

MINUTES OF A MEETING OF THE PLIMMERTON SCHOOL BOARD OF TRUSTEES

held on 7pm, Thursday 15 June 2023

PRESENT:

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

APOLOGIES:

Aleida van Son

ADMINISTRATION

Leilani opened the meeting with a Ruruku. Simon welcomed everyone to the meeting with a special welcome Mary Ely and Ali from ERO. Simon gave apologies for Aleida who is unable to attend due to illness.

Education Review Office (ERO) Visit

Mary Ely provided an overview of ERO, where it has been and where it's going. Mary spoke about the collaborative relationship between schools and ERO and how ERO can support schools with their strategic journey. Mary touched on previous reviews, undertaken with then Principal Mike Forrest, that saw ERO and Plimmerton School work together to evaluate literacy; Mary suggested that this review be shared with the current board.

Plimmerton School can expect the next ERO Review in early 2024.

Mary suggested key areas for consideration in the development of the schools Strategic Plan, suggesting that it should focus on three main goals: Student Achievement, Whanau/Community Engagement and Teacher Capability/Professional Practice.

Mary stressed the importance of consultation with whanau and community and suggested providing updates about the Strategic Plan development journey along the way to ensure whanau and community members feel valued and part of the process.

The board expressed their appreciation for the support shown to Chris, by Mary, in his journey as a new Principal.

Bex Galloway - Local Curriculum Development Update

Bex Galloway joined the board meeting via MS Teams to share the findings from her observations, the surveys, as well as feedback received from students and staff. Key findings were that:

- Staff couldn't confirm and identify the school's curriculum goals.
- Students couldn't say what their learning goals were.
- Teams use different forms of planning and different level of rigour.
- There are different learning goals between syndicates, and classes, as teacher recourses are used from multiple sources.

The need to get consistency across the school is evident.

Bex commented on the great response and engagement she has witnessed from the team leaders, being so open to, and excited for, change.

Going forward, key areas for development will be:

- The Plimmerton Why - Principals, Pedagogy, Precision
- A set of Plimmerton Learning Goals and resources to provide consistency amongst teachers, and for students.
- Teacher understanding and teacher capability in Structured Literacy.

- Development of Local Curriculum - A curriculum that teachers know, students know, whanau know and new perspective parents know.
- Values - The current behaviour values don't speak to learning, the school should look to define 3 - 5 key values, values to "BE" and "DO".

Bex explained that following development and implementation (approx. 3-5 years) the board could expect to see impacts on data for (the then) Year 1s at Year 8.

Principal's General Update

Taken as read.

1 NELP

1.1 Update of Actions taken to date

1.1.1 Taken as read.

2 Administration

2.1 Tumauki Growth

2.1.1 Taken as read.

2.2 Property

2.2.1 Playground replacement of components (rope bridges, spider nets etc) Board happy to proceed in principle. Rebecca to get final confirmation of freight costs to Auckland as current provider (Playco) needs existing components to be shipped first so they can modify new components to fit.

2.2.2 Ventilation Project timeframe to install new windows and fixtures is still to be confirmed, which will mean either short-term class movements while work is completed or a delayed intsal during the next term break.

2.2.3 IR Group is looking into the school drainage/pipe work issues to re-scope, in consultation with related parties (PCC, Wellington Water), to get a future-proofed solution for the school.

2.2.4 Chris is working with the Ministry to progress Admin Block and Technology Centre upgrade due to poorly ventilated, damp, moulding buildings. Air testing to be completed in both areas in the first instance. Chris has just confirmed funding available for immediate air ventilation improvements in office.

2.3 Admin / Policies / Governance

2.3.1 Board Assurance Statements. Board to think about that they want for discussion at the next meeting.

2.3.2 Physical Restraint Training at Teacher Only Day - Teachers and Teacher Aides completed. Register developed to track annual certification, to confirm what happens after the first year.

2.3.3 EOTC Review. The board thanked Aleida for her thorough review and feedback to the board and work done with Jo Verran to identify what is happening in practice. EOTC process is lacking in the review component, reviews are done (most of the time) but information is not captured in a central place to track and identify patterns. It was noted that a review of the cycle camp was not presented to board, or RAMS prior to camp.

2.3.4 EOTC Taupo Syndicate Snow Camp was cancelled due to uptake not reaching the 80% threshold within the required response time.

2.3.5 EOTC Hongoeka Syndicate Brookfield's Camp intention provided to the board. Board approved in principle with review of RAMS etc to come.

2.4 Finance

2.4.1 Taken as read.

2.4.2 It was noted that the 2023 Donations Letter has yet to be finalised. Simon to complete this week.

2.5 Health & Safety

2.5.1 Taken as read.

3 Focus of Meeting

3.1 Te Ara Huarau - School Improvement Framework - moved to next the board's next meeting

3.2 Update Strategic Plan Consultation Plan

3.2.1 Hamish presented, and sort feedback on, questions for the initial consultation survey. A final draft of the survey questions will be circulated to the board for final review prior to sending out at the end of Term 2. Hamish will collate and provide survey findings to the board at its next meeting.

3.2.2 Hamish also presented the target consultation groups for the open sessions, they are:

- Hongoeka
- Parents of children who have passed through reading recovery (as a representative group of tamariki who have struggled)
- Staff (including former staff if we think it's appropriate?)
- PTA and Board past/present members
- Community stakeholders including
 - Kelly Club
 - Easy Swim
 - Karate group (I'm not sure who they are)
 - Kindy
 - Residents' Association
 - Plimmerton Shops
- School leavers including
 - Their caregivers
 - Students
 - Aotea teachers

The board will refine the approach on the consultation groups once the results of the initial survey are in.

4 Outcomes / Decisions

4.1 Board Correspondence

4.1.1 Confirmation of electronic resolution was passed: On the basis that Plimmerton have no teachers that are not union members, other than Chris, it was resolved that Plimmerton School will be closed for both instruction and supervision in the event of any NZEI strike action in the future. This resolution can be reviewed by the board at any time if it comes to our attention that union membership declines to the point where the school could remain open.

4.2 Confirmation of minutes of the previous meeting.

It was moved (Leilani/Emma) that the minutes of the meeting held Thursday 11 May 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 11 May 2023 be confirmed, as a true and correct record of the meeting.

CARRIED

4.3 In Committee

9.05pm - The Board resolved that the public be excluded, to protect the privacy of individuals concerned (moved by the Chair).

9.55pm - The Board resumed meeting publicly.

4.4 Communication - Items for School Newsletter

4.4.1 Strategic Plan whanau consultation survey to be sent out prior to end of Term 2.

4.5 Agenda items for next meeting

4.5.1 Te Ara Huarau - School Improvement Framework

4.5.2 Board Assurance Statements

4.5.3 Out of Zone enrolments for 2024

4.5.4 Nature School

4.6 Preparation for next meeting (actions points)

4.6.1 N/A

Meeting closed at 10.07pm

Next meeting(s):

- Term 3, week 3: 3 August
- Term 3, week 8: 7 September
- Term 4, week 3: 26 October
- Term 4, week 8: 30 November

Proposed Dates for 2024

- Term 1, week 3:
- Term 1, week 8:
- Term 2, week 3:
- Term 2, week 8:
- Term 3, week 3:
- Term 3, week 8:
- Term 4, week 3:
- Term 4, week 8: