

# MINUTES OF A MEETING OF THE PLIMMERTON SCHOOL BOARD OF TRUSTEES

## held on 7pm, Thursday 3 November 2022

### PRESENT:

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

### APOLOGIES:

Hamish Mexted

### ADMINISTRATION

Brendon opened the meeting with a Ruruku. Chris gave a brief overview of the agenda and welcomed everyone to the meeting including newly co-opted member Simon Pearce, and Taupo Syndicate Team Leader Andy Tate who joins the meeting to present a proposal for future school camps.

Emma confirmed that Leilani is happy to join Pete on the boards H&S subcommittee and that Simon has been co-opted to the board and joins Fraser on the boards finance subcommittee.

### School Camps

Andy Tate, Taupo Syndicate Team Leader presented a plan for a new two year cycle of senior syndicate camps, starting with 2023 and 2024. Proposed camps are to include the current Rimetakua Bike camp, a new Mountain camp (Tukino Lodge & Ski Field), and a Makahika Outdoor Pursuits Centre camp. All camps cater to all experience types and abilities and have alternate activities and can adapt for varying weather conditions. Camps would be funded by a mixture of parent funding and syndicate fundraising, and the school would look to give families a year's notice to help with planning for the financial costs.

The board approved the plan in principal and looks forward to receiving information regarding fundraising ideas to subsidise the costs for families in due course. The board will consider the idea of board sponsorship for those families struggling to meet the costs.

### Principal's General Update

Taken as read.

## 1 Curriculum and Achievement

### 1.1 Self Reviews

- 1.1.1 Chris provided an update to the board on what has happened in this space with further development still to take place before it can be rolled out and presented to the board.
- 1.1.2 The Aotearoa NZ Histories team presented the curriculum development to staff earlier this week. There is more planned in this area and the board will be updated in due course. It was noted that the meeting with Hongeake Marea is yet to take place but Hamish is working to get a date for this consultation meeting confirmed.
- 1.1.3 Management units were discussed, in particular the 2023 allocation of units to support the continuation of the Aotearoa NZ Histories and Neurodiversity Within School Teacher (WST) roles. The board were keen to understand the impact on the school, in particular, those students with neurodiversity needs, if this WST work was not continued. The board were keen to understand what percentage of students have neurodiversity need and sort assurance that work in this area would continue.
- 1.1.4 Chris advised the board that he will be applying for funding from the Porirua City Council (PCC) [Young People's Fund](#) for future projects. Pete tabled a conflict of interest as he

manages this fund; Pete will excluded himself from any dicussions regarding the funding application.

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

### 2.1 Term 4 School Docs for Review

2.1.1 Taken as read

2.1.2 There are four SchoolDoc polices for review during Term 4.

- Health, Safety and Welfare Policy - ***Leilani competed, and confirmed fit for purpose.***
- Alcholol/Drugs and other Harmful Substances Policy - ***Fraser to complete review.***
- Digit tech - ***Chris to complete review.***
- School Swimming Pool - ***Brendan to complete review.***

### 2.2 Term 4 Board Assurance Statements

2.2.1 Emergency Evacuation - Chris advised the board that he is working with the Wellington Regional Emergency Management Office (**WREMO**) and the Plimmerton Men's Shed to upgrade the pathway at the south end of the pool to improve it for pedestrian access in an emergency. WREMO confirmed that access via the pathway at the north end is in suitable condition.

### 2.3 Hero - Student Management System (SMS)

2.3.1 Chris gave the board an overview of Hero, which will replace eTap (the current SMS) and provided a quick summary of how the school (staff, students and parents/caregivers) will engage with the new system, and a detailed summary of the benefits of Hero and what the school has planned for the transition from eTap, including implementation plan, and training. The school needs to provide eTap with 30 days notice and will provide this with a view to having Hero up and running for the beginning of the 2023 school year.

### 2.4 Out-of-School Course for Education - Nature School Program

2.4.1 The board thanked Peter for taking the lead and reporting back on the key issues regarding management of health and safety at the Nature School Program, *ref Memo to Plimmerton School BoT & Appendix 1.1 tabled at the boards November meeting.*

2.4.2 The board still has concerns about the level of risk the board is exposed to in retaining the primary duty for ensuring student's health and safety, and educational needs are met, whilst at Nature School.

2.4.3 Following further discussion it was recommended that the board agree to either of the following four options:

1. Option one: Status quo, students attend Nature School via absenteeism.
2. Option two: No formal MoU, however informal agreement for students to attend Nature School\*
3. Option three: Formal MoU with Nature School NZ Trust per St. Theresa's model / approach, with a formal review of arrangement in six months' time.

*\*If Option two is the preferred option it is recommended that parents email their permission for their child to attend and will take full responsibility to liaise with Nature School to ensure they are confident that their health and safety policies and procedures are all up to date and they are happy for their child to attend/continue attending.*

2.4.4 It was discussed that, in future, there will also be an option four, which would see the school operate a 'Bush' curriculum program of its own.

2.4.5 For the current application the board has decided that after completing its due diligence it would proceed with option two, with the following stipulations:

1. Attendance and absences are to be reported to school
2. Communication to the school on any issues of health, safety and wellbeing
3. An attendance review be put in place
4. That the parent's touch base with the teacher on a regular basis and look at setting goals throughout the term
5. Review is complete in 6months for the student's attendance at nature school, attendance at school on the other days, participation in and achievement in class.

***It was moved (Emma/Pete) that Option three be approved and that the stipulations for attendance at the Nature School Programme be documented in a formal letter of reply to the family in question.***

- 2.4.6 Emma to draft a letter of response to parents for the board and Chris to review and approve before sending to the family concerned.

### **3 Personal and Pastoral (NAG 3)**

8.38pm - The Board resolved that the public be excluded, to protect the privacy of individuals concerned (moved by the Chair). 9.10pm - 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 It was recommended by the board finance subcommittee that the school purchase a replacement basket swing for the junior playground from Playco Lt at a cost of \$2,300 + GST.
- 4.1.3 It was recommended that the Principals spending limit, without board signoff, of \$2k be increased to \$5k to provide operational efficiencies for purchasing planned and budgeted expenses.

***It was moved (Chris/Simon) that the finance report and transaction report for 6 September to 26 October 2022 be approved.***

**CARRIED**

***It was moved (Simon/Brendon) that the recommendation to purchase a replacement basket swing for the junior playground at a cost of \$2,300 + GST be approved.***

**CARRIED**

***It was moved (Simon/Emma) that the recommendation to increase the Principal's spending limit, without board signoff, to \$5k for planned and budgeted expenditure be approved.***

**CARRIED**

#### **4.2 Budget 2023 - Draft**

- 4.2.1 Taken as read in the Principals report.
- 4.2.2 The board approved the draft budget and looks forward to seeing the unconfirmed costs clarified at it's next meeting.

#### **4.3 Property - Swimming Pool**

- 4.3.1 Taken as read in the Principals report.

#### **4.4 Property - Roofing Project**

4.4.1 Taken as read in the Principals report.

## 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 Gala

6.1.1 Aleida provided an overview of the planning and preparation to date for the upcoming Gala on 19 November 2022 and thanked those board members who have already volunteered to help out on the day.

6.1.2 It was confirmed that the board will arrange and host the Gala wrap party for all Gala volunteers who wish to attend.

### 6.2 Out of Zone Enrolments

6.2.1 It was recommended that the board approve to open a ballot for 20 Out of Zone (OOZ) placements for 2023, on the basis that the 2023 roll has not met the expected numbers.

6.2.2 The board agreed and requested that the 20 placements be allocated to specific year groups to ensure placements will minimise impact on the existing planned class sizes.

*It was moved (Brendon/Aleida) that the recommendation to open a ballot for 20 OOZ placements for 2023 be approved.*

**CARRIED**

### 6.3 Confirmation of minutes of the previous meeting

*It was moved (Emma/Pete) that the minutes of the meeting held Thursday 15 September 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 15 September 2022 be confirmed, as a true and correct record of the meeting.*

**CARRIED**

### 6.4 Board Correspondence

6.4.1 Nil

### 6.5 Communication - Items for School Newsletter

6.5.1 Chris to arrange advert for OOZ enrolments for 2023 within Kapi Mana and local community Facebook pages as appropriate.

### 6.6 Agenda items for next meeting

6.6.1 School Camps Proposal - Confirm proposed camps for 2023/2024.

### 6.7 Preparation for next meeting (actions points)

Draft Budget - unconfirmed cost to be confirmed

Final meeting for 2022

2023 Kick-off BBQ - date, venue and catering

**Meeting closed at 10.15pm**

**Next meeting(s):**

- Term 4, week 8: 8 December

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