



MINUTES OF A MEETING OF THE PLIMMERTON SCHOOL BOARD OF TRUSTEES
held on 7pm, Thursday 3 August 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

The meeting started late due to half the board in attendance at a suspension sub committee meeting. Simon welcomed everyone to the meeting and outlined the agenda for the evening.

Principal's General Update

Taken as read.

Chris gave a brief overview of the EduKate Student Wellbeing Programme, lead by Kate Walker, and provided an anecdote of a positive interaction with a student who has been attending the programme. This observation speaks to some of the positive impacts this programme is having on those students, selected by teachers, who are participating. Further analysis of the impacts of this programme is planned. Chris also updated the board on Rosemary's recovery following her 2nd surgery. Rosemary is doing well but will take a further 2 weeks leave at this stage to recover. The SENCO role hasn't been fully resourced during Rosemary's absence but the main functions are being managed between the management team.

A teacher has been found for Room 17 for Term 4. This follows Clayton's departure and the inability to fill this position with a permanent replacement at this time of the year. Chris advised the board that this teacher is a very strong candidate who he is hoping to add to the mix for consideration for a position in 2024.

The board raised the need for a register, and regular reporting, of concerns and complaints made by staff and or parents that would be likely to reach the board for resolution due to breach of school policy or where the Principal is unable to resolve. The board agreed that a template and process for the administration of a complaints register should be planned and implemented as soon as possible, with regular reporting to the board In Committee to protect individual's privacy.

The board sort clarification of the timeframe for delivery of some of the planned initiatives that support the development of the Plimmerton Why. Chris highlighted to the board the steps that need to happen before the Plimmerton Why can be fully realised. Steps include clarifying an identity for the school and development of REAL values that staff and students can feel connected to, values that will underpin our 'Why' for everything we do, why we do it and, how we do it. Work is already underway with staff and Bex Galloway to drive this for roll out Term 1 of 2024.

1 NELP

1.1 Update of Actions taken to date

1.1.1 Taken as read.

1.1.2 The 2023 Mid Year Data Summary was provided to the board. A key highlight from the data is that student achievement is 20% higher at this time this year compared to the same period last year, using the same measurement and comparative data.

1.1.3 There is still work to be done on the consistency across teachers' understanding and interpretation of assessment and measurement. Results of the data have now been reviewed by the Tu Rangatira team and will be taken back by the Syndicate Leaders to the

teachers to then plan out what will be done for teacher inquiry now, in 5 weeks and, for the rest of the year.

2 Administration

2.1 Tumauki Growth

2.1.1 Taken as read.

2.2 Property

2.2.1 The Ventilation project is about to get underway. This project includes installing aluminium windows that can be opened or that have mechanisms to open in place of existing wooden windows that don't. Taupo classes will need to be relocated for a week, into Rooms 7 & 8 while work is being carried out. The project will also see mechanisms added to the existing staffroom windows that can not be opened without using a ladder.

2.2.2 The recent Air Quality and Mould testing report has confirmed evidence of damp and mould in identified areas being the Technology Centre, the administration office and the Principal's office. In the first instance, deep cleaning and treatment of mould has been suggested. Further work will include an interim solution for adequate cross ventilation in the administration office and an investigation by structural engineers where moisture damage has been identified.

2.3 Admin / Policies / Governance

2.3.1 Board assurance

2.3.2 EOTC Hongoeka Syndicate Brookfield's RAMS provided for review, final RAMS will be provided to the board at its next meeting.

2.3.3 The following School Docs policies are due for review.

- Inclusive Education
- Māori Educational Success
- Learning Support
- Learning Support Coordination
- Identity Learning Support
- Gifted Learners

Due to the interrelated nature of these policies it was decided that it was appropriate for one member of the board to review all policies. Emma volunteered to review and report back to the board with any comments or recommendations for change.

2.4 Finance

2.4.1 Taken as read.

2.5 Health & Safety

2.5.1 Taken as read.

2.5.2 The board requested to see time-based data for health and safety. It was discussed and agreed that seeing this information on screen in Hero at each meeting, rather than in print, was preferable to filter different periods to see any trends.

3 Focus of Meeting

3.1 Te Ara Huarau - School Improvement Framework

3.1.1 Not discussed.

3.2 Update Strategic Plan Consultation Plan

3.2.1 Taken as read.

3.2.2 Hamish presented a straw man Strategic Plan to the board, which included the whanau consultation survey results, and suggested that the board now move forward to review and agree on a first draft to take out for consultation. Hamish noted that the Strategic Plan will need to be developed in partnership with the Plimmerton Why (REAL Kids) so that the board end up with a complete and final Strategic Plan the supports the school's journey.

3.2.3 The board agreed that the first draft of the Strategic Plan will include Initiatives before it is put out to the teachers and community for final consultation in Term 4. It is important to the board that all parties can see themselves in the Strategic Plan - students, teachers and whanau.

3.2.4 The board have asked for a meeting with Bex Galloway to get a summary of findings and action points to move forward with the development of the local curriculum.

3.2.5 The Strategic Plan needs to align with and demonstrate the NELPS.

3.2.6 The board will have another meeting to solely focus on the Strategic Plan in week 7 (31 Aug). Hamish will meet with Bex Galloway and the Tu Rangatira team before this an input any feedback into the straw man Strategic Plan before the week 7 Strategic Plan development meeting. Following this further work will be done to get a final first draft ready to send out for consultation in week 10.

4 Outcomes / Decisions

4.1.1 Out of Zone (OOZ) data needs further information, likely enrolment numbers from the local Kindergarten, Day Care providers etc before the board can make an informed decision. The board requested that this information be prepared and presented at its next meeting. An OOZ notice of any likely places must be published prior to October for the 2024 school year.

4.1.2 Chris provided the board with three options for the 2024 school dates. It was noted that staff preferred the first option, the board were happy to support this.

It was moved (Brendon/Emma) that the dates for the 2024 school year be Term 1: 1 February - 12 April, Term 2: 29 April - 5 July, Term 3: 22 July - 27 September, Term 4: 14 October - 18 December.

4.1.3 The following documents were reviewed by the board for the administration and processing of Plimmerton School students wishing to enrol at Nature School.

- Generic MOU for Nature School programme
- Nature School Enrolment Process
- Nature School Template Letter to Parents, July 2023

4.1.4 Line of communication has been opened with the admin staff at Nature School so the board can expect regular reporting on attendance and confirmation of enrolments going forward.

4.1.5 Rebecca is to send the MoU for acceptance by the Director of Nature School.

4.2 Board Correspondence

- 4.2.1 The board's email resolution to form a suspension sub committee to review the decision to suspend a student on 27 July 2023 was confirmed.

4.3 Confirmation of minutes of the previous meeting.

It was moved (Hamish/Brendon) that the minutes of the meeting held Thursday 15 June 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 15 June 2023 be confirmed, as a true and correct record of the meeting.

CARRIED

4.4 In Committee

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

9.20pm - The Board resumed meeting publicly.

4.5 Communication - Items for School Newsletter

4.5.1 N/A

4.6 Agenda items for next meeting

4.6.1 Out of Zone places for 2024

4.7 Preparation for next meeting (actions points)

4.7.1 N/A

Meeting closed at 9.25pm

Next meeting(s):

- 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: 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