



PONSONBY

PRIMARY SCHOOL

PONSONBY PRIMARY BOARD OF TRUSTEES

Board Minutes

7th May 2020

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

Secretary: Phil Campbell

Apologies:

KARAKIA TIMATABGA

The Board meeting commenced at 6.05pm in main office of Ponsonby Primary, 44 Curran Street, Herne Bay and via Zoom (Phil Campbell, Lisa Carbines, Susan Robins, Alan Webb, Lisa Crooke, Davida Dunphy).

MINUTES OF PREVIOUS MEETING (AGENDA ITEM 2)

The Board of Trustees (BOT) meeting planned for 26th March 2020 was not held given COVID-19.

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.
- **Action Item #2:** Schools investment package has increased to \$279k (+\$10k). There are a number of jobs that are waiting for approval e.g. deck, shades etc. PPS will look to get quotes so work can be done in Term 3 holidays. Gill is looking at getting pricing for heat pumps. **Action Item X:** Sanjay to check with Brenda about extra government funding PPS may be have access to.

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**:

- **Maori and Pasifika evening:** Amazing evening. Great opportunity to understand needs of Maori and Pasifika students.
- **PAT Assessment:** All Year 6 testing done online this year. Results are impressive with 51% above standard in maths. PPS plans to retest/monitor students that have dropped by two or more stanines when school re-opens. BOT also discussed the intervention report which was very detailed. PPS teachers are aware that students are going to need some support when they return to school round anxiety levels on safety and student learning during lockdown (refer to Christchurch experience).
- **School re-entry logistics:** PPS is operating three bubbles with 16 students. This includes staggered morning tea times and staggered start times. Under Level 2 the social distancing rules are relaxed to less than 2 metres. If NZ moves to Level 2 next week then PPS will re-open on Monday 18th May 2020. School assembly's will not be held under Level 2 given restrictions around gatherings of more than 100 people. At this stage there has been no advice on staggered drop offs or pick-ups. There is also no online learning under Level 2 except for students with underlying health issues. All PPS teachers want to return under Level 2. **Action Item X:** Sanjay to send out a well-being survey to parents before the school re-opens.

- **Te Ao Maori Plan 2020:** Plan to embed Maori culture in the school including whole school Waita, interhouse haka competition, Matariki 2020 etc.
- **COL Development (Te Kahui Ako o Waitemata):** No update given COVID-19.
- **Fundraising:** Taste of Ponsonby is unlikely in 2020 but Guy Fawkes is still planned for the end of the year. PPS has suggested a smaller quiz night (< 100 parents) as an alternative to TOP.
- **Staffing:** Fully staffed at the moment with Olivia Benge taking over from Julia Nissen who is going on maternity leave in Term 3.
- **Health & Safety.** No update given school closures.

PRINCIPALS REPORT (AGENDA ITEM 7)

Taken as read. All teachers have established their inquiry goals. Looking at send out mid-year reports in Term three so students can settle back into learning gradually.

STAFF REPRESENTATIVE REPORT (AGENDA ITEM 8)

Taken as read.

POLICY (AGENDA ITEM 9)

All policies up to date.

FINANCE REPORT (AGENDA ITEM 10)

Finance committee has been discussing a number of funding options given challenges of hosting Taste of Ponsonby and Guy Fawkes under COVID-19 Alert levels in 2020 and fewer international students. MOE has appointed a financial advisor and plans to use PPS as a case study for impacts of COVID-19 on school financing. In the short term the working capital position has improved with \$49k from wage subsidy scheme but there is a serious risk PPS does not have enough funding in 2020 and there are a number of Decile 10 schools in a similar position. BOT **approved** the release of PPS 2019 financial statements to MOE to assist with the case study. BOT **discussed** the merits of implementing a sinking fund in future years and rebuild the working capital to around \$100k. **Action Item X:** Finance committee to circulate scope of funding options for MOE meeting.

PROPERTY UPDATE (AGENDA ITEM 11)

Waiting on approval for Government infrastructure spending.

The meeting closed at 7.25pm.

Approved as a true and correct record:



 Alan Webb
 Chairperson