



PONSONBY PRIMARY SCHOOL

PONSONBY PRIMARY BOARD OF TRUSTEES

Board Minutes

25th June 2020

Board attendees: Alan Webb (Chairman), Justin Edgar (deputy), Lisa Crooke, Lisa Carbine, Davida Dunphy (joined at 7.20pm), 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 and via Zoom (Phil Campbell, Susan Robins, Alan Webb, Lisa Crooke, Davida Dunphy).

MINUTES OF PREVIOUS MEETING (AGENDA ITEM 2)

The Board of Trustees (BOT) meeting on 7th May 2020 was approved as a true and correct record.

ACTION POINT STATUS REPORT (AGENDA 3)

- **Action Item #1:** Digital signage: Davida Dunphy discussing options with three companies and also looking at references from other schools. **Any update?**
- **Action Item #2:** Heat pumps actioned: Sanjay spoke to Brenda regarding separate funding for heat pumps but it is included within SIP funding.
- **Action Item #3:** Wellbeing survey sent out: **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**:

- **Wellbeing survey results** Generally positive feedback during lockdown. However, some parents requested more information on some of the online learning platforms.
- **Finance report:** BOT met with Rebecca **XXX** which highlighted how complicated school funding is. MOE appreciate that PPS requires funding and are looking at over 10 different funding options to close the budget deficit. Current PPS role is 420 and roll prediction for end of the year is 441 (which implies funding for an extra teacher). She is also trying to secure funding for an extra teacher which is still being confirmed (~\$70k pa). There may also be additional revenue from international students for Americas Cup in 2H20. **Action Item X:** Lisa Crooke to prepare updated conservative FY20 budget (including international students, funding for additional teachers, quiz night and Guy Fawkes). BOT agreed that the funding situation is looking more encouraging in part due to good cost control. Auditors confirmed that the 2019 funding deficit will be recorded in 2020. Newton primary and Western Springs are also in similar situation to PPS. Some decile 10 schools such as Westmere and Bayfield have sufficient reserves. **Action Item X:** Alan Webb to send letter of thanks to **Wendy? XXX.**
- **School reports:** Format has changed with greater focus on progress from mid-term to end of year. Reports are scheduled to be sent to parents and students in week three of term three. Sanjay has looked at a number of other school reports and believes PPS new report format is one of the best. Syndicate leaders will also be attesting teacher capability in term three.

- **COL Development (Te Kahui Ako o Waitemata):** Meetings held via Zoom. Paul Alford is stepping down from leadership role and not looking at three co-leaders. Another meeting next week to review vision. However, in the current environment there may not be enough funding for COL's. However local schools are still likely to collaborate in the future which is a positive development.
- **Fundraising:** Quiz night has been organized in September 2020 for 160 parents (to replace Taste of Ponsonby) along with a knowathon. **Action Item X:** Communicate to parents that additional funding is required and is separate to SIP funding for property.
- **Parent Survey:** Recycle questions from last year and update. Last year the simpler survey provided higher quality responses. The responses will be used to prepare the charter goals. **Action Item X:** Sanjay, Lisa Carbines and Davida to meet and finalise questions.
- **Health & Safety.** Staff 365index app is working well and PPS is improving in terms of its overall health and safety (but still some work to do on improving health and safety culture). No social distancing required under Alert Level 1 but PPS continues to promote good hygiene. **Action Item X:** Davida Dunphy to present to staff to raise awareness of legal requirements around H&S which will help increase H&S capability.
- **ERO Report:** No ERO report this year (and may look different in the future).

PRINCIPALS REPORT (AGENDA ITEM 7)

Taken as read.

STAFF REPRESENTATIVE REPORT (AGENDA ITEM 8)

Taken as read. Students and teachers quite tired given end of term and stress of lock down.

POLICY (AGENDA ITEM 9)

All policies up to date.

FINANCE REPORT (AGENDA ITEM 10)

Refer to budget comments above.

PROPERTY UPDATE (AGENDA ITEM 11)

SIP funding pre-approved and funding is expected in August once paper work is finalised.

The meeting closed at 8.15pm.

Approved as a true and correct record:

Alan Webb
Chairperson