

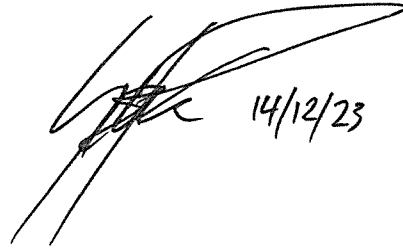
**MINUTES OF A MEETING OF THE PLIMMERTON SCHOOL BOARD OF TRUSTEES**  
**held on 7pm, Thursday 30 November 2023**

**PRESENT:**

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

**APOLOGIES:**

Emma Smith, Pete Barton



A handwritten signature in black ink, followed by the date '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.

**1 Administration**

1.1 Confirmation of minutes of the previous meeting.

*It was moved (Simon / Hamish) that the minutes of the meeting held Thursday 26 October 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 26 October 2023 be confirmed, as a true and correct record of the meeting.*

**CARRIED**

Board meeting dates for 2024 are to be circulated for final approval. Simon commented that he would be supportive of the board's first meeting for next year to be held in Week 4, given that the school's Week 1 is the week starting the 29 January.

Members of the board expressed their thanks to Simon for taking on the role of Chair this year, for the hours and effort he has put in and experience he has brought to the position. Simon reflected on the year and thanked the members for their continued support and contribution to the school. Simon confirmed that he would be happy to continue in the role next year unless another member wished to step into the position next year.

The board congratulated Chris on his first full year as Principal and at the helm of Plimmerton School, members expressed their appreciation for the positive change that he has brought to the school and look forward to supporting him to achieve continued success in all areas across the school.

**1.2 Board Correspondence**

1.2.1 The board confirmed receipt of the letter from Easyswim outlining their concerns about the pool's operation during the winter months, as already discussed with the school. See 1.4.2 below.

**1.3 Tumauki Growth**

1.3.1 Taken as read.

- 1.3.2 Chris's Annual Professional Growth plan has been signed off by Tania Cox, Discovery School Principal and Chris's Professional Growth Partner within the Principals Growth Network group.

#### 1.4 Property

- 1.4.1 Taken as read.
- 1.4.2 A meeting with the swimming pool interested parties took place to discuss the inefficiencies of the heating system during the winter months and the potential causes. It was agreed that the next steps would be to invite Hot Water Heatpumps back on site to assess the pool's current operation and troubleshoot the areas of concern.
- 1.4.3 MoE funding of \$208k has just been approved for the (student) accessibility property upgrades which IR Group will deliver.

#### 1.5 Admin / Policies / Governance

- 1.5.1 Two policies have been reviewed since the last meeting:
- Curriculum and Student Achievement Policy. Chris found the policy fairly standard, but essentially fit for purpose. Only updates needed would be in line with the new curriculum once confirmed.
  - Health Education. Brendon found the policy fit for purpose but added that the school is yet to issue a statement around the recent health survey that was conducted with the school community.
  - The Religious Education policy was not reviewed before the meeting. This will be completed and circulated to the board before the end of the year.
- 1.5.2 A final signed copy of the Term 4 Board Assurance Statement verification is to be sent to the board upon completion.

#### 1.6 Finance

- 1.6.1 Taken as read.
- 1.6.2 The finance sub committee asked that a Term Deposit proposal be developed for ongoing investment so that the school can maximize its current financial position.
- 1.6.3 A first draft of the 2024 Budget is underway with further thought needed around expenditure in areas of Learning Resources, Staff Development, Technology Center investment and school grounds.
- 1.6.4 A new turf area (between the staffroom and swimming pool) is being looked into as part of the budget for grounds expenditure next year. A proposal is underway for the board's consideration. This is a high use area and turfing it would ensure another year-round play space when the field is unavailable during winter months. Initial quotes have been provided from Think Turf \$80k and Tim MacIntre \$100k. Tiger Turf, although followed up, hasn't provided a quote for the job.
- 1.6.5 The board liked the idea in principle and were happy for Chris to undertake further investigation for implications on future storm water works and costs for council compliance and any disposal of earth that would need to be factored in. The board looks forward to receiving the project proposal in due course.
- 1.6.6 The board also commented that the old dental clinic building is in dire need of an upgrade so that it can be maintained as a usable space for a growing role.
- 1.6.7 Chris tabled his intention to fit out the office and admin space in line with the timings of the MoE Weather Tightness project in 2024.

## 1.7 Health & Safety

1.7.1 Taken as read.

1.7.2 Staff injury (head knock) that occurred in the staffroom was recorded on the Staff Incident Reporting tool in Hero. Staff member was cleared of any major implications but the doctor recommended a week's rest away from work.

## 1.8 In Committee

8.08pm - The Board resolved that the public be excluded, to protect the privacy of individuals concerned (moved by the Chair).

8.38pm - The Board resumed meeting publicly.

## 2 Discussion / Decisions Required

### 2.1 BOT Assurance Statement

2.1.1 A Board Assurance Statement (BAS) table of verification was accepted for use this term and going forward.

2.1.2 Chris called for board members at the meeting to volunteer to verify (in person) the evidence/activities that support each assurance statement.

2.1.3 Term 4 verification activities are to be completed by the end of the year.

### 2.2 Adopting the Strategic Plan for 2024/2025

2.2.1 Simon took the time to acknowledge the commitment and amount of work that both Hamish and Chris have put into the Strategic Plan (the Plan). Hamish commented that he believes that the Plan is very different to the original draft following community and staff consultation, which has been heard and integrated into the final version.

2.2.2 Chris proposed that the board discuss the idea of having a board section in the school's newsletter in future, to support and increase communication between the board and the school community.

2.2.3 Next step is to present the Plan's Implementation Plan to teachers at their next staff meeting to make sure that the implantation initiatives are complete and, are achievable within the timelines that have been set.

2.2.4 The board was comfortable with the current version and confirmed that any final edits could be signed off by the board via email.

2.2.5 Hamish tabled a draft letter to the community for the launch of the final Plan. The letter is ready for final review by Chris before being published with the completed 2024/2025 Strategic Plan in the New Year, following the delivery of the Plan to the Ministry by 1st January 2024.

### 2.3 Setting the School Fees for 2024

2.3.1 The board discussed donation fees for 2024, the following fee structure was decided.

	Contribution (Donation)	Total Per Whanau
1 child	\$200	\$200
2 children	\$350	\$350

3 or more children	\$400	\$400
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- 2.3.2 The board was happy for the 2024 donation fee to be added to families Hero accounts at the beginning of the year, on the proviso that a carefully worded email was sent to the school community outlining the process for payments (e.g. offering convenience of having it on Hero account so it can be paid off throughout the year, that any unpaid donation fees remaining at the end of Term 3 will be removed, if a email request hasn't been received to remove sooner).
- 2.3.3 The board asked that consideration be given to families who the school knew would struggle with making a donation, or who won't want to pay.

### 3 Current Strategic Plan / NELPS / Annual Goals

#### 3.1 Update of action taken to date

- 3.1.1 Taken as read.

#### 3.2 Discussion

- 3.2.1 The effectiveness of the Structured Literary (SL) programme was discussed in line with achieving annual goals. Chris updated the board as to the discussion amongst the Tu Rangatira team (TRT) about SL, their decision to keep SL for 2024 and their plans to change up the programme for senior students to ensure continued engagement. The TRT will work in collaboration with Bex Galloway to integrate SL into the new local curriculum, and refine how SL is used and delivered.
- 3.2.2 Valuing Cultural Diversity. Hamish arranged a hui with representatives from Hongoeka to facilitate the delivery of feedback about the school powhiri, in particular the use of the karanga which was gifted to the school some 40 years ago. A level of discomfort around the school powhiri protocols was acknowledged, Hongoeka felt things weren't quite right and talked through how these could/should look like in future. They also talked about the delivery of kapa haka, from this discussion a proposal was made to facilitate kapa haka as well as teacher only day's at the marae.

### 4 Review

#### 4.1 Agenda items for next meeting

- 4.1.1 Review exit interview process.
- 4.1.2 2024 Donations letter for board sign off.

#### 4.2 Preparation for next meeting (action points)

- 4.2.1 2024 meeting dates to be circulated.
- 4.2.2 2023 Health Survey statement to be published.
- 4.2.3 Term 4 BAS Verification to be sent to board upon completion.
- 4.2.4 Religious Education policy review to be completed with comments circulated to the board before the end of the year.

**Meeting closed at 9.31**

Proposed Meeting Dates for 2024

- Term 1, week 3: 15 February OR week: 4 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

