



PONSONBY PRIMARY BOARD OF TRUSTEES

Finance Board Minutes

Thursday 24th February 2022

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

Secretary: Francis Naera

Apologies:

KARAKIA TIMATANGA

The Board meeting commenced at 7:00pm via zoom

Davida joined at 7:30

Lisa Carbines joined at 7:10

Correspondence

Official information act request in October 2021

Budget for kakariki playground improvement increased from \$40,000 - \$60,000. Once quotes received these will be considered by the Board for final approval.

Staff Update:

Fixed Term staffing

Alana Bebich fixed term for term 1

Stephen Bergin Fixed term for 2022

App 1. Finance meeting minutes

Met with new accountant, Kirsty from education services and dismissed the previous accounting firm.

No contact with auditors in regards to the 2021 audit. Lisa Crooke noted that auditors have pushed out audit timings due to auditor staffing shortages.

Education services have been set up with access to accounts as well as Wayne Facer to work in tandem on our budget.

Budgeted ops grant could be at risk due to role shortage.

Continuing our action with Mclsaacs in relation to the gst return. Justin to feedback on this in the next board meeting. This has been discussed with our new accountant. New accountant did not see an issue with this.

App 2. Delegation and roles for BOT

Lisa Crooke - Chair moved by Sanjay, Seconded by Lisa Carbines

Davida Dunphy - Vice Chair moved by Sanjay, Seconded by Lisa Crooke

Justin Edgar - Finance moved by Sanjay, Seconded by Lisa Carbines

Lisa Carbines - Policy moved by Sanjay, Seconded by Joe

Joe Telford - Human Resource moved by Sanjay, Seconded by Lisa Crooke

Francis - Minutes taker but has speaking rights moved by Sanjay, Seconded by Lisa Carbines

Susan Robbins - Staff Rep

App. 3 Finance Report

Discussed.

App. 4 Health and Safety

Not much to report at the moment.

Worried about bottom doors in Puriri, old steel doors which are stuck, to be repaired.

Covid restrictions put in place, staff split into 3 bubbles to reduce risk of cases.

Enhanced our health365 capabilities by 1 point.

App. 5 Covid Response plan for PPS

PPS Covid response sent to community and staff last week. This is changing regularly as the country's goal posts move constantly.

New information to be sent to whanau tomorrow on what phase 3 will look like for school.

Plan will be flexible as the country's restrictions and ministry guidance changes.

App. 6 Annual Plan

Some of our goals from 2021 have been continued in our annual plan due to the impact of Covid in 2021 and the inability to target these goals.

Annual plan has been sent onto the ministry this week.

App. 7 Charter Targets

Initially they targeted the year 4 children. Susan worked closely with the Puriri syndicate at this time.

Susan's goal is for these charter targets to be achieved by mid year, and then a new group will be assigned.

Classes are currently completing testing, PATs continuing this week. Sanjay and Francis are breaking down the results as they come through.

App. 8 Board reporting and review schedule

App. 9 Teacher Only Day Review

- a. Writing
- b. Health and Wellbeing

First TO day was built around the NZ Histories at the museum. Presentations on Writing and our Health and Wellbeing/Inquiry from Julia and Arran.

Introduction on the Mitey program which will begin in Term 2.

Stylefit - Arran and Sanjay met with a facilitator for this new app which will be trialed with our year 5/6 children. Focus on encouraging and engaging our boy writers. Arran to attend a future board meeting once this is up and running.

Second day was focussed around team building as a staff. This was a day of Dragon boating and followed up by team meetings. Good to be together as a staff and build those relationships.

App. 10 Principal Appraisal

Appraisal

External appraisal can be accessed again this year. Will be approx \$5000.

Board happy with an independent appraisal every second year and were supportive of the funds to be applied personal development on the leadership team and teaching staff.

Special Reports

Sick Leave

Currently if a teacher is affected by Covid 19, they can reclaim as disregarded sick leave. This is not the case for our ancillary and support staff. As a board how will we manage sick leave or discretionary leave.

Sanjay to collect some data on the sick leave balance of our ancillary staff and the board will make a call as needed.

Funding impact

School is funded for 410 pupils. We are looking like hitting 370 by the end of the year. This will have a knock on effect with our last installment of our Ops grant. Sanjay discusses this with Rebecca from the ministry when this becomes an issue. Last year we lost \$15,000 due to a similar situation.

The ballot will be looked at in March. We are currently building up our year 0/1 numbers. Year 2 entry looks like it will only be 2 classes next year. Numbers in year 3 are needed. Currently taking as many as we can.

We have had approx 15 or so children leave due to leaving Auckland. 5 left to private schools due to private schools campaigning as having limited spots on waitlists.

To feedback in the next meeting a summary of our leavers from last year (excluding year 6) and reasoning for why they were leaving.

General impression was that many families are losing pupils due to a lack of online learning programs due to the last couple years, feedback from the community is that this hasn't been the case for PPS.

New Staff

New BT staff members working well, Susan and Arran mentor teachers working closely with them.

Sickbay report

Mainly tummy bugs and runny noses. Children being sent home immediately.

Inner City Sport

Currently not going ahead during Red. To wait for confirmation from MOE and a decision from our IC principals on when this can go ahead.

Assessment

PATs currently taking place, dyslexic learners supported by SLT team during these.

Local Initiatives

Parent info sessions done via zoom, a huge amount of uptake from our parents in comparison to previous years. This looks like the way to continue in future years having individual teachers meet their own class parents.

Legislation

Meeting the requirements at this time.

Teacher Only Days

TO days were a huge success.

Fundraising

Taste of Ponsonby pushed back to June

Guy Fawkes in November

Board has agreed on attaining Liquor licensing for these events.

Meeting closed at 8:10pm

Approved as a true and correct record:



31st March 2022

Chairperson

Lisa Crooke