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Appendix 1



PONSONBY

PRIMARY SCHOOL

PONSONBY PRIMARY BOARD OF TRUSTEES

Board Minutes

Thursday 25th February

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 staff room of Ponsonby Primary, 44 Curran Street, Herne Bay 1011.

MINUTES OF PREVIOUS MEETING (AGENDA ITEM 2)

Formally accepting Alan's Resignation from the board, effective immediately at the end of the previous school year. Minutes were approved just waiting to get Alan Webb's resignation in writing. Suan moved and **Lisa Crooke moved and Susan seconded**

ACTION POINT STATUS REPORT

- Email Alan regarding his resignation, getting this in writing.

CORRESPONDENCE

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

Inwards - STA news

Letter from the ministry has arrived regarding our leases being over the threshold for the yearly audit.

For board purposes, please follow up with an official resignation from Alan Webb.

Keen on co-opting a new member to the board. Targeting a parent of a child in the younger years of the school who would look to serve for more than the current term. Someone with skills which would be useful for the future board.

Delegation of Roles

Francis to have speaking right but not voting right - moved Sanjay Seconded:Justin

Chair Lisa Crooke - **Moved Sanjay Seconded (Justin)**

Finance Justin Edgar - **Moved (Lisa Crooke) Seconded (Susan)**

Vice Chair Davida Dunphy - **Moved Susan Seconded: Lisa Carbines**

Property Davida- seconded - **Moved justin Seconded Susan**

Policy - Lisa Carbines - **Moved Sanjay Seconded- Davida**

Human resources management: All board

Appendix 3 - Draft Charter:

Explanation of new charter imagery discussed and approved by the board.

Appendix 3a - Charter targets:

Susan explained the Charter Targets

Target 1 - Reading for year 3s

Target 2 - Mathematics in year 5

Target 3 - Year 6 wellbeing, leadership program. Meeting the needs of our Maori and Pasifika children

Susan contacted the families of the children involved as Charter Targets. Feedback received from families already. Positive start towards our new leadership model.

Appendix 5 TOD Review

Lucie Cheeseman, maths PD promoting a new outlook towards maths teaching within classes.

Matt Hart, working around developing creativity and new ideas in children. Building resilience in learning and problem solving.

Appendix 7 Draft budget

To confirm with the assessor on property maintenance that is needed. Sanjay to confirm

Entitled to extra funding for building maintenance due to the age of the building, this is available along with our 5YA funding.

Value to be gained from working within our cluster to employ someone with knowledge of extra funding available to provide to our local schools.

Draft budget approved - moved by Lisa Crooke, seconded by Justin

Appendix: 8 - 17: Read and happy with all the handbooks. Look at the Anti Bullying document as it still has Anne's name in it. Also decided as a board for the First meeting to give a summary on what changes have been made. Write this up as a table for each handbook rather than having all the documents to read.

Appendix 18: Pandemic Plan

To be updated with our school docs.

Teacher to student ratio to continue to be guided by variance and contact and replies from the community. To seek ministry guidance if this was to become an issue.

Appendix 20: Appraisal for Sanjay

Board pleased with appraisal. Evaluation a testament to the fact that the board made the correct decision when appointing a new Principal.

Tabled an appraisal system this year for Sanjay which would include Susan and Francis as an appraisal of the overall management team. Will cost approx \$4000, on top of current PLD budget. Unbudgeted expenditure that has been approved, however there is improved finances due to our Americas cup student fees.

Appendix 22: Annual Reports

Annual Report, call with Callan. Reminder about leasing from previous years. Aim to be under the leasing threshold by this time next year.

Auditors are still looking at wage subsidies.

Callan to send through an assessment of GST rebate that may be available. Lisa and Sanjay to meet regarding this.

Special Report

Ended the year with roll approx 470. Felt too large. Would aim for year end roll to be more around 420.

Ballot may not be used this year if not needed. Davida to oversee this process if it goes ahead.

8.2 Health and Safety

To be moved to first in the agenda for following meetings. Davida to discuss her presentation and discussion with the staff regarding Health and Safety at the end of last year.

8.5 improvements, intervention

Susan taking swimming intervention with 3-4 children.

PA system to be upgraded, contacts in the community to help with upgrading this. Can this be upgraded using money due to health and safety etc.

COL update - PPTA opposing the proposal for the new COL. Currently up and running with the Verity taking part in her first COL related meeting today.

8.6 Local Initiatives

Lower junior numbers than usually expected, possibility of more parents with previous children going through the school.

9. Fundraising.

2 liquor licenses needed for fundraising this year. 1 already approved from TOP last year, able to carry forward due to Covid restrictions.

10. ERO

Initial meeting with ERO reviewer to take place this term. ERO will work with the school to provide a report over a 3 year cycle. Sanjay to feed back information post this meeting.

How does the board review their own processes?

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

- **Assessment report: International student procedures:** BOT discussed the report. PPS currently has six international students.
- **Intervention**
- **21st Century Learning/Inquiry Learning**
- **Year 6 Leadership**
- **Int Students**
- **COL Development (PPSG:)**

PRINCIPAL'S REPORT (AGENDA ITEM 6)

STAFF REPRESENTATIVE REPORT

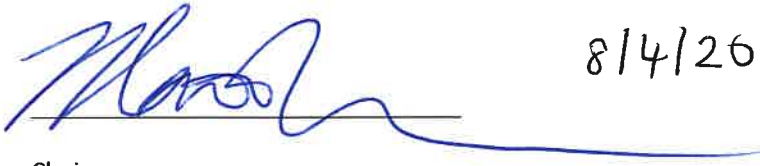
POLICY

All policies up to date.

FINANCE REPORT

PROPERTY UPDATE

Approved as a true and correct record:

 8/4/2021

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
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