



PONSONBY PRIMARY SCHOOL

PONSONBY PRIMARY BOARD OF TRUSTEES

Board Minutes

Thursday 27th May

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

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

Apologies: [Davida Dunphy](#)

KARAKIA TIMATANGA

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

ACTION POINT STATUS REPORT

CORRESPONDENCE

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

Inwards - STA news

Justin and Sanjay to meet with Mclsaacs

Latest installment for our OPS grant has been received,

Response to Mel and Chris Sharma- Barrow

Appendix 2: Finance Report

\$261,000.62 in the bank

\$400,000 in term deposit

Tracking ahead of budget currently,

Karla's contract is to only be working during the school terms, not throughout the holidays, there was confusion over this previously and the budget took a little bit of a hit from paying out for previous holiday work, unknown that this was outside her usual salary.

Karla no longer will be used in the holidays, encouraged to manage her workload throughout the term and only used if really needed, probably at the beginning of each year.

Audit letter return is due Monday the 31st.

GST Clawback

The school could be eligible to receive approx \$100,000 in GST clawback from parent donations.

This has been received by Bayfield school recently, Sanjay to discuss with Kerry from Bayfield regarding the wording used by the auditors in Bayfields audit report.

To be discussed at the next board meeting once we get information from Bayfield Schools position.

Wage Subsidy

27th May

Reply from the auditors with wording around the schools eligibility for the wage subsidy, Sanjay to contact Rebecca from the ministry in regards to receiving the exemption for the wage subsidy.

If the answer to this is no then the money will be paid back on Monday 31st.

Sanjay to discuss with Rebecca if she is happy with our financial information being late to her while this information is worked through.

Appendix 3 - Health and Safety

Teacher aid has fallen and injured her arm, after investigation it was found that she tripped over her untied laces so to no fault of the environment.

Susan has changed her H&S process with Roman.

Fire Drill completed, Term 2 will be a lockdown drill.

Appendix 4: School Number Review around local schools

Noticeable decline of student numbers throughout the surrounding areas, quite possibly due to the current housing market and affordability of housing for your families in the area.

Currently funded for an end of year roll of 420, looking like we will end the year on 380. Due to this the school would be liable to return approx \$600 per student under this target.

School has the option to take up to 16 children, year 0-1 from the ballot. As abroad we agreed to take the 16 children from the ballot. Sanjay to report these issues to the ministry and feed back to the board in the next meeting.

Appendix 5: Mid Year Reports

Reports to go out in week 9, changes to make it easier to interpret for families and whanau.

Appendix 6: Leadership update Yr 6

Groups all producing in various areas.

Cultural toa running our whanau hui and events, Wellbeing group organising pink shirt day, House leaders working throughout the school etc.

Appendix 7: Inquiry Challenges

Implemented into classrooms, in line with our localised curriculum.

Appendix 8: 10YPP

First priority is to upgrade the upstairs classrooms (Rm 5 - 9)

Roofing repairs on the main block, repairing piles and reflooring of staffroom. Board was happy with the 10Ypp plan.

PRINCIPAL'S REPORT (AGENDA ITEM 6)

Hui and Fono held in term 1

Verity working well in her new COL role.

Ero advisor is Bill O'Hearn, coming in July. Next meeting with Bill around our school Charter.

Looking to advertise and co-opt one more member onto the board. Sanjay and Lisa will come up with a blurb and will not go to an election. Looking for someone with experience in Fundraising and someone who we see as going to long standing on the board.

STAFF REPRESENTATIVE REPORT

POLICY

All policies up to date.

Policy review needs to be consulted with the community, this term is around home learning. Sanjay will send link out in the school pushout during the term.

Approved as a true and correct record:

A handwritten signature in black ink, appearing to read 'L Crooke', written over a horizontal line.

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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