

MINUTES OF A MEETING OF THE PLIMMERTON SCHOOL BOARD OF TRUSTEES held on 7pm, Thursday 16 February 2023

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. Emma welcomed everyone to the meeting and called for nominations for the position of board chair for the 2023 school year. Simon Pearce self-nominated, there were no further nominations tabled at the time.

It was moved (Emma, Brendon) that Simon Pearce be appointed as board chair/presiding member for 2023.

CARRIED

Principal's General Update

Taken as read.

Chris thanked Emma for stepping into the role of board chair/presiding member for the remainder of 2022.

Further to the information provided in the Principal's report, Chris introduced the board to the changes to school governance as outlined in the new Statement of National Education and Learning Priorities (NELP's) which replaces the current Statement of National Administration Guidelines (NAG's). In the short term the NELP's will mean a change to the format of board reporting but going forward the board will be provided with information to successfully implement the new NELP's to ensure the success and wellbeing of all learners at our kura.

1 Curriculum and Achievement

1.1 Achievement and Curriculum / 2022 EOY Data Summary Report

1.1.1 Chris summarised the pathway that the school, lead by the Te Rangatira roopu, took to analyse the trends in the curriculum achievement end-of-year summary data for 2022. The end-of-year (overall) achievement data variances from 2021 to 2022 were:

- Reading: 2021 was 90% vs 2022 which was 84%
- Writing: 2021 was 76.8% vs 2022 which was 77.7%
- Maths: 2021 was 87% vs 2022 which was 79.9%

1.1.2 Achievement in the 2022 curriculum focus area (literary) has gone up but only by a very small margin. Chris raised questions as to whether the investment in literacy was money well spent and, if the investment was at the expense of the other curriculum areas. The key to understanding this is in the ongoing collection and analysis of teaching and learning data.

1.1.3 Chris spoke of the approach that will be taken in 2023 to use real-time data, captured and analysed in Hero, to measure and respond to student achievement throughout the year.

This approach will allow teachers to modify their approach more frequently, to keep what's working and quickly identify and replace what isn't.

- 1.1.4 The role of education in the home was raised and the board questioned how teachers can get parents involved in this approach, which raised the question of how and when the school should report to parents. How much information should be shared, for example should parents know if their child is a target student?
- 1.1.5 The board queried what systems are in place for collecting and understanding data and asked how the board can help the school to identify what's working.
- 1.1.6 Following the development of the syndicate self-reviews, each teacher is now required to bring evidence to their syndicate hui every 4 weeks of their teaching and learning practices. Tracking the outcome of the syndicate self-reviews and understanding each syndicate's focus for enquiry will be key for how the board can compare teaching and learning outcomes, from meeting to meeting, to understand how these outcomes are impacting on student achievement. With this knowledge and understanding the board will be able to track achievement outcomes and provide guidance as to how this information is reported and celebrated with whanau.
- 1.1.7 The board looks forward to seeing results of week 4 and week 8 syndicate reporting under the new structure and having the syndicate leaders present to the board in Term 2.

2 Policies, Strategic Planning, Reporting to Parents

2.1 Term 1 School Docs for Review

2.1.1 The board discussed the SchoolDocs policy documents up for review in Term 1, which include those in the Legislation & Administration Policy section. It was agreed that the following policies will be reviewed with those members assigned to review reporting back to the board at its next meeting.

- Official Information Request - Pete Barton
- Legislation & Administration Policy - Hamish Mexted
- Privacy - Aledia van Son

2.2 BOT Term Checklist document

2.2.1 Simon will work with Chris and Rebecca to review and implement good practice initiatives, as per the NZSTA guidelines, for the board to work with going forward.

Action - Simon to schedule a meeting to discuss.

2.3 Physical Restraint Policy

2.3.1 The board feels that all staff should be refreshed on the Physical Restraint Policy, not just Teacher Aides, to ensure all staff understand their roles and responsibilities and how the policy applies differently to different staff.

Action - Chris to schedule staff refresher training.

2.4 Term 1 Board Assurance Statements

2.4.1 Simon to work with the board to clarify what subcommittees are in place and their roles and responsibilities, including a subcommittee to undertake verification activities that will provide confirmation for the board Assurance Statements. A checklist of verification activities is to be developed for each of the board Assurance Statements complete with board and principal (or designated officer) sign-off once completed, along with comments for any areas of improvement. A schedule of when verification activities are to be

completed, and by whom, is to be developed and incorporated into the board's annual workplan.

Action - Simon to schedule a meeting to discuss.

2.5 Teachers Handbook

2.5.1 The board recommends that the staff attest to receiving and reading the Teachers Handbook once complete to empower staff to help themselves and reverse a behaviour of 'learned helplessness' that impacts other staff members.

2.6 Nature School - Out of School Tuition and Support Programmes

2.6.1 Peter clarified that there is a documented requirement for parents to inform their child's school when/if their child has been enrolled at Nature School. The board requires that checks and balances are undertaken around this and will work to get an MOU in place with Nature School and finalise board communication to parents on this issue. The board will develop a standard letter to parents and a process for the school to use to close the loop on any child identified by the school as attending Nature School.

Action - Pete to lead development of communication and process and provide draft documents to the board for review and comment.

2.7 ERO Final Sign Off

2.7.1 Emma confirmed that she signed and returned the Board Assurance with Regulatory and Legislative Requirements Report 2022 to 2025 and the Te Ara Huarau - School Profile Report on behalf of the board. To the best of the boards knowledge the next review is scheduled for 2026.

3 Personal and Pastoral (NAG 3)

3.1 Staffing

3.1.1 Taken as read. Lisa Cowley has been employed to start up a NE class. In March, following the confirmation of the March Roll Return, Chris will be able to confirm the final funding and how this position will affect Bank Staffing for 2023.

3.1.2 The recruitment process for the replacement of Naomi Fairley's Year 7 & 8 position (Room 16) hasn't been fruitful to date and it may transpire that Jo Verran, DP, steps into Room 16 for the remainder of the year on a job share with Trish Kolston.

3.2 Exit Interview Summary

3.2.1 Taken off the Agenda. Exit interviews are completed, but are summarised for the board at the end of the year to protect people's anonymity. Emma to work with Chris to confirm interview structure, questions, purpose and what will be done with the information gained.

3.3 In Committee

8.23pm - 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.

4 Property and Finance (NAG 4)

4.1 Finance

4.1.1 Taken as read in the Principals report, with further items tabled:

- Rebecca's credit card was used for fraudulent activity. The card was canceled and Rebecca is now working with the ABS Fraud team to ensure the funds are recovered.

- PTA have now transferred total funds raised for the 2022 fundraising activities, being \$55,000.00.
- Board requested that board bank signatories be reviewed and updated with ASB.

It was moved (Simon/Fraser) that the finance report and transaction report for 26 November to 31 December 2022, and 1 January to 6 February 2023 be approved.

CARRIED

4.2 2023 Budget Draft v3

- 4.2.1 Taken as read in the Principals report.
- 4.2.2 The final 2023 Budget will be provided to the board at its next meeting for sign-off.

4.3 Parent Donations

- 4.3.1 Taken as read in the Principals report.

Action - Hamish will draft a new Parent Donation letter to be sent to parents by the end of February. The draft letter will be circulated by email for board review and comment.

4.4 Technology Fees for 2024

- 4.4.1 Taken as read in the Principals report.

Action - source information about Technology fees charged at Raumati, where Paekākāriki school went to.

4.5 Pool Fees - Swimming Lessons

- 4.5.1 Taken as read in the Principals report.
- 4.5.2 Board cautioned charging parents for 'future' spending given the schools current financial position.

4.6 Property - Roofing Project

- 4.6.1 Taken as read in the Principals report.

4.7 Ten Year Property Plan - Update

- 4.7.1 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 Confirmation of minutes of the previous meeting.

It was moved (Emma/Aledia) that the minutes of the meeting held Thursday 8 December 2022 be confirmed, as a true and correct record of the meeting.

CARRIED

It was moved (Emma/Aledia) that the minutes of the In-Committee meeting held Thursday 8 December 2022 be confirmed, as a true and correct record of the meeting.

CARRIED

6.2 NZEI Paid Union Meeting

6.2.1 Nil

6.3 Hero

6.3.1 Nil

6.4 Board Correspondence

6.4.1 Nil

6.5 Communication - Items for School Newsletter

6.5.1 Nil

6.6 Agenda items for next meeting

6.6.1 Nil

6.7 Preparation for next meeting (actions points)

~~6.7.1 All staff & students to sign cyber safety agreement at the start of the 2023 school year.~~

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

~~6.7.3 Changes to Swimming Pool Policy to be sent to SchoolDocs.~~

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

Meeting closed at 9.38pm

Next meeting(s):

2023

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