

MINUTES OF A MEETING OF THE PLIMMERTON SCHOOL BOARD OF TRUSTEES

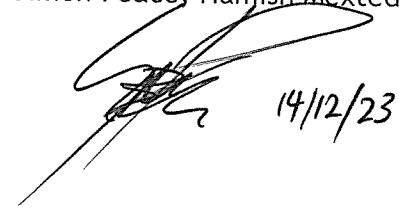
held on 7pm, Thursday 26 October 2023

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



14/12/23

ADMINISTRATION

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

Principal's General Update

Taken as read.

The board acknowledged the positive experience that staff and whanau took away from the recent powhiri at Hongoeka Marae, it was recognised as being a welcoming, insightful and uplifting experience for all. The event was well attended and Chris received lots of positive feedback and anecdotes from staff about what the experience meant to them. Chris thanked Hamish for arranging the powhiri and highlighted the positive flow on effect for the schools standing amongst the tangata whenua.

1 NELPS

1.1.1 Taken as read.

2 Progress Against Annual Goals 2023

2.1.1 Taken as read.

2.1.2 Chris updated the board with the planned shift in the classroom placement process leading into 2024. The new process will allow students to spend more time, as next year's class, with next year's teacher. These interactions will be staggered over the last 3 weeks of the term and it is hoped that by building relationships and fostering a sense of belonging at the end of this year, students will be better set up for success leading into 2024.

2.1.3 Another shift for 2024 will see the implementation of students spending 2 years with the same teacher, for example 2023 year 3's will stay with this year's teacher and become the year 4's in that class. Staying with the same teacher for two years can offer numerous benefits for tamariki. Firstly, it allows for a deeper and more meaningful kaiako-tamariki-whanau relationship to develop. Over time, teachers become more familiar with their tamariki's strengths, weaknesses, and individual learning styles, enabling them to tailor their instruction to meet each tamariki's unique needs. This continuity also fosters a sense of trust and comfort within the classroom, making tamariki more willing to ask questions, seek help, and actively engage in the learning process. Additionally, a two-year span with the same teacher promotes academic consistency and continuity, ensuring that tamariki build upon their knowledge and skills from the previous year without having to adapt to a new teaching style or classroom environment. This stability will result in improved academic performance and a stronger sense of confidence and self-esteem in tamariki.

3 Administration

3.1 Tumauki Growth

3.1.1 Taken as read.

- 3.1.2 Chris updated the board on his time at the NZ Principals conference during Term 3, which included visits to 2 schools, and advised the board of his intentions to attend the U-Learn conference in Canada.
- 3.1.3 It was recommended that the board resolve to roll over the balance of the 2023 Principal Leadership Development fund into 2024.

It was moved (Emma/Brendon) that the balance of the 2023 Principal Leadership Development fund of \$6,000 be journalled into the 2024 financial year. The balance of the fund being \$5,624.13 as at 26 October 2023.

CARRIED

3.2 Property

- 3.2.1 Taken as read.

3.3 Admin / Policies / Governance

- 3.3.1 The board acknowledged that, so far this year, school donations are down against the amount received last year. The board plans to review the suggested amount, introduce a family rate for those with multiple children, and communicate the request for donations earlier next year. Chris would also like to communicate to whanau at the beginning of the year a full schedule of compulsory and non-compulsory costs for the year, as planned within each syndicate.
- 3.3.2 Chris will provide recommendations for the 2024 school donation and 'annual' school activity costs for the board to consider at its next meeting. The recommendation will include a brief plan of how and when this information will be released to whanau, along with clear communication of expectations for payment timeframes.
- 3.3.3 The following School Docs policies are due for review:
- Curriculum and Student Achievement Policy (BoT)
 - Student Achievement Information/Student Assessment and Achievement
 - Home Learning (Welcome, Home Learning)
 - Distance Learning
 - Religious Education (BoT)
 - Health Education (BoT)
- 3.3.4 It was agreed that Brendon will review the Health Education policy, Aleida will review the Religious Education policy, and Chris will review the Curriculum and Student Achievement Policy. All 3 members will report back on findings and any areas for change to the board at its next meeting.
- 3.3.5 Board Assurance Statements (BAS) for Term 4 were discussed. The majority of the BAS were attested to and satisfied during this discussion but one could not be satisfied. It was recommended that further investigation be made as to the Monitoring and Auditing of the School Bus and what is required to be checked.

3.4 Finance

- 3.4.1 Taken as read.

- 3.4.2 The board agreed that members are to be paid for attendance at the Strategic Plan development meeting, which took place on 31 August from 6-7pm.

3.5 Health & Safety

- 3.5.1 Taken as read.

4 In Committee

8.16pm - The Board resolved that the public be excluded, to protect the privacy of individuals concerned (moved by the Chair).

8.36pm - The Board resumed meeting publicly.

5 Focus of Meeting

5.1 Strategic Plan: Draft Plan & Next Steps / Confirmation of Strategic Plan for 2024/2025

- 5.1.1 Following the learnings from Term 3's community consultation and feedback session the Draft Strategic Plan was updated. The board now need to conduct a final review of the current version to ensure it meets legislative requirements as set out by MOE.
- 5.1.2 All members are to read the current version and report back to the board with solution focused feedback by next Wednesday.
- 5.1.3 Fraser volunteered to take the lead on a legislative assurance review and feedback to Chris any areas that may need further alignment.
- 5.1.4 Chris will then move to have the Implementation Plans for the final two Strategic Plan Goals by week 6 following the teacher only day and Tu Rangatira meeting to confirm then refine these.
- 5.1.5 It was agreed that the final Strategic Plan will be signed off in week 8, the boards last meeting for the year.

6 Board Correspondence

6.1 Electronic Resolution - OoZ Spaces for 2024

- 6.1.1 An electronic resolution was circulated to the board on 27 September 2023 to recommend that the board not offer any out-of-zone enrollments (at any age level) for the 2024 school year.
- 6.1.2 The resolution was supported by the board via email.
- 6.1.3 Correspondence was sent to those families who had expressed interest in an OoZ enrolment for 2024 advising them of the boards decision. This decision was made public on the school's website.

6.2 PCC School Speed Signage Plan

- 6.2.1 The board were happy with the proposed changes to the location of the speed signs around the Plimmerton village. Rebecca to email this response to PCC on board's behalf.

6.3 EOTC Proposal - 2024 Mana Syndicate Sleepover/Noho

- 6.3.1 The board agreed to the 2024 Mana Syndicate Sleepover/Noho event in principal. This is an annual event that takes place at school but Aleida will review the RAMS for next years event and report any findings back to the board at its next meeting.

7 Plimmerton Farm PCC Submission

- 7.1.1 Jasmine was unable to complete the draft submission as planned. However, Jasmine has confirmed that PCC are still keen to hear from the school so Jasmine will look to complete the submission over the weekend, send it out to the board for review and approval, with a view to submit on Friday 3 November. Aotea College board have requested a copy of the final submission so they can read through to support the school.

8 Confirmation of minutes of the previous meeting.

It was moved (Simon/Aleida) that the minutes of the meeting held Thursday 7 September 2023 be confirmed, as a true and correct record of the meeting.

CARRIED

It was moved (Simon/Aleida) that the minutes of the In-Committee meeting held Thursday 7 September 2023 be confirmed, as a true and correct record of the meeting.

CARRIED

9 Communication - Items for School Newsletter

9.1.1 Reminder about donations

10 Preparation for next meeting (actions points)

10.1.1 Donations scheme for 2024

10.1.2 Any actions from assurance statements review

Meeting closed at 9.45

Next meeting(s):

- 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