



PONSONBY

PRIMARY SCHOOL

PONSONBY PRIMARY BOARD OF TRUSTEES

Board Minutes

Thursday 8th April

Board attendees: Davida Dunphy, Justin Edgar, Lisa Crooke, Lisa Carbines, Sanjay Rama (Principal) and Susan Robins (staff board rep) Francis Naera (minute taker)

Secretary: [Francis Naera](#) (Interim)

Apologies:

KARAKIA TIMATANGA

The Board meeting commenced at 7.00pm in the office of Ponsonby Primary, 44 Curran Street, Herne Bay 1011.

MINUTES OF PREVIOUS MEETING (AGENDA ITEM 2)

ACTION POINT STATUS REPORT

CORRESPONDENCE

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

Inwards - STA news

Alan Webb's Resignation received

Latest installment for our OPS grant has been received, has increased slightly due to our ministry funding for a new enrollment who has Downs Syndrome. Funding for our TAs and teachers working with this child to attend a course based in Auckland for working with children with Downs Syndrome to be approved.

Co Opting new parent for the board, opportunity to be undertaken at Year 1 Pizza night at the start of next term.

Appendix 2: Finance Report

Working Capital at \$600,000 in the bank.

\$300,000 in term deposit.

Spending and budget tracking along with where we are supposed to be.

Conservatively had \$0 on budget for international students, \$48,000 received from Americas cup families.

Just over 60% of school donations are currently paid. Around the same track as school donations from last year.

Conversation with Callan regarding GST funding reclaim. Callan is not positive towards this action due to the possibility of IRD fining the school for claiming this funding.

Sanjay to meet with the organisation, questioning to ask about school liabilities, possibility of the school being fined or liable.

Appendix 3 - Health and Safety

Davida talked to the schools obligations regarding Health and Safety and the importance of using this for inductions of new staff and recaps with staff yearly.

PCBU to keep up to date with Health and Safety obligations and policies.

8th April

Continuation of Health and safety register and use of Health 365 to ensure H&S risks are addressed along with weekly Friday Focus staff meeting H&S reporting.

Third party audit would be useful to assess our schools policies. Opportunity could be taken to work with other surrounding schools to audit H&S policies.

To report back in the next Board meeting regarding evacuation procedures and drills.

Appendix 4: Term 4 data from 2020

Sanjay shared the relevant data from the end of year 2020. Noted that our year 2 group is a group to be aware of. Children who are at risk, parents have been contacted by Susan (SENCO) and programs put in place to support.

Discussion regarding COVID related online learning programmes and how not only this may have affected children and their learning but also how these programmes have evolved due to self review within the school.

Appendix 5: Localised Curriculum/STEAM

Sanjay presented our localised curriculum and discussed the work that has been done by the staff so far, in particular the work put in by Morgan Johnston to plan for and upskill our staff.

Appendix 6: Property update

Discussion with Brenda was positive and helpful. Encouraging a business plan (over and above 5YA funding) to be put forward. Will need to include this in our 10YPP

Maintenance responsibilities for the Hall falls on the school, ministry will not purchase the hall from the school. Our responsibility to ensure that maintenance and upkeep of this hall is continued. Certain amount of funding should be put aside each year to fund this.

Projects for this year including the rooms upstairs.

PRINCIPAL'S REPORT (AGENDA ITEM 6)

Lisa and Justin reported back comments from the conversation with the Sharma Barrow family. Correspondence from this conversation to be forwarded onto other board members.

Action: Ensure that the Anti Bullying and racism policy are made aware to all staff members.

Idea for Exit interview/survey option to be sent to those children who are leavers, whether they be year 6s or any child leaving.

Maths evening alongside Lucie Cheeseman went well. She will be working alongside our staff throughout the year.

Reminder to be sent out within our zone regarding enrolling of children early so that we have a good idea of our roll for 2022. Identifying those children who are in the zone.

Only out of zone children from year 1 have been taken so far this year. Ballot to be looked at again this year if needed.

Verity is working on collaboration and teacher pedagogies in her 2 days a week which she is released for.

Teachers have inquiry goals set which works in relation with the new professional growth/inquiry cycle.

Bill from ERO is meeting with Sanjay on the 10th of May, once more information is known Sanjay will inform the board.

School Hui is being run next week.

TDI Group based around literacy/debating was run this term.


STAFF REPRESENTATIVE REPORT

POLICY

All policies up to date.

Policy review needs to be consulted with the community, this term is around home learning. .

Approved as a true and correct record:



Chairperson

Lisa Crooke

GLOSSARY

| <u>Term</u> | <u>Description</u> |
|-------------|--|
| AFL | Assessment for learning |
| ALL | Accelerating literacy learning |
| BOT | Board of Trustees |
| COL | Community of Learning |
| EOTC | Education outside the classroom |
| ERO | Education Review Office |
| ESOL | English Speakers of Other Languages |
| eTAP | School management Software |
| ICT | Information and Communications Technology |
| ILE | Integrated learning environment |
| LWOP | Leave without pay |
| MLE | Modern Learning Environment |
| MOE | Ministry of Education |
| NAP | National Assessment Programme |
| NAPP | National Aspiring Principals Program |
| NAG | National Administrative Guidelines |
| NCEA | National Certificate of Education Achievement |
| ORS | Ongoing Resourcing Scheme (includes nine criteria for student need for special education: learning, hearing, vision, physical or language use; and social communication) |
| RAMS | Risk Analysis Management systems |
| RTC | Registered Teacher Criteria |
| OTJ | Overall Teacher Judgement |
| PACT | Progress and achievement consistency tool |
| PCBU | Person conducting business or undertaking |
| PPTA | Post Primary Teachers Association |
| RAM | Risk Management Plan |
| RTC | Registered Teachers Criteria |
| SENCO | Special Education Needs Co-coordinator |
| STAR | Secondary Tertiary Alignment Resource |
| STA | School trustees Association |

TOD

Teacher Only Days