

MINUTES OF A MEETING OF THE PLIMMERTON SCHOOL BOARD OF TRUSTEES

held on 7pm, Thursday 11 May 2023

PRESENT:

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

APOLOGIES:

Emma Smith, Pete Barton

ADMINISTRATION

Brendon opened the meeting with a Ruruku and Simon welcomed those members present, confirming the number of representatives in attendance was sufficient to constitute a quorum.

Principal's General Update

Taken as read.

Going forward a question-and-answer section will be included in the board report to allow for short-answer questions to be resolved prior to the meeting to assist the board with timely decision-making.

Chris again expressed his thanks to the board for the positive management of the two recent suspension meetings. Simon echoed this comment and thanked Hamish for leadership of the suspension sub committees in both cases.

1 Curriculum and Achievement

1.1 Reporting to Parents

1.1.1 Taken as read.

1.1.2 Chris provided an update to the board about the first round of Learning Posts and Teacher calls to parents of target students. There has been no negative feedback from parents about this new initiative and staff are getting more efficient and confident with the construction of Learning Posts, which is reducing teacher's overall workload in most cases.

1.1.3 Staff had expressed a lack of confidence when calling parents initially but are feeling more comfortable with each call and can see the value in the 'no surprises' communication with whanau and how it is helping to build and strengthen relationships.

1.2 Curriculum Review

1.2.1 Bex Galloway will be on-site for two days next. On Wednesday Bex will meet with the Tu Rangatira Team (TRT) to unpack the information that she has already gathered through the teacher and student surveys, then on Thursday she will be spending time in classrooms to look at ways to establish common practice across the syndicates. A breakdown of survey data will be provided to the board at the next meeting.

1.2.2 The school has identified funded Professional Development (PD) hours left over from 2022. The TRT team will use the work with Bex Galloway to identify areas for focus to make the best use of this PD, which will be scheduled for later in the year.

2 Policies, Strategic Planning, Reporting to Parents

2.1 School Doc's for Review

2.1.1 School Doc's Term 2 topic for review is EOTC. Chris advised the board that work has already been undertaken to review and improve the schools' EOTC processes and documentation in line with existing policies; a refresher for teachers on how to complete EOTC documentation has been scheduled for a staff meeting this term. Leilani agreed to be

available to speak with staff about health and safety, risk management in particular, to improve teachers understanding of what risk management means in practice and how that can be integrated into EOTC planning.

2.1.2 The board agreed that to ensure continuity of the review across the various EOTC policy documents that the board should nominate two members to undertake the review.

2.1.3 It was agreed that Simon and Aleida will review the collection of EOTC policy documents.

2.2 Board Assurance Statements

2.2.1 A draft process for board assurance verification is to be developed by Simon and Chris and presented back to the board to review, finalise, and implement.

2.3 Strategic Aims

2.3.1 One of the shorter Term 1 Goals, the development of a student lead Leadership Programme for Year 7 & 8 students was developed by Clayton Schimanski; this programme, the Harakeke Leadership Programme, has since been implemented. Students applied to be part of the programme and have been paired up with a teacher to focus on, initiate new ideas, and run events across four areas of school life: fun, social, sports and culture.

2.3.2 Chris provided the board with an update on work undertaken to-date against the school Strategic Goals 2.1, 2.2, 2.3.

2.4 Unpacking Te Ara Huarau

2.4.1 Chris and Simon introduced the Te Ara Huarua document and explained how it can be used by the board and the school as a tool to identify the school's current position across key areas of performance, as decided by the Education Review Office, which can then be used as a starting point to inform the development of strategic goals. As an initial exercise the board used the performance area of Partnerships for a break-out discussion. It was suggested that the board use this document to discuss different performance areas at its future meetings.

2.5 Strategic Plan Development - Sub Committee Update

2.5.1 Hamish provided the board with an update on the sub committee's progress to-date and confirmed that the NAG and NEGS have been replaced by [NELP](#). By 1 January 2024 the school needs to have developed a three-year Strategic Plan and an annual Implementation Plan, with a focus on (a) planning and reporting (b) consultation into the planning (c) flexibility in what we choose to focus on and (d) accountability.

2.5.2 The sub committee will need to look at previous reviews and strategic planning documentation, decide who we need to consult with, how we consult with them, and who we prioritise.

2.5.3 The sub committee has suggested and initial workplan of

Term 2:

- Review previous documents (ERO, annual planning docs).
- Decide on our priority groups (e.g. Hongoeka, Reading Recovery or struggling students, PTA, clubs, engaged parents, disengaged parents, staff, kāhui ako)
- Survey design and careful prompts
- Staff explanation and survey
- Community explanation and survey

Term 3:

- Decide on what we think, at a board level the goals and success should be (as elected parent representatives)
- Framed consultation session for the whole community
- Workshops with priority groups

Term 4:

- Draft Strategy and Implementation Plan
- Framed consultation session for the whole community
- Final Strategy and Implementation Plan

2.5.4 Hamish to suggest priority groups and circulate to board members for confirmation.

3 Personal and Pastoral

3.1 Staffing

3.1.1 Roll projections for the coming year will drop which could lead to further staffing reductions. Simon and Chris will continue to discuss the staffing forecasting scenarios for 2024.

3.1.2 In the short term the board will need to make a decision to open, and potentially fund, a new NE class if the current staffing entitlement will not cover the cost.

3.2 In Committee

8.25pm - The Board resolved that the public be excluded, to protect the privacy of individuals concerned (moved by the Chair).

8.55pm - The Board resumed meeting publicly.

4 Property and Finance

4.1 Property

4.1.1 Taken as read.

4.2 Finance

4.2.1 Taken as read.

4.2.2 The finance committee will be updating the financial reporting to simplify the information and provide a clear picture for the board of the schools financial status, relative to the full year budget.

4.2.3 \$150k of the \$200k that has come off term deposit will be reinvested, leaving \$50k available for cashflow for the coming 6 months.

It was moved (Simon/Fraser) that the finance report and transaction report for 10 March to 30 April 2023 be approved.

CARRIED

4.3 Parent Donations for 2023

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

4.3.2 The board has delayed the release of this letter due to uncertainty around what the donate funds will be used for. The board is aware that timing is now urgent so will move forward with proposed ideas including development of the Bush environment and other environmental initiatives.

5 Health and Safety

5.1 Incident, Illness & Injury Reporting Update

5.1.1 Taken as read.

5.1.2 The board queried two of the injury incidents for further clarity. Following discussion the board were satisfied that the school is meeting its health and safety obligations.

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 (Simon/Brendon) that the minutes of the meeting held Thursday 23 March 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 23 March 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. As there are only two PPTA staff members, both Technology Centre teachers, 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 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.

6.5.4 Forward prior strategic planning and consultation information to Hamish.

Meeting closed at 9.07pm

Next meeting(s):

2023

- 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