



PONSONBY PRIMARY SCHOOL

PONSONBY PRIMARY BOARD OF TRUSTEES

Board Minutes

27th February 2020

Board attendees: Alan Webb (Chairman), Davida Dunphy, Lisa Crooke, Justin Edgar, Lisa Carbines, Sanjay Rama (Principal), Susan Robins (Deputy Principal) and Francis Naera (Deputy Principal)

Minutes: Susan/ Francis

Apologies: Alan Webb and Phil Campbell

KARAKIA

The Board meeting commenced 7.02pm in the office of Ponsonby Primary, 44 Curran Street, Herne Bay 1011.

Thank you to the finance team as Sanjay appreciates it is a topical area.

ACTION POINT STATUS REPORT

- **Action Item #1:** Currently no outstanding items

CORRESPONDENCE

Acceptance letter of Rebecca

Resignation of Tracey Eaton

Olivia Bengé doing .2 release to ensure the ICT programme is robust.

Hannah Daghorn is leaving and Miriam is replacing alongside Olivia Bengé doing .2

Nannette Brew offered permanent position

Karla is fabulous and has settled into her role smoothly.

The Occupancy certificate has been served.

MINUTES OF PREVIOUS MEETING (AGENDA ITEM 1)

The minutes of the Board of Directors (BOT) meeting held on 14 November 2019 were **approved** as a true and accurate record of the meeting. No proposed changes to the 2020 budget.

Davida Moved and Lisa Carbines seconded

Appendix 2: Charter Targets and Annual plan (Susan)

Susan explained the three 2020 charter targets.

Reading, Writing and Well being are the focus areas for 2020.

Sanjay went on to explain the PLD around coaching and how it links in Charter Target Three. We are still waiting on receiving PLD from MOE.

Appendix 2a: Draft charter that needs to be moved

Sanjay outlined his new vision and how he hopes to embed it into the new charter.

We need a story around the Pegasus and how we can ensure that children/community/have ownership.

The discussion around the time to collect data and create a new charter.

A discussion round ensuring the community is consulted.

A discussion around how we can ensure the community is aware of the board members.

A discussion around how to celebrate children's successes if they are not meeting the expectations.

How are children able to feel successful even though it might not follow the traditional pathway of attainment.

Discussion around the hui on 11th March, have invited board members to attend if they are available.

Charter Lisa Moved and Davida second

Discussion around TOD 2021 the possibility of two days alongside the Queen's Birthday. We as a school are not really for it but if all the other schools are for it we may need to reconsider our take on this. Sanjay will talk to Paul the COL leader around our take on this.

Appendix: 3 Board Reporting plan - Strategic Planning

Question around having internal evaluation for the board? Ensuring we have covered this off for ERO (Self Review)

How do we know that we are effective as a board?

We were reminded of the self review tool?

Each year a self review tool has to be sent out.

It was discussed robustly.

Appendix 4: TOD agendas

Two TOD were discussed

1 At Western Spring, which COL (community of Learning). Feedback was it was a successful day with great speakers and workshops.

2 School TOD was focused on ensuring that the new staff felt part of the team.

Moving forward together, being together,

Discussion around the TOD being on the Thursday and Friday before Queen's Birthday.

Appendix 5: Finance Report

Discussion around

Positive. Donations are 85 thousand plus

Another 125 thousand to come

Working capital of 128 thousand

It wasn't very clear how to revise that working capital

However the reality is that in effect we don't have any buffer to withstand any shocks.

i.e if it rains on Guy Fawkes. We need to hit the targets we have set.

Sanjay has been investigating other avenues

6 full time equivalent international students or more would be ideal to recover the budget.

A discussion around surplus to budget opportunities.

i.e The Athon may raise more money than we expect.

A discussion with Brenda (MOE) to understand the funding of our oZ etc.

Sanja suggested that savings may be made around the leasing of Active Boards.

When leases run out we can change to our advantage.

There are cheaper options that Sanjay

Next meeting a summary of costs and leases of active boards

Appendix 5A: Financial Reporting:

Appendix 6: Health and Safety Safe 365 Susan to discuss:

Raise in H & S capability through improving team capability through induction and training of staff in Health and safety policies. Staff have gone through health and safety policies in syndicate teams and signed off induction forms.

Susan demonstrating how incidents have been recorded using Health 365 and how SLT and grounds staff will use this moving forward as the need arises.

All BOT members happy with all the handbooks

Appendix 7: Assessment Guidelines

Appendix 8: Health and Safety Strategy updated for 2019

Appendix 9: Pacifica Plan/Maori Achievement plan/Anti Bullying handbook/Wellbeing at school/Professional learning and Appraisal: *Everyone was happy with handbook no questions or queries*

Appendix 10: Presentation to staff: Setting the vision (Read)

Appendix 11: Principals performance agreement/Job description

Sanjay discussing using Diana Peri as his appraiser. Discussed with board the use of Diana.

Carolyn is unable to appraise Sanjay in his role as she is his mentor. Would be good for Sanjay to have someone from an educational background.

Possibility of using board members or other options?

Feb 2021, a report would be written around Sanjay's appraisal and passed onto the board.

For Sanjay to show that he is meeting the educational standards outlined he needs to be able to show documentation of an appraisal.

Sanjay to get the cost for this to be approved by the board.

Appendix 13: Charter review: Phase 1

Appendix 14: BOT/PPSG meeting schedule

2 Liquor license approved for TOP and Guy fawkes fundraiser.

Budget approved noting that it is a net profit of \$14,083 rather than a net loss per the previous pdf document. This need be changed on the budget.

Appendix 15: Infrastructure wish list (Moved)

Sanjay to send through quotes for shade sails. Recommended Lidgard due to the H & S aspect.

Sanjay to discuss property and footpaths with Brenda to see if repairs of footpaths can come out of a health and safety budget?

Sanjay to look at a grant for the heat pumps like we have done in previous years.

Discussion of electronic signage outside school, possibly building revenue for the school through selling advertising. Davida to look at options that she may have through her contacts. Sanjay to send forward info discussed.

Assessment and Maths

Sanjay discussing the proposal of moving away from cross grouping in mathematics. This to be consulted on with the community and to ensure that this is as transparent as possible.

Susan is currently continuing to work with a morning swimming group for those fragile swimmers needing support.

Sanjay, Francis, Susan, Sarah and Matt are attending a course for student coaching with the education group.

The University of Canterbury project to give more info to parents at the year 1 pizza night.

- **COL Development (Te Kahui Ako o Waitemata):** No developments.

- BOT also **approved** application for liquor licenses for both events. **Moved Davida seconded Lisa**
- **Delegated authority:**
- **Sanjay Rama and BOT authorize Susan Robins as acting Principal when Sanjay is absent and Francis Naera in Susan Absence**

BOT also appointed board members in the following roles:

Chair: Alan Webb

Vice Chair: Justin **Finance:** Lisa Crooke **Property:** Davida **Policy development:** Lisa Carbines **Human resources:** Whole board; **ERO liaison:** Chair . All carried

Francis Naera to be invited to board meetings with speaking rights but no voting rights. Phil Campbell as secretary to also have speaking rights but no voting rights. **Moved**

PRINCIPALS REPORT (AGENDA ITEM 7)

STAFF REPRESENTATIVE REPORT (AGENDA ITEM 8)

Taken as read.

POLICY (AGENDA ITEM 9)

All policies up to date.

PROPERTY UPDATE : Infrastructure money: everyone was happy with what was put on the wish list from App 22. Sanjay will be showing Brenda around next week. Sanjay to show Brenda the particular areas that need attention to immediately eg Air Con in junior blocks, also looking at footpaths and discussing this as a potential health and safety risk. Also we need to remind MOE about the pathway uplifting behind the junior blocks, this was a priority and has been for the last three years, we have had plans drawn up by MOE but nothing has been done (Sanjay to bring this up with Brenda).

The meeting closed at 9.05 pm

Approved as a true and correct record:



Justin Edgar
Vice Chairperson