



PONSONBY PRIMARY BOARD OF TRUSTEES

Finance Board Minutes

Thursday 31st March 2022

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

Secretary: Francis Naera

Apologies: Justin Edgar

KARAKIA TIMATANGA

The Board meeting commenced at 7:00pm via zoom

Correspondence

Leave approval for Amy Moll - Approved, First Lisa Crooke, Second, Davida Dunphy

Action points

Sanjay and Davida to walk around school and look at action points for improvements

Staff Update:

Morgan will be returning in term 2

App 1. February Minutes

Minutes are being reviewed and on the school website, please be aware for names etc for confidentiality.

There are many OIA requests coming into school at the moment. Please be aware that they go through the correct channels, and are responded to appropriately.

App 2. Finance report

Not much that came out of the finance report, tracking along nicely.

Approx \$1800 was paid in damages for our returned devices which were at the end of their 3 year lease.

Drop in donations this year is reflective of our drop in roll.

Risk to operational grant comes at the end of the year due to the roll.

Risk of our fundraising and relieving budget being impacted due to covid circumstances.

Majority of the leases which we were locked into are now gone.

There is a buffer in our funds at the moment, won't be touched unless needed.

Air purifiers were purchased out of our own funds, to push for a refund from the Ministry of Education for these.

App 3. Health and Safety Report

Seeing many children coming in with sore stomachs, fevers etc.

Our office staff have now been provided with visors for when children come into the sickbay. PPE and safety protocols being used by staff when managing sick bay.

Total of approx 70 covid cases within our school. Very low numbers within our school at this current time.
6 total staff throughout this time.

4 staff members about to be sent on a First aid course.

The ministry has supplied the school with 400 Rapid Antigen Tests to add to our supply for teachers.

App 4. Intervention

Intervention reports and charter targets in the future could be combined. Report summaries the rationale for why the charter targets were reported.

Funding for this has been tricky, we do rely on parent donations to fund our Teacher Aide support.

Funding now has to be tagged to particular projects.

We have 2 ORS funded children, we are working alongside the RTLB closely.

Focus has been on year 4s.

To report back on the numbers of children on the intervention program, this could be used to track how our learners are going throughout their time at school.

Our criteria has changed, no longer just focusing on those children who are below, Children now just at cohort now on the register.

Mindset is shifting to how we can continue to move those children who are 'at cohort' to being 'above cohort.'

Parent support with the intervention programs has been very successful.

App 5. Data

The tail in our data is starting to move upwards, we are noticing that we are making improvements with our children who have been below previously are moving upwards. But we are noticing that those children who used to be at the higher end of the scale, stanine 8/9 are no longer at that level.

Nationally we are still sitting well above the national norms.

Year 5/6 children will be assessed at the start of term 4 to see improvements.

Possible due to some inequity of children and their involvement in online learning. We have a lot of new children to our school who have joined this year and have lower scores in our data.

Extension programmes have been put in place to extend our year 6s in maths.

Feedback to be given to the ministry about the data and trends that we are noticing and how this may affect further online learning needs.

App 6. Attestation and Appraisal

Our attestation program or appreciative inquiry has been presented and begun with our staff. This is something we began 3 years ago.

Focus for the goals that the teachers will be creating is on improvement of learning for the children in the classroom. How can this make an impact on our charter goals?

Time has been given to staff to discuss goals, time for observations of each other and discussion of improvement. Goals are recorded and written up then attested to by Sanjay in the final attestation meetings.

PDP (Principal and DP) walkthrough criteria has been updated, these are what we will look for when we go through classrooms. This is another layer of our appraisal.

Middle leaders also have their own appraisal table that they can use to attest their team.

We have developed this as a robust program to keep the high standards of our staff.

PDP walkthroughs take place in term 2, Syndicate leaders use their attestation of their teams in term 2 and term 4.

Special Reports

School funded 410 pupils. Currently the roll is approx 340. We are aiming to get to 380 by the end of the year. This may impact our operational grant, may need to pay back approx \$20,000. Hopefully because of the impacts of Covid to our funding the ministry will come on board and we may be able to keep this funding.

Lucie Cheeseman has been working with our staff in Maths.

Amy has been working with staff on collaboration, mainly presenting what her role is and how this will work within the COL.

School Curriculum Improvements

Morgan has been working on our planning to improve all curriculum areas. Integrated template presented which will be used to plan how all curriculum subjects will be integrated. These will be used next term.

Local Initiatives

We have gone ahead with our swimming sports. We were able to bring parents onsite for our Y1 - 3 swimming sports.

For our year 1 parents it was the first chance that they have had to meet all the new parents.

Year 1 Fish and Chip evening could be used to welcome new families to the school community.

Teacher Only Day

Roman took Fire Extinguisher training with all staff. Used our expired fire extinguishers which have just been replaced and all staff were trained in how to use them.

Morgan worked with all staff and syndicates throughout the day on planning for next term.

Property

Refurb of Room 5 - 9 to start next week. Room 8 and 9 have moved out of their classroom to our spare classes.

There was flooding in the hall due to the large downpour last week which caused flooding around Auckland. We have put an insurance claim for new flooring in the Hall as this has all been damaged.

Looking to have this done in the next holidays as it will take 4 weeks for repairs. Aiming for it not to take place during out TOP fundraiser timeframe.

Te Tiriti

NZSTA has put out training for boards and how the schools responsibility to Te Tiriti starts with governance, training is available for BOT's through NZSTA.

Meeting closed at 8:10

Approved as a true and correct record:



9th May 2022

Chairperson

Lisa Crooke