move forward with the digital design process to develop the school logo and syndicate logos.

Launch options and events were discussed. The board agreed that launching/officially presenting the new logo at the schools Matirkirk event would be appropriate and it would also provide the necessary time to develop and integrate the logo across the school elements. Kahui Ako students will be invited to help celebrate the meaning of the new logo at the Matariki event with waiata.

It was decided that this topic will be added to the board's next meeting agenda to plan comms and engagement with staff, students and community.

Fraser suggested that there could be an opportunity to connect classes with whanau groups from Hongoeka Marae and long standing families of the Plimmerton community.

The renaming of Kowhai syndicate to Motuhara syndicate was also approved by the previous board and principal. It was agreed that this is to be actioned at the beginning of the 2023 school year.

Gala Update

Aledia thanked board members for their contribution on the day and gave a brief summary of the day's events along with a summary of money raised, approx. \$24k. The 2022 end of year figure that the PTA will hand over to the school will be approximately \$50k.

It was agreed that the board will write a letter to the PTA to thank them for their hard work and commitment during 2022.

Rosemary has already thanked staff and commented that this year had the highest staff input by far.

Principal's General Update

Taken as read.

Chris outlined his vision for bringing everything (i.e. delivery of curriculum, student and community engagement, strategic planning and reporting) back to our 'Why'. To know and understand the vision and values and incorporate them into everyday learning activities. As a living, growing symbol of our 'Why' a Harkiki will be presented to each class on Day 1, with the intention to use this to develop a conscious connection between students, the school, the land, the community and especially Hongoeka marae. Classes will nurture their Harkiki, celebrate its special connection to the school grounds and as the Hariki matures it will be planted in the entrance garden at the top of the school drive in Term 4. As the Harkiki grows it will be trimmed and the flax will be used to create special taonga for Year 8 Leavers.

The board queried if Chris has the resources to implement these changes? Chris will be supporting the development and empowerment of the syndicate Team Leaders to take more responsibility to help lead the change. Bringing all staff on the journey together. Chris has engaged Laura Snowden to teach coaching and development for the syndicate Team Leaders.

1 Curriculum and Achievement

1.1 EOY Testing Data Update

1.1.1 This item has been moved to the board next meeting.

1.2 Neurodiverse Students - taken as read

1.2.1 The board were surprised at the number of Neurodiverse students and were grateful for the understanding of what comes under the Neurodiverse banner.

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

2.1 NELP

2.1.1 Board will need to be across and understand NELP so that it can be integrated into school charter planning and ensure inclusive for Māori.

2.2 Reporting to Parents

2.2.1 Taken as read

2.3 Term 4 School Docs for Review

2.3.1 There are four SchoolDoc policies for review during Term 4.

- Health, Safety and Welfare Policy - ***Leilani competed, and confirmed fit for purpose.***
- Alcohol/Drugs and other Harmful Substances Policy - ***Fraser***

There is a need for the no smoking & vaping signage (gates, office, entrance) and related communication to parents be confirmed to ensure school is meeting its requirements. Action item

- Digit tech - ***Chris confirmed fit for purpose***

Staff and students to complete the cyber safety agreement each year. Action item

- School Swimming Pool - ***Brendan***

Changes to be made as per Brendon's notes provided to the board. The board agreed to change the two week stand down for cases of vomit and diarrhea to 48 hours in line with school attendance. Action item

2.4 Term 4 Board Assurance Statements

2.4.1 The board asked for more detail around providing confirmation of processes. It was decided that the board pick one or two Assurance Statements to verify and confirm each term.

- 2.4.2 Assurance to be actioned by subcommittee members to verify processes in practice, to happen in situ, rather than preparing presentation and papers for board meetings. Subcommittee to speak to verification activities at each meeting.

3 Personal and Pastoral (NAG 3)

3.1 2023 Confirmed Staffing

- 3.1.1 Numbers set for 2023, missed Roll Review opportunity due to school being out to tender for OOZ students. In a position where we will need to start another junior class. Chris confident that we can take on another teacher in Kowhai/Motuhara which will be financially back dated to January - based on roll numbers after March roll review. Current part-time staff who cover CRT will be asked to change schedules to allow more contact and development time for SLT and Chris and to provide consistency for teachers planning.

- 3.1.2 Chelsea Jennings tendered her resignation.

3.2 Exit Interview Summary

- 3.2.1 Item move to In Committee

3.3 In Committee

8.43pm - The Board resolved that the public be excluded, to protect the privacy of individuals concerned (moved by the Chair). 9.27pm - The Board resumed meeting publicly.

4 Property and Finance (NAG 4)

4.1 Finance

- 4.1.1 Taken as read in the Principals report.

It was moved (Simon/Fraser) that the finance report and transaction report for 27 October to 25 November 2022 be approved.

CARRIED

4.2 Budget 2023 - Draft

- 4.2.1 Taken as read in the Principals report.

4.3 Property - Ventilation Project

- 4.3.1 Taken as read in the Principals report.

4.4 Property - 5YA Project

- 4.4.1 Taken as read in the Principals report.
- 4.4.2 It was noted that the Ministry is still to approve the 10YPP.
- 4.4.3 The board approved the recommendation to remove the Mana Block Skylight Project from the 5YA of the pending 10YPP so that the weathertightness issues can be addressed.

5 Health and Safety (NAG 5)

5.1 Incident, Illness & Injury Reporting Update

- 5.1.1 Taken as read in the Principals report.

5.2 Health and Safety Assurance

- 5.2.1 Taken as read in the Principals report.

6 Administration (NAG 6)

6.1 Confirmation of minutes of the previous meeting - correct to option 3 as approved.

It was moved (Emma/Pete) that the minutes of the meeting held Thursday 3 November 2022 be confirmed, as a true and correct record of the meeting.

CARRIED

It was moved (Emma/Chris) that the minutes of the In-Committee meeting held Thursday 3 November 2022 be confirmed, as a true and correct record of the meeting.

CARRIED

6.2 Board Correspondence

6.2.1 Nil

6.3 Communication - Items for School Newsletter

6.3.1 Nil

6.4 Agenda items for next meeting

6.4.1 Nil

6.5 Preparation for next meeting (actions points)

6.5.1 All staff & students to sign cyber safety agreement at the start of the 2023 school year.

6.5.2 No smoking & vaping signage to be confirmed around the school.

6.5.3 Changes to Swimming Pool Policy to be sent to SchoolDocs.

6.5.4 Board Assurance Statements - confirm subcommittee for actioning verification activities.

Meeting closed at 9.45pm

Next meeting(s):

2023

- Term 1, week 3: 16 February
- Term 1, week 8: 23 March
- Term 2, week 3: 11 May
- Term 2, week 8: 15 June