

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

## held on 7pm, Thursday 7 September 2023

### PRESENT:

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

### APOLOGIES:

Nil

### ADMINISTRATION

Fraser opened the meeting with a Ruruku and Simon welcomed everyone and outlined the agenda for the evening.

### Principal's General Update

Taken as read.

### 1 Plimmerton Farm Development Update

- 1.1.1 Pete Barton disclosed a conflict of interest in this discussion as an employee of Porirua City Council (PCC).
- 1.1.2 Jasmine Hardy-Mills (previous board member) provided a historical overview (as of 2021) of the school's participation in submissions regarding the re-zoning of Plimmerton Farm, an area of land identified in the Northern Growth Area under the Porirua Growth Strategy. Jasmine also summarised the presentation that she and then Principal Mike Forrest presented to PCC as part of the school's submission for Plan Change 18: Plimmerton Farm.
- 1.1.3 Key message from the school submission being: "Any plan but no plan" What would the school do to manage the transition coming before a new school (whatever that may look like) is fully operational?
- 1.1.4 Jasmine attended today's public meeting for PC18 proposed amendments - summary number of houses for Northern Development prediction has increased from 2000 to 6000. Plimmerton Farm is 1800 of that. Jasmine highlighted that the time to engage with PC18 is now, before it gets to the development stage, to drive action at Ministry level and not at Regional level when it will be harder to navigate and effect decisions.
- 1.1.5 Quarterly meetings have been in place for PC18 since July 2019. These meetings have been attended by representatives from the Ministry of Education Property and Roll Growth, PCC and the surrounding schools. It was suggested that the current board should look to engage and attend this meeting again given the recent PC18 amendments.
- 1.1.6 Jasime advised the board that she would be happy to lead the development of a new submission from the school and suggested pulling in other schools (Pukerua Bay and Aotea College) to build a stronger voice.
- 1.1.7 The board will consider forming a sub-committee for the ongoing engagement with PC18.
- 1.1.8 For now, the board is happy for Jasmine to act as a board representative for the next PC18 submission which is due by 29th September 2023.

*Emma/Brendon*  
It was moved (~~XXX/XXX~~) that Jasmine will lead the development of a submission for PC18 in her capacity as board representative. Development of the submission is to include invitations for Pukerua Bay School and Aotea College to participate in the submission.

**CARRIED**

*Emma/Sheridan*  
It was moved (~~XXXXXX~~) that Jasmine will draft a submission and circulate to the board for review and feedback before finalising for submission to PCC on or before 29th September 2023.

CARRIED

## 2 NELP

### 2.1 Update of Actions taken to date & Health Curriculum Summary

2.1.1 Taken as read.

2.1.2 The board is happy for Chris to share the feedback received from the Health Curriculum Community Consultation with the school community.

## 3 Progress Against Annual Goals 2023

### 3.1 Statement of Progress

3.1.1 Taken as read.

## 4 Administration

### 4.1 Tumauki Growth

4.1.1 Taken as read.

4.1.2 The board were keen to hear ideas for the Principals Leadership fund and how Chris might use this. Chris has reached out to find professional coaching opportunities. Although keen to use the fund Chris is looking for the right opportunity to aid his professional development. If not found this year Chris will ask the board to minute that the fund be rolled over for 2024.

### 4.2 Property

4.2.1 Taken as read.

### 4.3 Admin / Policies / Governance

4.3.1 Search & Surrender - at Plimmerton School, the principal, all teachers, and those non-teaching staff who have written authorisation from the board can request the surrender of an item, and retain or dispose of the item. A list of authorised non-teaching staff will be kept on a register in the School Management folder. Currently, there are no non-teaching staff on this register.

4.3.2 The final RAMS for the Hongoeka Brookfields Camp was reviewed by the board and found to be very thorough. Brookfields facility is well known to one of the board members and they noted that the only risk that hadn't been identified in the RAMS, other than defined boundaries for kayaking, was the wear system that drops into a concrete stormwater at the edge of the kayaking lake. The board stressed that this be included in the RAMS as well as in a special note for student briefings before any kayaking is undertaken.

4.3.3 Six policies have been reviewed since the last meeting.

1. **Inclusive Education** - Emma found the policy fit for purpose, but took the opportunity to ask how the school promotes inclusivity for the LGBTQIA+ community, uses correct pronouns, and actively engages with the school's rainbow community. The school have set up Hero to be able to correctly record gender as identified not as born, all staff are aware and use correct pronouns. Diversity and inclusion is well catered for and actively promoted across the school. The school identified that Paruomana are in the process of developing their own inclusive policies to manage mixed gender races as currently there is nothing in place to cater for gender diversity.

2. **Māori Educational Success** - Emma found the policy fit for purpose, but asked if the school are doing enough in this area? The board discussed the level of engagement with the current program and noted that there is an opportunity with the new Strategic Plan to develop a new vision for māori education to drive change and hold accountabilities to deliver.
3. **Learning Support** - Emma found the policy fit for purpose.
4. **Learning Support Coordination** - Emma found the policy fit for purpose, but asked if this information is being captured in Hero? Chris confirmed that a lot of this information is held by Rosemary but that he is working with her to ensure all student and learning support information is transferred to Hero for all teachers to be able to access.
5. **Identity Learning Support** - Emma found the policy fit for purpose.
6. **Gifted Learners** - Emma found the policy fit for purpose. Chris commented that following the development of Plimmerton School's Local Curriculum there will be a clear pathway to properly identify learners (gifted or otherwise) which will enable the school to put programs in place that will extend or support our student achievement.

#### 4.4 Finance

4.4.1 Taken as read.

4.4.2 The board discussed school donations and decided that from next year onwards the board will issue the donations letter at the beginning of the school year, that the suggested donation will increase from \$150.00 to \$200.00 per student and that the donation fee will be added to Hero accounts from the outset.

#### 4.5 Health & Safety

4.5.1 Taken as read.

### 5 Focus of Meeting

#### 5.1 Strategic Planning: Development Update & Next Steps

5.1.1 A pop-in consultation feedback session will be open to all parents and caregivers in the library during the PTA Disco on Friday 8th September from 4.30pm to 6pm. Hamish, Emma and Pete will be present to meet and discuss feedback.

#### 5.2 Out of Zone Spaces for 2024

5.2.1 Chris provided the board with three options for the 2024 roll based on existing student numbers and known new entrants enrolling across the year, overlaid with potential Out of Zone (OOZ) enrolment scenarios.

5.2.2 Chris recommends no OOZ places be offered in Years 5-8 for 2024 due to existing student numbers. The only viable option for OOZ places would be in Years 3-4, and Year 1 if the number of OOZ students could generate another teacher.

Option 1            **No OOZ spaces**

Option 1 roll projected to start at 416 and end at 444

Option 2            **10 OOZ spaces across Years 3&4**

Option 2 roll projected to start at 426 and end at 454

Option 3            **10 OOZ spaces across Years 3&4 and 15 OOZ spaces in Year 1**

Option 3 roll projected to start at 441 and end at 469

- 5.2.3 Chris's initial recommendation is Option 2. However, this is subject to confirmed staffing for 2024 which will be announced on 15th September. Chris will circulate an electronic recommendation to the board to confirm Option 2 following the confirmation of staffing. Following a board resolution to accept this recommendation the 10 likely OoZ placements for Years 3 & 4 will be advertised.

## 6 Outcomes / Decisions

### 6.1 Board Correspondence

- 6.1.1 The board received a letter from Kelly Club confirming their intention to exercise the right of renewal for the current Licence to Occupy (LTO).
- 6.1.2 The board were unanimous in its decision to renew the LTO for a further term of two years from 14th December 2023. In line with the current LTO agreement this renewal will expire on 13th December 2025. At this point in time it is the boards intention to begin discussions to negotiate a new LTO agreement with Kelly Club in mid 2025.
- 6.1.3 A letter from the board will be sent to the Ministry, along with the letter from Kelly Club, confirming point 6.1.2.

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

*It was moved (Emma/Aledia) that the minutes of the meeting held Thursday 3 August 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 3 August 2023 be confirmed, as a true and correct record of the meeting.*

**CARRIED**

### 6.3 In Committee

8.40pm - The Board resolved that the public be excluded, to protect the privacy of individuals concerned (moved by the Chair).

8.51pm - The Board resumed meeting publicly.

### 6.4 Communication - Items for School Newsletter

- 6.4.1 Health Curriculum Community Consultation - summary of findings to be shared with school community.

### 6.5 Agenda items for next meeting

- 6.5.1 N/A

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

- 6.6.1 N/A

**Meeting closed at 9.15pm**

**Next meeting(s):**

- Term 4, week 3: 26 October
- Term 4, week 8: 30 November

**Proposed Dates for 2024**

- Term 1, week 3: 22 February

- Term 1, week 8: 28 March
- Term 2, week 3: 16 May
- Term 2, week 8: 20 June
- Term 3, week 3: 8 August
- Term 3, week 8: 12 September
- Term 4, week 3: 31 October
- Term 4, week 8: 5 December

