



PONSONBY

PRIMARY SCHOOL

PONSONBY PRIMARY BOARD OF TRUSTEES

Board Minutes

6th August 2020

Board attendees: Alan Webb (Chairman), Justin Edgar (deputy), Lisa Crooke, Lisa Carbine, Davida Dunphy, Susan Robins, Sanjay Rama (Principal)

Secretary: Phil Campbell

Apologies: Frances Naera

KARAKIA TIMATABGA

The Board meeting commenced at 7.00pm in main office of Ponsonby Primary, 44 Curran Street, Herne Bay.

MINUTES OF PREVIOUS MEETING (AGENDA ITEM 2)

The Board of Trustees (BOT) meeting on 25th June 2020 was approved as a true and correct record.

ACTION POINT STATUS REPORT (AGENDA 3)

- **Action Item #1:** Conservative 2020 Budget: **Done**
- **Action Item #2:** Questions for School charter (Lisa, Sanjay & Davida). **Done**

CORRESPONDENCE (AGENDA ITEM 4)

The Board **noted** the receipt of inward and outward correspondence.

HEALTH & SAFETY (ITEM 5)

No discussion given school closures.

SPECIAL REPORTS/FOCUS AREA (AGENDA ITEM 6)

The BOT **discussed** and **noted**:

- **Financial Report:** Two items: (i) unexpected ICT expenditure of \$6k; shift from on premise to cloud based (rescheduled post COVID-19 in June); (ii) knowathon \$10k and quiz night \$7k; (iii) relievers budget \$60k (include professional development that is unlikely to be utilized); (iv) teacher aid rates increasing to \$32 and is over budget which will be covered by operational grants in the short term (however PPS is cutting back on teacher aids); and PPS is saving \$30k from MOE funded teacher. As a result of COVID-19 there is an influx of in zone families which is increasing the Year 1 intake. For the first time PPS will have four year one/zero classes in 2021. This causes a skew in Year 1 students in terms of teaching. The projected roll for end of 2021 is ~450 students. **Action Item X:** Sanjay to discuss additional teacher funding with MOE (funding of 0.2 teachers for every new three-year one student).
- **Financial management Letter:** Three key issues raised by Auditors with PPS BOT response: (i) deterioration in financial position due to over staffing and leasing of promethean interactive panels. **Action Item X:** PPS BOT to more closely monitor the budget; (ii) statutory borrowing limit breach. **Action Item X:** Breach approved by MOE and BOT monitoring limits closely; (iii) other governance failures: **Action Item X:** PPS is taking more action to tighten rules around delegations, reviews, banking rules etc. Some of the delays were due to COVID-19. BOT has **delegated** responsibility to the Principal for reviewing SUE and transaction reports (as advised by the auditors).
- **Mid-year data review:** Evidence that year 2 students have fallen behind (as a result of COVID-19). However, as a result of intervention there are only seven students that are now expected to be behind by end of 2020 (**check?**). As expected, the seven week lock down has had a material impact on student learning with more acute impact in younger students given less reading. **Action Item X:** Sanjay to

compare 2020 data to 2017, 2018 and 2019 data and communicate with MOE (as a form of benchmarking). Teacher only day this term will be with Lucie Chessemann looking at problem solving and collaborative learning approaches.

- **COL Development (Te Kahui Ako o Waitemata):** Looking at four appointed leaders (check). PPS is also taking advantage of some coaching opportunities this term.
- **Charter questions:** BOT agreed questions were appropriate.
- **Fundraising:** Knowathon (\$10k) and Quiz Night (all tickets sold for 4th Sept 2020; \$7k). Also plans to sell hoodies for a return profit of \$20 each. Planning about to start for Guy Fawkes (November 2020).
- **Staffing:** BOT agreed to advertise DP role internally and in gazette. **Action Item X:** Sanjay to advertise DP role in gazette (time?).
- **Health & Safety:** Taken as read. **Action Item X:** Davida to present to staff re H&S best practice.

GENERAL DISCUSSION

A general discussion occurred about the mid-year data review. There was a comparison with 2019 data. This showed in 2020 there was an almost doubling of students at 'below' compared with 2019. Clearly this was caused by the school closure for Covid-19. That was acknowledged and staff are of course all doing everything they can to raise the levels for end of year reporting. However, the BOT did not want staff to feel unduly pressured by these results either at the up-coming 3-way conversations or to produce similar results as 2019 for the end of year reporting. Results are expected to return to normal levels over time as staff can engage in uninterrupted teaching with the children. Collaborative efforts with parents will also assist.

There was also discussion about how "lockdown" procedures could be improved if the school had to respond again to Alert levels 2, 3 or 4 being imposed for Covid-19 reasons. Various initiatives were discussed including parent education evenings, and preparation of "click and collect" weekly learning packs .

PRINCIPALS REPORT (AGENDA ITEM 7)

Taken as read.

STAFF REPRESENTATIVE REPORT (AGENDA ITEM 8)

Taken as read.

POLICY (AGENDA ITEM 9)

All policies up to date.

FINANCE REPORT (AGENDA ITEM 10)

Refer to financial report above.

PROPERTY UPDATE (AGENDA ITEM 11)

SIP funding pre-approved and contractors arranged. Funding is due in August so most of the work is scheduled for Term 3 holidays or Christmas holidays. **Action Item X:** Sanjay to include estimated cost for each project.

The meeting closed at 8.30pm.

Approved as a true and correct record:



Alan Webb
Chairperson