



### PONSONBY PRIMARY BOARD OF TRUSTEES

#### Board Minutes

17th September 2020

Board attendees: Alan Webb (Chairman), Justin Edgar (deputy), Lisa Croke, Lisa Carbine (via Zoom), Davida Dunphy, Susan Robins, Sanjay Rama (Principal)

Secretary: Phil Campbell

Apologies: None

#### KARAKIA TIMATABGA

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

#### MINUTES OF PREVIOUS MEETING (AGENDA ITEM 2)

The Board of Trustees (BOT) meeting on 6<sup>th</sup> August 2020 was approved as a true and correct record.

#### ACTION POINT STATUS REPORT (AGENDA 3)

- **Action Item #1:** Additional teacher funding: **Done**
- **Action Item #2:** Advertised DP role and Yr 5 & Yr 6 team leader role. **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**:

- **Financial Report:** Working capital has improved. PPS no longer has to repay the COVID-19 wage subsidy (for Board funded teachers) provided the **30%** revenue decline condition is satisfied. There is also revenue expected from Quiz night silent auction, sale of Hoodies (\$5k) & T Shirts and 15-20 international students in 4<sup>th</sup> Term as a result of Americas Cup. To date fund raising has raised \$44.5k. BOT is also managing leases and activity board exposure as yearend approaches (based on experience from 2019). However 2020 budget is still contingent on Guy Fawkes happening in November (provided Auckland is at Level 1). 2021 Budget: PPS will only have funding for 2 teacher aides (and not 4 currently). Also PPS is changing the Waste Management contract to JJ Richards (saving \$200 per month).
- **Educational review:** Early days but changes to ERO seem more collaborative and removing the requirement for teacher council to audit teacher appraisal process
- **COL Development (Te Kahui Ako o Waitemata):** Plans to appoint 1 teacher per school (**check?**).
- **Fundraising:** Quiz night had to be cancelled given Alert level 2.5. However, majority of parents have not asked for ticket refunds and silent auction is expected to generate **>\$xxk**. The Knowathon also generated ~\$45k and sale of hoodies (\$5k). Planning is about to start for Guy Fawkes (November 2020).
- **Staffing:** BOT **approved** permanent roles for Francis Naera (DP) and Matt Allen (team leader Yr 5 & Yr 6). Sanjay will send out letter offering permanent positions for both Francis and Matthew.
- **Health & Safety:** Taken as read. Susan Robbins also **raised** issues around drop and pick up at the front gate recently given the increasing number of near misses. **Action Item X:** Remind families to cross

Curran St at the crossing (rather than "J" walking). **Action Item X: Action Item X:** Davida Dunphy to present staff with H&S training.

**PRINCIPALS REPORT (AGENDA ITEM 7)**

BOT **agreed** to discuss an out of committee only matter in a closed session between 7.07pm to 7.46pm. BOT also **discussed** role increases in 2021 and at this stage class sizes and teacher quota looks manageable. However, there is a lot of families returning back to NZ a result of COVID-19 and so predicting the final role is very difficult.

**STAFF REPRESENTATIVE REPORT (AGENDA ITEM 8)**

Taken as read.

**POLICY (AGENDA ITEM 9)**

All policies up to date.

**FINANCE REPORT (AGENDA ITEM 10)**

Refer to financial report above.

**PROPERTY UPDATE (AGENDA ITEM 11)**

BOT **discussed** SIP funding projects. **Action Item X:** Davida Dunphy to discuss with Sanjay some of the terms of conditions of the projects including warranties and pricing of some projects. BOT also **agreed** to record both quotes for the shading sails and the decision to appoint Justin Edgars (Deputy Chair) company to supply the sails.

The meeting closed at 8.37pm.

Approved as a true and correct record:

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Alan Webb  
Chairperson