



MINUTES OF A MEETING OF THE PLIMMERTON SCHOOL BOARD OF TRUSTEES
held on 7pm, Thursday 4 April 2024

PRESENT:

Brendon Cross, Fraser Clark, Simon Peace, Aleida van Son, Hamish Mexted, Chris Steffensen (remotely) and Rebecca Smith.

APOLOGIES:

Leilani Ah Kuoi (due to resignation from the board), Emma Smith and Pete Barton (apologies sent).

ADMINISTRATION

Simon opened the meeting with a Ruruku and welcomed everyone.

Before commencing with the agenda Simon tabled a letter of resignation from Leilani Ah Kuoi, effective immediately. Due to personal circumstances and many other commitments, Leilani felt that it was in the best interests of the school that she step down from her role as Parent Representative.

Simon advised that, on behalf of the board, he had thanked Leilani for her expertise, dedication and commitment to the board during her time as an elected parent representative.

Simon outlined the options available to the board to fill this vacancy.

The term of an incoming member would be approximately 16 months. Due to the length of time until the next tri-annual election, and other considerations, it was recommended that a by-election be held to fill the vacancy.

It was moved (Simon/Chris) that a by-election be held to fill the vacancy left by Leilani's resignation.

CARRIED

Principal's General Update

Taken as read.

1 Discussion / Decisions Required

1.1 Approval of 2024 Budget and CAPEX Plan

- 1.1.1 There were no updates to v2 of the 2024 Budget and CAPEX plan following the boards' Finance Committee meeting.
- 1.1.2 Given the school is in a good financial position the board considered the need for a finance policy to guide capital expenditure, in line with the Strategic Plan, to assist the board (and future boards) with ongoing investment to ensure the school is kept in good order.
- 1.1.3 Following approval of the 2024 Budget and CAPEX plan the school will action development of further financial reports to help guide the discussion for 1.1.2.

It was moved (Fraser/Hamish) that the 2024 Budget and CAPEX plan be approved.

CARRIED

1.2 Approval of Amendments to the 10YPP/5YA

- 1.2.1 An Amendment Application to the 2022/2023 10YPP / 5YA was provided to the board for review and approval. The amendment application requests supplementary funding from the Ministry for more comprehensive projects (e.g. site drainage) and for new projects to be added such as the sagging beam in Rm 9 and Air Testing & Cleaning in the admin block and technology centre.

- 1.2.2 The board were assured that Rm 9 is not being used for school activities, due to the sagging beam, so the health and safety risk to students and staff is very low.
- 1.2.3 It was recommended that the board approve the Amendments to allow funds to be released and projects to commence as soon as possible.

It was moved (Fraser/Aledia) that the 10YPP / 5YA Amendment Application be approved and submitted for approval to the Ministry,

CARRIED

- 1.2.4 The board requested that IR Group be informed of the upcoming Turf project in light of the site drainage project given that access to services surrounding the turfed area may be required in future.

1.3 Policies: Cellphones

- 1.3.1 Consultation was undertaken with the school community at the beginning of the year regarding how the school was proposing to manage the Cell Phone in Schools policy.
- 1.3.2 Smartwatches are excluded from the policy. The board is aware that some students use smartwatches to communicate with parents and classmates and that there is also a pocket of students who use a smart device/watch for health reasons. The board is satisfied that teachers can manage the presence of these devices to ensure that individual and classroom learning is not impacted.

1.4 Policies: 1 Hour a Day

- 1.4.1 Having reviewed the 1 hour a Day document the board were happy with the actions taken by the school to provide the required 1 hour a day of reading, writing and math.

1.5 Governance: BoT Code of Conduct, Assurance Statements, BOT Checklist

- 1.5.1 The Board of Trustees Code of Conduct was acknowledged and accepted by the board.
- 1.5.2 The board reviewed and allocated the outstanding Assurance Statements that needed to be actioned for Term 1.

2 Current Strategic Plan / NELPS / Annual Goals

2.1 Update of action taken to date

- 2.1.1 Taken as read.
- 2.1.2 The board are happy with the direction and actions taken to start the implementation of the Strategic Plan across the school.
- 2.1.3 The Syndicate Internal Self Reviews were well received by the board who noted the consistent themes across the different syndicates.
- 2.1.4 The board discussed inviting Unit holder teachers to present to the board at the beginning of the meetings this year. The board would expect to see teachers present an overview of their Unit, the intended outcome, what actions they have taken and any findings/progress to date against their action plan. It was envisaged that teachers would join the board for dinner and present for 10-15mins in person.
- 2.1.5 The board were happy to prepare a presentation template for teachers to use as a framework to support this initiative.
- 2.1.6 It was also recommended that the board invite the PTA to do the same.

3 Administration

3.1 Confirmation of minutes of the previous meeting.

It was moved (Simon/Fraser) that the minutes of the meeting held Thursday 29 February 2024 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 29 February 2024 be confirmed, as a true and correct record of the meeting.

CARRIED

3.2 Board Correspondence

- 3.2.1 The board received correspondence from a parent regarding school fundraising. The board were asked how funds raised were being used and if there was any scope to support other causes outside of the school community. The board discussed the wider implications of supporting international and humanitarian causes, and although on the surface the board understood the sentiment, felt that causes and charities closer to home through participation in Pink Shirt Day, WGTN Free Ambulance Onsie Day etc were more aligned with the school's Strategic Plan.

3.3 Tumauki Growth

- 3.3.1 Taken as read.

3.4 Property

- 3.4.1 Taken as read.
- 3.4.2 The board were updated about the confirmed timeline for the MoE weather tightness and school turf projects, which are set to start in week one of the upcoming holidays, and the change over WIFI routers across the school which takes place in week 2.
- 3.4.3 The school and Easyswim are still chasing Patrick Meisel from Hot Water Heat Pumps to confirm a site visit for a review of the pool's operational efficiency.

3.5 Admin / Policies / Governance

- 3.5.1 The board were provided with an EOTC Proposal for a Hongoeka Syndicate Camp in February of 2025. The proposed camp will be at El Rancho in Waikanae. El Rancho can accommodate the whole syndicate, removing the need for split camps, and offers full accommodation and catering options with several onsite organised activities. El Rancho Camp fees would be more expensive than previous camps at Brookfields but it is anticipated that this would be a bi-annual camp option (potentially Taupo Syndicate on alternate years) and information about costs would be provided to parents well in advance.
- 3.5.2 The board approved the El Rancho camp proposal in principle and looks forward to receiving further information and the intended camp RAMS in due course.

Policy Review

- 3.5.3 At its last meeting the board discussed the SchoolDocs policy documents for review in Term 1, which included those in the Governance and Management, Parents and Whānau, and Documentation and Self-Review Policy sections. The following policies were reviewed.
- 3.5.4 Frasers reviewed the Te Tiriti o Waitangi policy and found it to be brief, but robust with no changes needed. Fraser commented that the policy is well supported by activities and initiatives from the 2024/2025 Strategic Plan.
- 3.5.5 Aleida reviewed the Documentation and Self-Review policy and found that it was fit for purpose, but did question the term 'in writing' with respect to school reports if that term covers the digital Hero 'post' reports. Chris confirmed that the format of a digital Hero Report Post is considered written communication so meets the interpretation of 'in writing'.

3.5.6 Simons reviewed the Board Responsibility policy and found it also to be brief, but robust with no changes needed.

3.5.7 The board discussed the 2024 workplan and the upcoming items and activities to be completed. The board were happy with the progress to date for the year.

3.6 Finance

3.6.1 Taken as read.

3.7 Health & Safety

3.7.1 Taken as read.

In Committee

7.56pm - The Board resolved that the public be excluded, to protect the privacy of individuals concerned (moved by the Chair).

8.20pm - The Board resumed meeting publicly.

4 Review

4.1 Agenda items for next meeting

4.1.1 Review exit interview process - not discussed at February meeting

4.1.2 Board of Trustees By-Election

4.2 Preparation (action points) for next meeting, or prior to.

4.2.1 (chair & school) By-election process to be confirmed and online election services provider to be engaged.

4.2.2 (school) Staff Survey for Term 1 - Draft Survey Plan and Questions

4.2.3 (school) Emergency Planning / Community Hub - Meeting with community leaders

4.2.4 (board) Emma to forward links for Mental Health First Aid programmes

4.2.5 (board) Pete to look at options for a funded defibrillator

Meeting closed at 8.35pm

Meeting Dates for 2024

- 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