



PONSONBY PRIMARY BOARD OF TRUSTEES

**Finance Board Minutes**

Thursday 26th May 2022

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

Secretary: Francis Naera

Apologies:

**KARAKIA TIMATANGA**

The Board meeting commenced at 7:00pm

**Correspondence**

Information to be sent out to the community regarding board of Trustees appointments for 2022. Will be sent out electronically.

Annika requesting leave to see family overseas, will need two weeks leave. All in favour. Approved.

Government has offered a grant for first time principals, a grant of \$12,000 to go towards well being, PD, team moral and culture.

**Action points from prior meeting**

Action points have been signed off by Davida and Sanjay. Roman, Davida and Sanjay have walked around the property to look at areas of need.

**App 1. March Minutes**

Signed off. Approved by all attendees.

**App 2. Finance report**

Finance has been tracking along as expected.  
Donation money coming in at a rate expected.

**Leases**

The school has had an error with the leases and returning of the equipment, to the detriment of approx \$10,000 to the school.

The leases kicked off on 31 December but Activision installed early and then charged for 21 days extra. Future thinking is that leases should not be used. For any leases other than photocopiers, consideration should be given to requiring board approval.

The items were returned in January 2022 but were charged for the full quarter to the end of March 2022.

MTL finance will pay the school back \$4,100 of money which has been accepted. Holding over provision at the maximum exposure.

The leases were put in place in 2018.

The obligation is on the school to return the items, as the company won't be in a rush to collect these.

The new activity boards/screens have all been purchased out of our capital expenditure so no new leases have been undertaken.

A finance policy in future should be made that leases should not be signed without full board approval. Board chair signature should definitely be on all lease contracts.

***ACTION - Policy on signing up to leases to be set up***

**Staffing**

Relief teacher budget is getting blown, significantly overspent.

We are also looking to be 40 children short on the end of year roll. Sanjay has been actively in discussions with Rebecca from the ministry so we shouldn't have a cutback in teacher entitlement. But there will be an end of year clawback on operational funding.

Will be bit of a hole in the OP grant budget, will be spending more in the relief teacher budget but there are areas where will get small incremental wins. Net we will probably still be down (i.e. over budget spending).

Within the relief budget, we can claim back 3 of the 7 days of leave a teacher needs in regards to covid release. We are expecting our relief budget to still be impacted coming into winter with a lot of illness on the way.

International students, borders opening to this shortly . ***ACTION: Susan to engage with international students.***

Year 1 classes by the end of the year will be hitting 23 -24, asking for board approval to employ a new year 0 teacher for term 4 to start a new class with the amount of children enrolled and possibles coming through the door.

Many of these children are from the ballot, as well as siblings and in zone enrollments.

The board has taken into consideration that we have had some unexpected expenditures on relieving in particular, we have higher faith on our ability to raise community funds and income from international students. On that basis it is recommended that we fund another teacher. This was approved by all board members in attendance.

Year 3 classes funded at 1 - 23, with roll drop at the start of the year we have a hole in this area as the classes are now at 17 - 18.

Schools may need to look into composite classrooms for next year if required. Research will need to be done and information put to the community to front foot this.

For future information to attract year 1 pupils, should a flyer/letter be put together with the information parents will need to know about enrollment, zones and information on PPS.

***ACTION: Poster to be created with information for the kindies***

***Analysis by year group of in zone and out of zone year groups.***

### **App 3. Health and Safety Report**

Report has been done analyzing how many days have been lost to sickness in comparison to last year. It is higher than this time last year but not as high as we would have imagined.

No questions on Health and Safety.

Survey done on random members of staff on health and safety.

**3a.** Protocols of what school looks like under orange discussed

#### **App 4. Reports**

Reports have been shifted to an online format, all through ETAP our SMS system.

Discussion with the community on how the reports come out in the future, is it to be digital or hard copy? What is the cost to the school?

Working on an app with ETAP which will hold everything, calendars, school payments, newsletters, permission slips, assessment data and reports etc.

No decision reached on reports - electronic or hard copy. More consideration required by management.

#### **App 5. Assessment data**

Sanjay shared e-asttle reading and maths data, there are some trends that we are seeing, a lot in attitude towards maths becoming below the national norms.

For the future, to look at the gender differences in this area. Will this be retested and reported on again in term 3 to see if there is improvement in any areas.

#### **App 6. Property report**

2 Pockets of funding available for property, for cyclical maintenance and repairs. There are more items needing maintenance that we currently have funding available for.

Do we need to have oversight to say yes or no to the various items to sit within our budget or let Sanjay decide.

Key things every year in maintenance, hiring a cherry picker to sort out the top building. Roman will need to be trained beforehand.

It is something simple to do but if its not done this can come back on us for not keeping up with maintenance.

Hall flooring is under insurance, waiting on this to be approved.

Trees need to be done.

Any leftover funding options: go towards the turf, improving the field.  
Roman would like some resurfacing work done.

Large improvements needed on the hall, has not had much maintenance done since it was built. This would be a good project to work towards possibly with the PPSG, school fundraising.

This report should go to Roman so he can annually work through these targets.

This walk around should be done at the start of term 4 for the future so that it aligns with funding and budgets.  
Staffroom, will need to approach the ministry for repairs.

***ACTION: Management to prioritise work to be performed over the remaining calendar year in light of funding available. Remaining items will be considered also as part of the budget setting process.***

## **8. Principal's report**

### **8.1 Monthly review items- Roll/ staffing/H&S/Networking**

Relievers have been covered by Susan and we have a good team of relievers and even new relievers to cover the staff losses through illness.

Majority of our days we have been able to cover. Even the agencies are unable to fulfil the relief needs.  
We currently have many staff who are yet to have Covid so may be impacted by this in the future.

## **8.5 School curriculum improvements/ Innovations/needs/appraisal**

### **Local Curriculum**

Morgan to attend our next board meeting, to discuss what she is focussing on with our integrated curric, related to STEAM and our local curriculum.

Shared integrated learning planning, working through with

### **Local Initiatives**

Sports back underway, IC swimming and Cross Country have just been completed with the children doing really well.

### **PPSG and fundraising**

100 or so tickets sold, encouraging ticket sales through parent liaisons.

**New Playground plans shared** - still under design consideration

Meeting closed at 8:35

Approved as a true and correct record:



16th June 2022

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Chairperson

Lisa Crooke