

# MINUTES OF A MEETING OF THE PLIMMERTON SCHOOL BOARD OF TRUSTEES held on 7pm, Thursday 23 March 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 and Simon welcomed everyone and confirmed the agenda and meeting schedule.

## Principal's General Update

Taken as read.

Chris wanted to specifically recognise the work that the Tu Rangatira Team (TRT) are doing and advised the board how well the group are working together, their strategic focus and increased interest in areas of data analysis. The board congratulated Chris for having the vision to stand up. The board expressed that they are impressed with the progress that the TRT group is already making through to looking at the 'Why', questioning 'what we've always done', and turning that on its head. The board queried if further investment in teacher development would be a good/better investment, than say a new playground, to support teachers in areas of data analysis and child psychology.

## 1 Curriculum and Achievement

### 1.1 Analysis of Variance

- 1.1.1 The board noted that 2023 will be the last time the schools Strategic Plan and Charter will need to go to the MoE.
- 1.1.2 Going forward, the board recognises that setting a 'blanket' 90% achievement target is no longer an appropriate measurement as it doesn't provide for the many variances that the school is now seeing. A pivot in approach is needed to accurately set and track tangible learning goals to analyse student achievement, it needs to be an approach that puts students at the centre.
- 1.1.3 Putting students first is the key to change. A model that aims for a 5% - 10% increase in achievement across all curriculum areas, for all students will be implemented for 2024. Using goals set in Hero teachers will be able to track achievement throughout the year (not just on 'testing' days) review and identify areas of non-achievement much sooner and take steps to fill in any learning pot holes along the way. Communication with whanau will increase through teacher calls to parents, initially for those students that are falling behind, and will expand to celebrate the achievers. Learning Posts and Celebration of Learning Open Days, which will take place each term, will become the norm replacing the twice-yearly written reports.

## 2 Policies, Strategic Planning, Reporting to Parents

### 2.1 Strategic Plan

- 2.1.1 In January 2023 new legislation for Planning and Reporting came into effect as part of the new curriculum and schools will be required to use the National Education and Learning Priorities (NELPs) as the framework for this.

- 2.1.2 The board identified that the 2021 - 2024 Strategic Plan needs an overhaul/refresh. The board agreed to keep the Strategic Plan as it is for 2023 with a plan to refresh it for 2024, potentially incorporating new branding/school identity at the same time. Consultation will be needed, and sort from the wider school community. The board will set timeframes for these projects and seek outside resources to help with consultation which should be professionally facilitated, potentially by an external party.
- 2.1.3 Chris provided a proposal and quote from Bex Galloway for the boards consideration for the design and delivery of a Local Curriculum Plan, specifically tailored for Plimmerton School. A funding proposal will be developed in Term 2 for the Ministry of Education when they open up funding applications. The proposal was accepted and will be funded by this years Professional Development budget.
- 2.1.4 It was recommended and accepted that the board form a Strategic Plan sub-committee to lead the Strategic Plan refresh.

***A Resolution was passed that the current Strategic Plan be rolled forward for 2023 with a view to re-design/develop, and implement a fit for purpose curriculum for 2024. (Aledia/Hamish)***

**CARRIED**

***A Resolution was passed to form a sub-committee, with support from an external provider, for the development of the new Strategic Plan. (Aledia/Hamish)***

**CARRIED**

***It was moved (Simon/Fraser) that the Strategic Plan sub-committee include the following board members Hamish, Leilani, Pete, Fraser and Chris.***

**CARRIED**

## 2.2 Term 1 School Docs for Review

2.2.1 Three policies have been reviewed since the last meeting.

2.2.2 **Official Information Act (OIA) Requests** - Pete found the policy fit for purpose, with further consideration, given the current context, how the school makes Board of Trustees information and meetings accessible. Pete recommends adding an auto response for all emails that get sent to the BoT inbox specifying a timeframe for expected reply and providing an alternative contact such as office@plimmerton.school.nz. Pete also recommended that the board develop a Register for OIA requests.

2.2.3 **Legislation & Administration Policy** - Hamish found the policy fit for purpose, with further consideration as to the flow of information for any policy changes from sources such as School Docs, MoE, NZEI and ensuring that this information gets to the board.

2.2.4 **Privacy** - Aledia found the policy fit for purpose, with further consideration to be given at an administration level as to the handling of information from separated parents.

2.2.5 **From the Community** - the board received informal questioning of the school dress code for Year 7 & 8's, in particular that of Year 7 & 8 girls fashion that exposes midriffs etc. The board confirmed that there is no dress code and that students are only required to dress for sun protection and for purpose/activity. The board will review this when the policy is next reviewed, which is 2025.

## 2.3 Physical Restraint Policy

2.3.1 School Doc's are updating this policy which will be released on 7th May 2023.

***A resolution was passed that Teacher Aide's can not use Physical Restraint until they receive written approval by the Principal, and that Physical Restraint training must be completed before approval will be given.***

## 2.4 Term 1 Board Assurance Statements

2.4.1 Taken as read.

## 2.5 Nature School - Out of School Tuition and Support Programmes

2.5.1 Pete presented back to the board and provided the Nature School MoU for board review. The board are happy that due diligence has been carried out, but asked that Nature School add a point to their MoU that states that Nature School agree to notify the Plimmerton School board before they accept the child as enrolled.

2.5.2 It was recommended that the board form a Nature School sub-committee with the delegation to provide board approval for students to attend Nature School.

2.5.3 It was recommended that the first task for the Nature School sub-committee is to review the five known students going to Nature School to determine what impact Nature School is having on their attendance and learning at Plimmerton School.

*A Resolution was passed to form a sub-committee to manage requests for student enrolment at Nature School. (Pete/Hamish)*

CARRIED

*It was moved (Simon/Fraser) that the Nature School sub-committee will include the following board members Aledia and Emma.*

CARRIED

## 2.6 Reporting to Parents

2.6.1 Taken as read.

## 3 Personal and Pastoral

### 3.1 Staffing

3.1.1 Naomi Fairley is leaving at the end of this week (24 March). The role has been advertised twice since the beginning of term with no success. Jo Verran will step in to cover the final two weeks of Term 1. Chris has approached another teacher that he knows for a possible Fixed Term full/part-time placement for the remainder of the year.

### 3.2 Principals Professional Growth Cycle

3.2.1 Taken as read. The board noted that the Annual Principal Appraisals have been replaced with the Principal's Professional Growth Cycle Group (PPGC). The PPGC is a group of new Principals who undertake regular peer reviews to hold each other accountable.

3.2.2 The NZCER Staff Survey opens in Term 2, there is no cost to the school. This is a 30-45min survey with very specific questions that can provide key information to endorse or identify areas for improvement for the schools strategic position. It can provide transparency and accountability for teachers and principals.

### 3.3 In Committee

8.59pm - The Board resolved that the public be excluded, to protect the privacy of individuals concerned (moved by the Chair). 9.59pm - The Board resumed meeting publicly.

## 4 Property and Finance

### 4.1 Property and Discussion on Surplus Funds

4.1.1 Use of surplus funds was briefly discussed. The board decided to bring this item higher up the agenda for next meeting.

## 4.2 Finance

4.2.1 Taken as read.

***It was moved (Simon/Fraser) that the finance report and transaction report for 7 February to 10 March 2023 be approved.***

**CARRIED**

## 4.3 2023 Budget v3 - Final Version for Board signoff

4.3.1 After review of the Budget, version 3 the finance committee recommends that the board approve this budget for 2023.

4.3.2 After review of the Capex Plan, version 3 the finance committee recommends that the board approve this plan for 2023.

***It was moved (Pete/Hamish) that the final Budget, verison 3 and Capex Plan, version 3 be approved.***

**CARRIED**

## 4.4 Parent Donations for 2023

4.4.1 The draft donations letter for 2023 was reviewed by the board.

4.4.2 A few changes were suggested, Hamish will collate and finalise a letter for Simon and Chris to finalise.

## 5 Health and Safety

### 5.1 Incident, Illness & Injury Reporting Update

5.1.1 Taken as read.

### 5.2 Health and Safety Assurance

5.2.1 Taken as read.

## 6 Administration

### 6.1 Confirmation of minutes of the previous meeting.

***It was moved (Leilani/Aleida) that the minutes of the meeting held Thursday 16 February 2023 be confirmed, as a true and correct record of the meeting.***

**CARRIED**

***It was moved (Simon/Chris) that the minutes of the In-Committee meeting held Thursday 16 February 2023 be confirmed, as a true and correct record of the meeting.***

**CARRIED**

### 6.2 Board Correspondence

6.2.1 The boards email resolution to close the school on 16 March 2023 for the NZIE Teachers Strike Action was confirmed. Going forward, for matters that require urgent board decision, Simon will call a meeting with 24 hr notice and host an online meeting with a quorum of board members.

6.2.2 PPTA has called for strike action next Wednesday. The school has had no official notices. There are only two PPTA staff (Technology Centre) so the school can stay open.

### 6.3 Communication - Items for School Newsletter

6.3.1 Nil

#### 6.4 Agenda items for next meeting

6.4.1 Staff Survey

6.4.2 Surplus Fund - Use of funds to be discussed

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

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

6.5.2 BoT Email - An Auto reply to be added for a timeframe for reply and alternative contact.

6.5.3 OIA Requests - A Register for requests to be developed and made available.

**Meeting closed at 10.15pm**

**Next meeting(s):**

2023

- Term 2, week 3: 11 May
- Term 2, week 8: 15 June
- Term 3, week 3: 3 August
- Term 3, week 8: 7 September
- Term 4, week 3: 26 October
- Term 4, week 8: 30 November

