



PIGEON MOUNTAIN PRIMARY SCHOOL

Minutes of the Pigeon Mountain Primary School Board of Trustees meeting held on Wednesday, 29th January 2020* at 7pm in the Boardroom of Pigeon Mountain Primary School

*Originally scheduled for Thursday 30th January

PRESENT: Mark Eades (Chairperson), Richard Spong, Alicia Doughty, Iley Joblin, Ian Dickinson (Principal), Andrew Palmer

APOLOGIES: Gloria Gao

ABSENT:

MINUTES: Ian Dickinson (Principal) in absence of Board Secretary

DECLARATIONS OF INTEREST

- Mark, declared his wife is employed at the school as a teacher aide
 - Gloria is with CNSST Foundation, involved with after-school programmes being hosted in PMPS classrooms
 - Richard is an elected member of the BoT at Macleans College
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MINUTES OF PREVIOUS MEETING

Amendment: On Motion 4, the text should read 'Mark does not have a conflict of interest to preclude him from this committee.'

RESOLVED: *Minutes of meeting 12th December 2019, including the above amendment, be accepted.*

Iley/Andrew

ELECTION OF BOARD CHAIR

Meeting moved in-committee at 7.15pm.

Meeting resumed at 7.20pm.

Mark Eades was appointed to the role of Chairperson for Pigeon Mountain Primary School Board of Trustees for 2020.

CONFIRMATION OF SPEAKING RIGHTS FOR SLT

RESOLVED: Members of SLT attending BoT meetings in 2020 have full speaking rights.

Andrew/Mark

CONFIRMATION OF BOT COMMITTEE MEMBERSHIPS

RESOLVED: Committee memberships for 2020 to remain unchanged from 2019 with following amendments;

- Addition to Finance: Andrew Palmer
- Addition to CoL Group: Iley Joblin
- Addition to H&S: Alicia Doughty.

CONFIRMATION OF DELEGATION SCHEDULE

RESOLVED: Board ratified current delegations for 2020

Unanimous

RATIFY POLICIES AND GOVERNANCE MANUAL

RESOLVED: Board ratified policies and Governance Manual for 2020

Unanimous

CORRESPONDENCE

In: Nil

Out:

DECISIONS

Motion 1: To approve Shade Systems invoice for deposit on replacement COLA canopy membrane.

RESOLVED: Shade Systems invoice for deposit on replacement COLA canopy membrane approved for payment. (Insurance received 2019)

Richard/Alicia

Motion 2: To approve Tough Pad Invoice for final payment COLA canopy padding.

RESOLVED: Tough Pad invoice for final payment COLA canopy padding approved for payment.

Brian/Mark

MONITORING AND REPORTS

PRINCIPAL'S MANAGEMENT REPORT

RESOLVED: Principal's Management Report be accepted.

Heley/Richard

CURRICULUM REPORTING

-Student achievement goals will be discussed and finalised at February BoT meeting.

FINANCE

-Awaiting potential adjustments in 2020 Operations Grant, as well as implications of Support Staff pay agreement

-Concluding lease arrangements on portable buildings (Rooms 23/24) was discussed in order to proceed with purchase

ACTION ITEM: Mark to request invoice for purchase cost

-BoT are aware of potential negative impact of Coronavirus situation on income from International Fee Paying Students

Motion 3: To delegate authority to Principal to authorise refund payments to International fee-paying students precluded from school at our recommendation owing to Coronavirus quarantining.

RESOLVED: Board provides Principal with delegated authority to approve refunds (14 days) during Term 1 to precluded fee-paying students.

ANNUAL REPORT

RESOLVED: The Board of Trustees have reviewed the useful lives of the asset categories listed (see Annual Report 2019 recommendations) and agree that these remain appropriate for our school.

RESOLVED: Finance Report be accepted.

Alicia/Andrew

ACTION ITEM: Brian to call Finance committee meeting to review fixed asset register and disposals

ACTION ITEM: Board members to complete spreadsheet of Board related hours for Annual Report

PLANNING AND REVIEW

-Macleans Primary School proposed zone establishment. No further information since previous meeting (Term 4 2019)

ACTION ITEM: Mark to locate previous correspondence regarding zoning proposals which followed the MPS/Waka/OPS/PMPS meeting (Term 4 2019)

ACTION ITEM: Ian to inform Marilyn Gwilliam about changed February 2020 BoT meeting date and update Board General Information document

ACTION ITEM: Board members to re-read BoT Code of Conduct for signing at February meeting

PROPERTY

- Roof repairs: Contractors will be visiting school in February to scope works
- Indicative costs obtained for planned classroom remodelling
 - ACTION ITEM:** Ian to find out when 5YA funding can be drawn down
 - ACTION ITEM:** Ian to share Leading Edge Services report from December 2019 with proposals for physical re-shape of administration building
 - ACTION ITEM:** Ian to speak with Bruce about portable toilet blocks and potential for relocating to Library court area
 - ACTION ITEM:** Mark to call Property committee meeting to identify priorities for property projects (2020/2021)

HEALTH AND SAFETY

- Minutes from H&S committee meeting were shared and reviewed
- Students absent from school because they had returned from China less than 14 days before the start of school (and subsequently precluded from school) would be marked as EXPLAINED/JUSTIFIED on the school roll. Absent students who did not meet the 14 day criteria, but whose parents were precluding them from school would be marked as EXPLAINED/UNJUSTIFIED if parents had informed school.

PERSONNEL

- No personnel business was shared.

UNDER ACTION ITEMS

Ian	-to look at providing sunscreen for students, this could be PTA driven OPEN (PTA meeting in February)
Brian	-to talk to Carol regarding insurances CLOSED (This related to portable classrooms)
ALL	-to read through the data and ask Ian if there are any things the board are unsure of CLOSED (Student achievement targets will be discussed in Feb 2020 meeting)
Mark	-to get quotes over the holidays regarding the upgrades for 2020 CLOSED -to complete and return responses regarding school audit results report OPEN -to write a letter to PIRLS about non-participation in 2020 owing to personnel changes CLOSED

NEW ACTION ITEMS

Mark	-to request invoice for purchase cost of portable classrooms -to locate previous correspondence regarding zoning proposals which followed the MPS/Waka/OPS/PMPS meeting (Term 4 2019) -to call Property committee meeting to identify priorities for property projects (2020/2021)
Brian	-to call Finance committee meeting to review fixed asset register and disposals
ALL	-to complete spreadsheet of Board related hours for Annual Report -to re-read BoT Code of Conduct for signing at February meeting

Ian	<ul style="list-style-type: none"> -to inform Marilyn Gwilliam about changed February 2020 BoT meeting date and update Board General Information document -to find out when 5YA funding can be drawn down -to share Edge Services report (at Feb BoT meeting) from December 2019 with proposals for physical re-shape of administration building -to speak with Bruce about portable toilet blocks and potential for relocating to Library court area
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GENERAL BUSINESS

- Discussion around options (opt-in/out items) on stationery list when purchasing through OfficeMax
- Likely congestion with traffic in coming 2-3 years owing to remodelling work at Macleans College

There being no further business, the meeting ended at 9:00pm

Certified as a true and accurate record of the meeting

Chairperson Mark Eades



Date

19/02/2020

Next meeting date: Wednesday 19th February at 7pm (Changed from Thursday 20th February)



PIGEON MOUNTAIN PRIMARY SCHOOL

Minutes of the Pigeon Mountain Primary School Board of Trustees meeting held on Wednesday, 19th February 2020* at 7pm in the Boardroom of Pigeon Mountain Primary School

*Originally scheduled for Thursday 20th February

PRESENT: Mark Eades (Chairperson), Richard Spong, Alicia Doughty (Staff Representative), Iley Joblin, Ian Dickinson (Principal), Gloria Gao

APOLOGIES: Andrew Palmer

ABSENT:

MINUTES: Ian Dickinson (Principal) in absence of Board Secretary

DECLARATIONS OF INTEREST

- Mark, declared his wife is employed at the school as a teacher aide
 - Gloria is with CNSST Foundation, involved with after-school programmes being hosted in PMPS classrooms
 - Richard is an elected member of the BoT at Macleans College
 - Ian's wife is Principal at Riverina School, Pakuranga
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MINUTES OF PREVIOUS MEETING

Amendment: In **NEW ACTION ITEMS**, action "to share Edge Services report" should read "to share Leading Edge Services report".

RESOLVED: *Minutes of meeting 29th January 2020 be accepted with the above amendment.*

Iley/Andrew

IN-COMMITTEE

Meeting moved In-committee at 7.10pm.

Meeting resumed at 7.50pm.

CORRESPONDENCE

In:

Received Fri 14th February 2020

SchoolDocs; eMail confirming corrections had been made to Sun Protection and Uniform policies.

Received 19th February 2020

Joycelyn Tauevihi Board Chair of Riverina School, Pakuranga requesting endorsement for nomination to stand for NZSTA President and Board in upcoming triennial elections.

MOTION

To endorse nomination for Joycelyn Tauevihi for NZSTA triennial presidential and board election.

RESOLVED:

Board endorses nomination form for Joycelyn Tauevihi for triennial NZSTA presidential and board election*.

**The board nominates the candidate on a non-exclusive basis and would consider similar requests from other candidates.*

Received 19th February 2020

Request from staff member (on Area/Secondary Agreement) for 10 days anticipated sick leave ahead of next entitlement in 2021.

MOTION

To approve 10 days anticipated sick leave.

RESOLVED:

Board approved 5 days anticipated sick leave (Holidays Act 2003) for teacher.

Teacher to be advised that an application for a further 5 days within coming twelve month period could be made by board to Ministry of Education if required.

Out:

DECISIONS

Motion 1: To approve Portable Building Hire Ltd invoice for purchase of portable buildings.

RESOLVED: Portable Building Hire Ltd invoice for purchase of portable buildings approved for payment. (Subject to January lease payments NOT having been paid)

Richard/Alicia

Motion 2: To accept Marilyn Gwilliam of the Education Group as Principal's and AP/DP appraiser for 2020.

RESOLVED: Marilyn Gwilliam of the Education Group approved as Principal's and AP/DP appraiser for 2020.

Brian/Mark

MONITORING AND REPORTS

PRINCIPAL'S MANAGEMENT REPORT

As published with following additions;

-School has been advised by MoE that students remaining at home during first weeks of term as caution around Covid-19, and who have NOT been to China, should be coded as Explained/Unjustified on roll.
-Students enrolling at PMPS with evidence of address are subject to 'usual place of residence' expectation to be considered IN zone enrolments. If parents of applicants intend to spend a foreseeable time in the area, this should be considered.

(NZ requirements around residency- 184 days in each of past 2 years)

RESOLVED: Principal's Management Report be accepted.

Iley/Richard

CURRICULUM REPORTING

-Student achievement goals were shared as part of the Charter submission;

Target 1; To exceed 85% of all students schoolwide who achieve At or Above expectations in writing.

Subsidiary Goal; Of the 46 Year 2, 3, 4 and 5 boys who achieved Below or Well Below in Writing in 2019) To lift priority boys' achievement in Writing and move 50% of the students to At or Above expectation by the end of 2020.

Target 2; By the end of the 2020 academic year, school has reached 5 key Wellbeing indicator goals.

1. Reduction in number of severe and moderate behaviour events being recorded on eTap on term-by-term basis when compared to 2019 records
2. Over 86% of students agree or strongly agree with the statement 'At school, I am taught how to manage my feelings' in 2020 NZCER Wellbeing Survey
3. Over 86% of students agree or strongly agree with the statement 'I can say how I am feeling when I need to' in 2020 NZCER Wellbeing Survey
4. Over 88% of respondents agree or strongly agree with the statement 'Good pastoral care is provided for children' in 2020 NZCER Wellbeing Survey
5. 2020 Student attendance data is higher than 2018 and 2019 equivalent periods in 70% or more of weeks

Motion 3: To ratify Pigeon Mountain Primary School Charter submission for 2020.

RESOLVED: Pigeon Mountain Primary School Charter submission for 2020 was ratified for submission.

Richard/Iley

FINANCE

-Minutes and materials from Finance Subcommittee meeting on 10th February submitted.

-International students/ Covid-19 situation

Currently 85% of budgeted income received for 2020 year

3 students' enrolments deferred to start of T2 because they are currently unable to travel to NZ (remaining 16 started as anticipated)

-Covid-19 situation/ Lakewood Lodge

\$306 per student

T&C's requested from Lakewood Lodge Camp

\$12,000 received in income to date

Discussion around financial implications of Covid-19 on camp numbers in mass withdrawal situation.

ACTION: Board agreed to continue with Lakewood Lodge camp regardless of not meeting budgeted income (notwithstanding Health and Safety concerns around potential outbreak in NZ and change of camp situation- Ministry of Education guidance).

Mark/Brian

RESOLVED: Finance Report be accepted.

Alicia/Richard

PLANNING AND REVIEW

-Policy Review Roster submitted for Terms 1 and 2

PROPERTY

-Property report (17th February) submitted.

-A meeting of Property subcommittee, financial subcommittee representative, Leicester Drake (MoE Property advisor), Danica McPhee (Maynard Marks) will take place on Thursday 20th February at 4.30pm.

Motion 5: To proceed with purchase and installation of portable toilet block for between library and R24.

RESOLVED: Board agreed to proceed with purchase and installation of portable toilet block subject to cost not exceeding \$10,000.

Richard/Iley

HEALTH AND SAFETY

-H&S In-school committee meetings would now be held 1 week prior to BoT meetings in order to provide more time to share minutes and prepare report for BoT meeting.

PERSONNEL

-DP appointment; ongoing. Shortlisting by DP appointment subcommittee on Monday 2nd March at 5.30-7.30pm.

UNDER ACTION ITEMS

lan	-to look at providing sunscreen for students, this could be PTA driven OPEN (PTA AGM meeting in March)
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NEW ACTION ITEMS

Mark	-to request invoice for purchase cost of portable bathrooms
lan	-to arrange for paper copies of BoT Code of Conduct for signing at next meeting.

There being no further business, the meeting ended at 10:00pm

Certified as a true and accurate record of the meeting

Chairperson Mark Eades



Date

19/3/20

Next meeting date: Thursday 19th March at 7pm



PIGEON MOUNTAIN PRIMARY SCHOOL

Minutes of the Pigeon Mountain Primary School Board of Trustees meeting held on Thursday,
19 March 2020 at 7:00pm in the Staffroom of Pigeon Mountain Primary School

PRESENT: Ian Dickinson (Principal), Alicia Doughty (Staff Trustee)
Mark Eades (Chairperson), Brian Chan, Iley Joblin, Richard Spong, Gloria Gao,
Andrew Palmer

APOLOGIES:

ABSENT:

IN ATTENDANCE: Rose McRae (Secretary), Linda Lowden (Associate Principal)

DECLARATIONS OF INTEREST

- Mark, declared his wife, Tracy Eades, is employed at the school as a teacher aide.
- Gloria is with CNSST foundation, which is involved with the afterschool programs generating in PMPS classrooms.
- Richard is on the BoT for Macleans College.
- Rose, being PTA Chairperson

MINUTES FROM PREVIOUS MEETING:

Amendments: Attendance Brian Chan was part of the meeting last time.

RESOLVED: *Minutes of the meeting 19 February 2020, including the above amendments, be accepted.*

Brian/Iley

CORRESPONDENCE

In:

NZSTA NZSTA elections – vote in for chairperson and board, this will be elected at the end of the meeting

MoE NZ Education Gazette 99/02 and 99/03

NZSTA STA news Jan/Feb 2020

Out:

DECISIONS

Motion 1: To approve Owairoa Primary school invoice for MLA homestay fee

RESOLVED: The invoice be approved for MLA homestay invoice

Alicia/Iley

ACTION ITEM: Discussion had round Covid-19 with regards to the homestays

Motion 2: To approve Shade Systems invoice for balance due on replacement COLA canopy membrane.

RESOLVED: The invoice be approved for payment Ian/Iley

Motion 3: To approve 10YPP Admin is leaky building MoE. PMPS Board need to contribute 50% of the 5YA which is \$260K. Redo 10YPP showing this work, alternative funding or using Government funding and if necessary, use BoT funding. This adds up to more than projected but

RESOLVED: Accept the new revised 10YPP be accepted, same projects just different funding. \$15K for Board to pay.

Brian/Iley/Andrew

Motion 4: To refund an international students fee. Current situation is very concerning, if the student gets infected and they are in China the government will pay for the curing. Refund of the final 2 terms only as per contract to be considered by the BoT.

RESOLVED: To approve refund for terms 3 & 4 only. It is decided, at the discretion of the Board in light of the circumstances, the Board agrees to this refund being given.

Alicia/Iley/Andrew

IN COMMITTEE:

Board went in Committee at 7:30pm Rose & Linda left the room. Invited back to continue the meeting 7:38pm.

MONITORING & REPORTS

2020 Valued Outcome Targets

Rejected from funding PLD in **Kahui Ako**– Applied for funding but got rejected on the basis that the schools involved have the capacity to provide for the PLD themselves especially for this particular PLD. There should be criteria to follow. Board can reapply to seek funds for utilising Spring Board Trust – business consultants and leadership consultants creating a system or structure for a school moving forward.

Action item: Meeting minutes are requested regarding why the PLD funding for Kahui Ako was rejected to understand more about the process. Iley to draft a sentence to forward to Ian as a request of the meeting minutes.

Alicia PB4L update

Welcome Tess and Kaitlyn PB4L team. Met today with an MoE rep good ideas moving forward. Classrooms Matrix which are like the class rules formed positively I can.... Lesson plans to provide specifics to our school values.

Slow start with regards to PB4L behaviour records in E-tap, however now there are trends and patterns that can be viewed, to help formulate lessons for next term. This is an evidence-based program. Fortunate that our staff are on board with this.

Next step – teachers look at student behaviours based on PMPS currently and the behaviours that we have.

Term 2 Kendra will come to school to see the progress that is being made through PB4L. who comes in and asks questions about PB4L what the student know what our strengths are and what we can work on, hopefully we can make it to tier 2 to move forward for next year – not entirely sure what this will bring but it is something to work towards, could mean more funding.

Thanks Alicia

Wasps are gone.

Coronavirus

- Crest have upped their cleaning procedures
- Working hard on continuity of provision maintain 3 things continue learning, routine and connections. Simple goals but complex plans around this, teachers are looking into how they can bring education remotely to the students.
- Planned PD was replaced by remote learning points
- Wide spread closures are quite unlikely more specific school closures
- MoE keep the school updated with their views and points regarding the virus
- All sports events are cancelled
- School assembly tomorrow will be digital, filmed in the hall, parents can watch this at home
 - Swivel camera will be used goes to the cloud
 - The link will be shared so people can watch
 - Email and viewing will be at 1:45pm but the assembly will be filmed before lunch
 - Learning assembly direct from Marie's class through Google meets. Ian will go through the certificates one by one, so the students will still get the sense of reward.
- We are seeing a decrease in the school role, it is parents being supportive and keeping their children home if they are unwell.
- Teachers – are doing an amazing job and keeping motivated through this period.
- Mental well-being – EAP services for staff and suggestion that the staff can use this. PMPS staff are looking out for each other. Board are there as a support to Ian and this has been helpful.
- Staff are mindful of the persona they need to portray to keep the students spirits up.
- Preparing students to log on and do remote learning, this is where the board can help with funding this scenario
- One or two students in each class who do not have direct access to the internet
- School has capacity to provide remote learning to all students and funding will be given from Board.
- Early closure 1 April regarding school conferences – these will be going ahead as it is time slot based and set so as only a few parents will cross paths at any one time.
 - All measures will be taken with regards to sanitization
 - Only issue is when school closes the students go into the hall, however looking into ways round this.
 - Parents will be quite anxious with regards to the virus, teachers will refer the parents to the website.

- Could this conference be done on line? This is another area of thought. If this were to happen it would take out the school closure
 - This could be an area to trial especially with the way things are at this moment, which would then make us ready should there be closures
 - Teachers need to know what the BoT are interested in and what works and what doesn't. Teachers need more PD on this but it could out well.
- Appointment of DP – 4 candidates for the DP position, used Nicky Knight to help with the process. Jonathan Daniels is the new appointed DP, he is currently working in Singapore and will start in term 3 due to the logistics of Jonathan coming back to New Zealand.

ACTION ITEM: Hygiene of the deck – can a solution be made regarding this, perhaps the children could be eating inside?

Principals email Group 2020

- Dee Jays approached the school regarding school lunches.
- Dee Jays have taken the feedback on board and looking at improving their menu

RESOLVED: *That the principal's management report be accepted.*

Iley/Gloria

FINANCE:

- Draft annual report was received today.
- Subcommittee meeting will be called to look at this next week.
- The subcommittee will sign off happy with the draft and ready for Audit.
- Question to ask what are we up for to keep paying regarding the current situation if we do need to close the school.
- School fees are behind this year to date. Looking forward; unsure as to how much more will be collected due to the current situation, possible down turn.
- Recommendations from Brian – deficit situation with student income and could carry on for 12 – 18 months. Reasonable balance to support the rest of this year. Further information will come once the financial report has been discussed in more detail.
- Bank staffing is underutilised.
- Intent is to get a better picture of what is likely should we go into school closure.
- School audits are largely done remotely we do not qualify for any financial package.
- School donations – a reminder will be sent out.

ACTION ITEM: Brian to set up a subcommittee meeting next week to revise the report. Ian and Brian to review the letter to be sent out for school donations.

RESOLVED: *That the Financial report be accepted.*

Andrew/Alicia/Richard

Planning and review

- 3 policies up to review.
- Reports will be given at next month's board meeting.

RESOLVED: That the Planning and review report be accepted

Ian/Alicia

PROPERTY PROGRESS UPDATE:

- MoE & Maynard Marks meeting outcome was that the admin block is a leaky building and will be part funded.
- Need to get permission to purchase the 2 portable classrooms. Mark had a meeting to discuss why the school needed to purchase these building, this is due to the ESOL students and our school growth. The outcome of this was that the school are up for more funding and due to the growth should be funded for another class room.
- All the information required is being pieced together to be sent back to MoE to see where to from here. The outcome could be that the MoE pay for the portable classrooms, in the interim the monthly fee will be paid for these classrooms. These could become the temporary classrooms until the new block of classrooms have been built.
- Fee proposal was attached to the board pack. Board to view this and discuss it at the next board meeting.
- First project will be the admin building which may take place in approximately 6 months' time.
- First step is to get our 10 YPP approved.

ACTION ITEM: Board to review the 'Short Form Agreement for Consultant Engagement' with Maynard Marks and will be discussed at the next meeting.
Mark will get a few other quotes for this for comparing

RESOLVED: That the Property report be accepted.

Andrew/Alicia

HEALTH AND SAFETY:

- Discussed In Principals report.

STRATEGIC DISCUSSIONS:

UNDER ACTION ITEMS:

Mark	- To request invoice for purchase cost of portable bathrooms – delayed waiting for 10YPP approval
Ian	- To arrange for paper copies of BoT Code of Conduct for signing at next meeting. CLOSED -

NEW ACTION ITEMS:

Ian – Brian	- Brian to set up a subcommittee meeting next week to revise the report. - Ian and Brian to review the letter to be sent out for school donations.
Ian & Iley	- Meeting minutes are requested regarding why the PLD

	funding for Kahui Ako was rejected to understand more about the process. Iley to draft a sentence to forward to Ian as a request of the meeting minutes.
All	<ul style="list-style-type: none"> - Hygiene of the deck – can a solution be made regarding this, perhaps the children could be eating inside? - Board to review the 'Short Form Agreement for Consultant Engagement' with Maynard Mards and will be discussed at the next meeting. Mark will get a few other quotes for this for comparing

GENERAL BUSINESS:

- NZSTA election president of NZSTA, Mark discussed candidates. Consensus as to who to vote for discussed.
 - Nominations were also discussed for the NZSTA Board, maximum of 6 votes.
- Iley asked to try next meeting to be remotely done as a thought for moving forward should this be required
- Conference is now October

There being no further business the meeting adjourned at 9:30pm

Certified as a true and accurate record of the meeting

Chairperson Mark Eades: _____



Date: 21/05/20

MEETING DATES 2020:

<i>Meeting date</i>	<i>Food/Refreshments</i>	<i>Time</i>
21 May 2020	Brian	7:00pm Staff room PMPS
18 June 2020	Richard	7:00pm Staff room PMPS
23 July 2020	Mark	7:00pm Staff room PMPS
20 August 2020	Gloria	7:00pm Staff room PMPS
17 September 2020	Andrew	7:00pm Staff room PMPS
22 October 2020	Iley	7:00pm Staff room PMPS
19 November 2020	Ian	7:00pm Staff room PMPS
10 December 2020	Alicia	7:00pm Staff room PMPS

PTA ROSTER:

<i>Meeting date</i>	<i>BoT Rep</i>	<i>Time</i>
24 March		7:30pm Staff room PMPS
12 May		7:30pm Staff room PMPS
23 June		7:30pm Staff room PMPS
28 July		7:30pm Staff room PMPS
25 August		7:30pm Staff room PMPS
22 September		7:30pm Staff room PMPS

27 October		7:30pm Staff room PMPS
24 November		7:30pm Staff room PMPS
8 December		7:30pm Staff room PMPS



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21 May 2020 at 7:00pm in the Staffroom of Pigeon Mountain Primary School

PRESENT: Ian Dickinson (Principal), Alicia Doughty (Staff Trustee)
Mark Eades (Chairperson), Brian Chan, Iley Joblin, Richard Spong, Gloria Gao,
Andrew Palmer

APOLOGIES:

ABSENT:

IN ATTENDANCE: Rose McRae (Secretary), Linda Lowden (Associate Principal)

DECLARATIONS OF INTEREST

- Mark, declared his wife, Tracy Eades, is employed at the school as a teacher aide.
- Gloria is with CNSST foundation, which is involved with the afterschool programs generating in PMPS classrooms.
- Richard is on the BoT for Macleans College.
- Rose, being PTA Chairperson

MINUTES FROM PREVIOUS MEETING:

Amendments: PB4L spelling should read Caitlin. Stopped sentence 'this adds up to more than projected but'... should read 'budget'. Bottom of page 2 – classrooms matrix formed are I can.... Put quotes 'I can...'

The wasps have gone should read. The wasps have been eradicated from the hall.

RESOLVED: Minutes of the meeting 19 March 2020, including the above amendments, be accepted.
Ian/Brian

CORRESPONDENCE

In: March/April/May

MoE	NZ Education Gazette 99/04
Macleans Primary School	Proposed enrolment zone
MoE	Banking of staffing 2019
BDO	School Audit update
BNZ	Term investment 03012
C MacGillvray	March 2020 finance report
W Hosking	FFPS analysis

Macleans Primary School Zone:

- Mark read the correspondence.
- Unsure if the amendments that PMPS requested have been included from the last meeting (12 March 2020) with Macleans Primary.
- MoE have zoned Macleans Primary and it was released to the community.
- Decision made around 2 weeks ago by MoE.

ACTION ITEM: Ian and Mark to get together with Iley to write a letter to MoE to enquiry as to where the new zoning is.

Out:
Nothing

MOTION ITEM: The Board passed online motion to approve 1 year's refreshment leave on 12 May

MONITORING & REPORTS

- Student return to school - 70% Monday 84% today – School wide annual roll is usually 92%
 - Classrooms are calm and really positive feelings for students and teachers. Routines where already established so this is recognition to the teachers for keeping their classes focused – maintaining learning and routines.
 - Processing through assessments and reporting at the moment.
 - Let the students ease back into the routine before putting pressure on with assessments.
 - Having teacher aids in school during lockdown 3 worked really well and the teachers all appreciated the time to spend with their classes on line.
 - Sanitization around the school is great – there are routines in place that are working well.
 - Management on the gate entrances stopping parents from entering has been going well and the parents are respecting this request.
 - School values are being enacted in our students and parents this response has been more than what was anticipated, very positive outcome.
 - Wellbeing survey had great response (Contained in Principals Management Report)
 - Junior and senior very similar responses.
 - Information that came through from the wellbeing survey from both parents and students was discussed with the team leaders to help with the return of students to school.
 - Whereby was a great tool to use for the parent conferences and could be used in future for meetings if parents cannot make face to face
 - Focus is 'keeping the kids clean' this is working well all students are understanding and taking responsibility
- Trish Morgan to replace teacher in term 3 who will be going on maternity leave
- One of the teachers registration has lapsed, however it is now processing. The board will draft a letter to remind the teacher that this is important but it is at the boards discretion that they are continuing to teach.
- *Brian:* "When will the board get information of the impact COVID-19 on learning?"
 - There is a diverse array of student achievement during this time moving out of lockdown.
 - 3 models of testing will be done during term 3, this will give more accurate data of

where the achievement levels are at.

- Teachers are looking at this in detail making sure the students are settling ok in their learning and wellbeing. Project forward that things will be more settled for the last 4 weeks of the term.

ACTION ITEM: Ian to send Mark the original template letter for the lapse of a teaching registration and Mark will create this for the teacher.

RESOLVED: *That the principal's management report be accepted.*

Alicia/Richard

Planning and review

Alicia presenting this

- 3 policies up to review.
- **Guardianship Policy**
 - Some feedback on this, teachers have made recommendations being more aware of court orders.
 - Clear signage for visitors reporting to the office when visiting.
 - How can we make signage more visible? Something for management to focus on.
 - Need to reinstate the monthly audits with Health and Safety walk around the school to view any issues.
- **Cultural diversity**
 - More connections to local Maori groups including Iwi.
 - Cultural diversity to be more present in classrooms.
 - Curriculum is Maori and Pacifica and then ethnic (which covers everyone else). This is what is stated in the curriculum.
- **Staff Leave**
 - Staff perspective – more clarification needed so that the staff know what the requirements are. This could be written more clearly on the staff leave request form, but staff need to become more familiar with the contents of their own collective contract.
 - Implement the policy more consistently.
 - Content – Board to be aware of the different types of leave available when a request is made.

RESOLVED: *That the Planning and review report be accepted*

Iley/Brian

FINANCE:

Correspondence in

- MoE Audit due date is end of May but this may be delayed due to Covid-19. MoE acknowledge that they may not achieve this with all schools.
- 180 days at 2.4% renewal of a term investment rollover.
- March report was largely unchanged from February as the impacts had not come through.
- Assessment done on foreign paying students that have been affected by travel during this period and the effects on them during this stage. 8 have been tracked only one parent has asked for a

discount as their child hadn't been engaged during the 'on line' learning stage. 4 students who are overseas who are unable to return. No formal requests for refunds however.

Report

- Underpayment of staff to date (approximately. \$50K)
 - \$7K under ESOL.
 - \$35K board pay teacher salaries.
 - Banking of staffing – in a good position.
 - \$25K under budget for international students this could pick up next year.
 - We have not had future bookings for international students for next year to date.
 - Need to view this for next year's budget.
 - Board expenses \$20k under budget.
 - PD in credit – things have been postponed due to the current situation.
 - Accounting costs over budget – preparation of financial report.
 - *Richard* "Income in terms of the term deposits, what will happen here? Would it be worth using for new building work?". This will be discussed at a later date.

RESOLVED: *That the Financial report be accepted.*

Gloria/Andrew

PROPERTY PROGRESS UPDATE: (see separate Property report)

- Money has been approved and will be ready to be drawn down to get action underway for the admin block. Leicester has applied for a supplementary funding to bridge the gap and will be approved in the next couple of weeks. Board will be up for the additional amount.
- \$400K is put toward office admin interior and staff room interior – increasing the footprint, office layout. This cost does not cover furniture costs etc... this is where the Board may contribute to the costs.
- Hall is something that could be done using the term deposits. Making improvements to the space. Quote has been obtained for this however will just need updating.
- 5YA (10 year property plan) covers emergency works, admin block, upgrades to senior blocks and doors, Areas A & B 1 – 6 carpeting.
- Portable classroom purchase is waiting for approval, however MoE may purchase these.
- Revised 10YPP approved in the next couple of weeks.

ACTION ITEM: Mark to call James Redmond to get a quote for the hall refurbishment.

RESOLVED: *That the Property report be accepted.*

Iley/Andrew

HEALTH AND SAFETY:

- Nothing to report

RESOLVED: *That the Health & Safety report be accepted.*

Ian/Andrew

STRATEGIC DISCUSSIONS:

UNDER ACTION ITEMS:

Ian	- Ian to send a reply to the letter regarding Meeting minutes requested regarding why the PLD funding for Kahui Ako was rejected to understand more about the process. Had a board meeting and we would like to follow this up. ONGOING NOT A CLEAR RESPONSE
Ian – Brian	- Brian to set up a subcommittee meeting next week to revise the report. CLOSED - Ian and Brian to review the letter to be sent out for school donations. VOID
All	- Hygiene of the deck – can a solution be made regarding this, perhaps the children could be eating inside? CLOSED - Board to review the 'Short Form Agreement for Consultant Engagement' with Maynard Marks and will be discussed at the next meeting. Mark will get a few other quotes for this for comparing CLOSED

NEW ACTION ITEMS:

Ian	- To send Mark the original template letter for the lapse of a teaching registration and Mark will create this for the teacher involved.
Iley	- Iley to draft a formal letter to Bizzy Bods and send it to Mark to sign.
Ian/Mark/Iley	- Ian and Mark to get together with Iley to write a letter to MoE to enquiry as to where the new zoning is.
Mark	- To call James Redmond to get a quote for the hall refurbishment

GENERAL BUSINESS:

- Mark – website states that Pigeon Mountain is closed owing to COVID-19. Linda will look at this
- Ian – Bizzy bods still owe \$50k and are now in breach of their contract.

ACTION ITEM: Iley to draft a formal letter to Bizzy Bods and send it to Mark to sign

- Andrew – would like to acknowledge how great Ian has been during this period of the lockdown, communication from the school was superb, videos were awesome. Recognition to the teachers also supporting this process. Gloria also was amazing with the communication.
- Gloria – acknowledge Ian also for keeping the whole community, including the Chinese community, involved and connected to everything that has been going on.
 - Reflect on COVID-19 opportunity – if the Government can sustain what we have sustained the international students would be a great opportunity to look into. China is looking at New Zealand and are impressed with the way the Government are working with the country. This will be worth following especially if the borders open.

There being no further business the meeting adjourned at 9:00pm

Certified as a true and accurate record of the meeting

Chairperson Mark Eades: _____

Date: 18/6/2020

MEETING DATES 2020:

<i>Meeting date</i>	<i>Food/Refreshments</i>	<i>Time</i>
18 June 2020	Richard	7:00pm Staff room PMPS
23 July 2020	Mark	7:00pm Staff room PMPS
20 August 2020	Gloria	7:00pm Staff room PMPS
17 September 2020	Andrew	7:00pm Staff room PMPS
22 October 2020	Iley	7:00pm Staff room PMPS
19 November 2020	Ian	7:00pm Staff room PMPS
10 December 2020	Alicia	7:00pm Staff room PMPS

PTA ROSTER:

<i>Meeting date</i>	<i>BoT Rep</i>	<i>Time</i>
23 June		7:30pm Staff room PMPS
28 July		7:30pm Staff room PMPS
25 August		7:30pm Staff room PMPS
22 September		7:30pm Staff room PMPS
27 October		7:30pm Staff room PMPS
24 November		7:30pm Staff room PMPS
8 December		7:30pm Staff room PMPS



PIGEON MOUNTAIN PRIMARY SCHOOL

Minutes of the Pigeon Mountain Primary School Board of Trustees meeting held on Thursday,
18 June 2020 at 7:00pm in the Staffroom of Pigeon Mountain Primary School

PRESENT: Ian Dickinson (Principal), Alicia Doughty (Staff Trustee)
Mark Eades (Chairperson), Iley Joblin, Richard Spong, Gloria Gao, Andrew
Palmer

APOLOGIES: Brian Chan

ABSENT:

IN ATTENDANCE: Rose McRae (Secretary)

DECLARATIONS OF INTEREST

- Mark, declared his wife, Tracy Eades, is employed at the school as a teacher aide.
- Gloria is with CNSST foundation, which is involved with the afterschool programs operating in PMPS classrooms.
- Richard is on the BoT for Macleans College.
- Rose, being PTA Chairperson

MINUTES FROM PREVIOUS MEETING:

Amendments: Income from term investments should read as more of a statement for the coming year.

RESOLVED: *Minutes of the meeting 21 May 2020, including the above amendments, be accepted.*
Gloria/Andrew

CORRESPONDENCE

In: March/April/May	
MoE	NZ Education Gazette 99/08
Macleans Primary School	Finalised enrolment zone with the attached zoning highlighted
D Modi	Tuition fee refund
X Huang	Tuition fee refund
BDO	Audit Completion Report (board to review throughout the meeting)

ACTION ITEM:

Out:
J Adamson (Bizzy Bodz Ltd) Contract fees

Motion 1: To approve 3P Learning invoice for 2020 Mathletics subscription.

RESOLVED: *The invoice be approved for 2020 Mathletics subscription.*

Iley/Gloria

Motion 2: To approve Lakewood Lodge invoice for 2021 camp deposit.

RESOLVED: *The invoice be approved for Lakewood Lodge camp 2021 deposit.*

Alicia/Iley

Motion 3: To approve BDO invoice for 2019 final audit fee.

RESOLVED: The invoice be approved for BDO, in line with what is generally paid and allowed for in the budget.

Andrew/Iley

Motion 4: To approve international student (India) tuition fee refund.

RESOLVED: To approve refund for international student due to Covid-19, (once security measures have been implemented).

Iley/ Gloria

ACTION ITEM: Review security measures for international refunds.

Motion 5: To approve 2 international students, twins (China) tuition fee refund.

RESOLVED: To approve refund for international student due to Covid-19, (once security measures have been implemented).

Andrew/Alicia

ACTION ITEM: Verification of the bank account that the request has been received.

MONITORING & REPORTS

2020 Valued Outcome Targets

- Report made with a lot of assessments
- Impact on student achievement in the lock down. PAT tests have just been completed
 - Results have been positive (Source; PAT)
 - An overview of student achievement will be presented at the next BoT meeting when data from the assessments has been completed
 - Has Covid-19 had an influence on the learning with PAT tests? At this stage there has only been a positive impact.
- The board to approve suspension of 'normal' learning on Wednesday 29 July for three-way conference sessions. 15 minute 3 way conferences.

- Written reports will go out on 29 June including strong student voice.
 - Including school values, what you are good at and what you could improve on.
 - This gives a good picture of learning for the students.
- Cross Country, weather permitting will be on tomorrow. This will be our first major group event since Covid-19.

Kahui Ako

- Nothing to report here. More information in Ian's report.
- Open discussion had with the board.
- Richard gave an explanation as to what the history of how this came about and how this could work for our educational community.
- This is a slow process and a lot of discussion has been had over this situation, looking at the pros and cons of if this could work for PMPS.

AGENDA ITEM: For July BoT meeting to continue the discussion with more understanding of how this can create pathways.

ACTION ITEM: Richard to assess current Macleans perspective

ACTION ITEM: Mark to contact other board chairpersons

School Production

- This will be sometime in term 4 and is likely to be a video production.

PB4L

- First PB4L assembly since lockdown, went well.
- First singing assembly next Friday.
 - Alicia presentation overview of recent reviews and actions
 - Discussion had from information in the board pack 'Behaviour Management Plan'.
 - PB4L language should have consistency around Minor and Major behaviours.
 - Purpose of revisiting this is to try and incorporate PMPS values and where our students are placed.
 - Information is more specific with the new document after discussion, but is a working document until the end of the year so that teachers can really get a grasp of how it is working.
 - Behaviour is recorded on a management system. Encouraging teachers to track different behaviours, to pick up trends that may need to be created in lessons with focal points.
 - This is good to view RTLB referrals. All evidence based.

Teacher Only Day

- Dwayne Woollams, who conducted the initial teacher-only day in January will be returning Friday 3 July to discuss with the teachers the connection of positive psychology in groups. Revisiting goals set by the syndicate at the start of the year.
- The concept of HERO leadership, developing Hope, Efficacy, Resilience and Optimism in teachers will also be revisited.

Attendance at School

- This has been great, parents are more aware of the situation.

Health & Safety

- Mostly maintenance. Suggestion is to have the H&S meetings a week prior to the Board Meeting so Ian can collate the information better to the Board.

Administration and Other Business

- Letter of concern was sent to a teacher regarding their lack of action with their teaching renewal, leading to an expired certificate. The application has been received and is being processed and an 'Extension to Teach' application has been submitted.
- Three new teachers commencing employment at PMPS term 3, two currently have applications to renew practising certificates lodged with the Teaching Council.

RESOLVED: That the principal's management report be accepted.

Gloria/Andrew

FINANCE:

- Richard and Andrew to review in Brian's absence reviewing the
 - GST date should be changed.
 - Need to provide a cashflow budget – this can be processed quite easily.
 - Ratifying the financial statements are true and correct.

IN MEETING MOTION: that the board confirms the financial statements for the year ended 31 Dec 2019.

RESOLVED: Andrew/Ian

- Everyone should be included in all decisions regarding financial information, email sent to all to comment
- Deficit for May \$12K
- 42% for budget but admin spend is under budget
- Donations are down
- General Budget is looking well
- Future projection
 - Next meeting or potential subcommittee to review where things are at regarding international students for next year. Early to discuss but a necessity to view the options.
 - Due to current situation we are not sure of how this will work however both areas need to be viewed.
 - Budget for Teacher Aides once implication of salary increase are understood.
- Bizzy Bodz
 - A successful outcome to request for monies owed.

ACTION ITEM: Brian to clarify GST date.

ACTION ITEM: Brian to meet with Carol to create a cashflow budget

RESOLVED: That the Financial report be accepted.

Iley/Richard

Planning and review

- 2 Polices for Term 2
 - Gloria discussed the outcome.
 - Good practise and compliance at PMPS.
 - Next round please make sure all board members do complete their tasks.
- Employers responsibility
 - Alicia gave support to the staff and monitoring in place, good feedback and valid suggestions.
 - Staff induction into knowing the policy could be improved on and discussed as part of their induction.
 - Mark has been very present in the school.
 - Wellbeing of staff is well embedded.
 - HR records are kept safely in a secure cabinet and there is a spread sheet that covers when certificates expire etc... There are still a lot of physical records that need to be filled in a signed, a lot is still on paper across the sector.
 - HR requirements are met to date.
 - Can this information be electronically stored? Currently this information is all stored accurately. Something to look into to go paper free at some stage moving forward.

ACTION ITEM: Ian to review if HR information can be electronically stored.

RESOLVED: That the Planning and review report be accepted

Gloria/Andrew

PROPERTY PROGRESS UPDATE: (review the report for more details)

- Revised 10YPP has been approved subject to a few clerical mistakes.
- First funds for H&S items – firstly the male toilets.
 - This will be the first process and the ground will be sealed beneath the floor layering.
 - Potentially putting in stickers for targets.
 - Admin block approved by the ministry as leaky building.
 - Maynard Marks are the approved property developers.
 - Will review the urgent works once the report comes through.
 - The approval to purchase the portable classrooms is processing.
 - \$3.5K per unit for seating looking at approximately 4. Very versatile and portable.

5YA \$572, 536	\$572,536
Accelerated modernisation	\$200, 000
Supplementary \$268,186	\$268,186
WTR funding \$739, 367	\$739, 367
Total	\$1980089.00
Sip \$400,00	\$400,00
Final Total	\$2,380,089

- Once projects are identified the money can be ready to go so the school is not 'out of

- pocket’.
- o Property subcommittee created – Ian, Mark, Alicia (school rep), Brian as a possibility? (discuss with Brian if he is interested) Andrew accepts. The committee will meet in the next couple of weeks and would like to review which area to start with.
 - o Late July/August Maynard Marks will meet and a discussion will be had with an architect to create plans moving forward.
 - o Estimated about 6 – 7 months for the Admin building to be complete.

ACTION ITEM: Mark to discuss with Brian if he is interested in being part of the Property subcommittee for the upcoming building projects.

RESOLVED: *That the Property report be accepted.*

Andrew/Iley

HEALTH AND SAFETY:

- Given in Principals’ report

STRATEGIC DISCUSSIONS:

- Looking at LED lighting.
- Roll growth graph – we have dipped below the “typical” growth line due to Covid-19. New entrants enrolment growth is promising. Term 3 brings a student to year 6 who has needs which will need careful management. Looking at how the school can and should provide resources for this.

UNDER ACTION ITEMS:

Ian	<ul style="list-style-type: none"> - To send Mark the original template letter for the lapse of a teaching registration and Mark will create this for the teacher involved. CLOSED - Ian to send a reply to the letter regarding Meeting minutes requested regarding why the PLD funding for Kahui Ako was rejected to understand more about the process. Had a board meeting and we would like to follow this up. CLOSED
Iley	<ul style="list-style-type: none"> - Iley to draft a formal letter to Bizzy Bods and send it to Mark to sign. CLOSED
Ian/Mark/Iley	<ul style="list-style-type: none"> - Ian and Mark to get together with Iley to write a letter to MoE to enquiry as to where the new zoning is. NOT NEEDED
Mark	<ul style="list-style-type: none"> - To call James Redmond to get a quote for the hall refurbishment. CLOSED

NEW ACTION ITEMS:

Mark	<ul style="list-style-type: none"> - to discuss with Brian if he is interested in being part of the Property subcommittee for the upcoming building projects. - to contact other board chairpersons
Carol	<ul style="list-style-type: none"> - Review security measures for international refunds. - Verification of the bank account for the International Student (India) that the request has been received. - Verification of the bank account for the International Students (China) that the request has been received.
Brian	<ul style="list-style-type: none"> - to clarify GST date. - to meet with Carol to create a cashflow budget
Ian	<ul style="list-style-type: none"> - to review if HR information can be electronically stored
Richard	<ul style="list-style-type: none"> - to assess current Macleans perspective on Kahui Ako

GENERAL BUSINESS:

- Deejays have suffered badly through Covid-19 and will not be providing food until term 3 and will likely to be on line.
- Alicia – depending on when baby is born Alicia will miss one or two meetings. July definitely will not be attending. From there will depend. Zoom meeting offered as a possibility

There being no further business the meeting adjourned at 9:10pm

Certified as a true and accurate record of the meeting

Chairperson Mark Eades: _____

Date: 23/07/20

MEETING DATES 2020:

<i>Meeting date</i>	<i>Food/Refreshments</i>	<i>Time</i>
23 July 2020	Mark	7:00pm Staff room PMPS
20 August 2020	Gloria	7:00pm Staff room PMPS
17 September 2020	Andrew	7:00pm Staff room PMPS
22 October 2020	Iley	7:00pm Staff room PMPS
19 November 2020	Ian	7:00pm Staff room PMPS
10 December 2020	Alicia	7:00pm Staff room PMPS

PTA ROSTER:

<i>Meeting date</i>	<i>BoT Rep</i>	<i>Time</i>
28 July		7:30pm Staff room PMPS
25 August		7:30pm Staff room PMPS
22 September		7:30pm Staff room PMPS
27 October		7:30pm Staff room PMPS
24 November		7:30pm Staff room PMPS
8 December		7:30pm Staff room PMPS



PIGEON MOUNTAIN PRIMARY SCHOOL

Minutes of the Pigeon Mountain Primary School Board of Trustees meeting held on Thursday,
23 July 2020 at 7:00pm in the Staffroom of Pigeon Mountain Primary School

PRESENT: Ian Dickinson (Principal), Alicia Doughty (Staff Trustee)
Mark Eades (Chairperson), Iley Joblin, Richard Spong, Gloria Gao, Andrew
Palmer, Brian Chan.

APOLOGIES:

ABSENT:

IN ATTENDANCE: Johnathan Daniels (Deputy Principal), Linda Lowden (Associate Principal), Rose
McRae (Secretary)

DECLARATIONS OF INTEREST

- Mark, declared his wife, Tracy Eades, is employed at the school as a teacher aide.
- Gloria is with CNSST foundation, which is involved with the afterschool programs operating in PMPS classrooms.
- Richard is on the BoT for Macleans College.
- Rose, being PTA Chairperson

MINUTES FROM PREVIOUS MEETING:

Amendments: Page 5 number SIP funding should be \$400, 000. (not \$40, 000). Page 6 Andrew's statement should read 'suggests that Brian joins the subcommittee' (not accepts). Andrew should also be on the building subcommittee.

RESOLVED: Minutes of the meeting 18 June 2020, including the above amendments, be accepted.

Illey/Richard

CORRESPONDENCE

In:

MoE NZ Education Gazette 99/09
MoE NZ Education Gazette 99/10
NZEI Teacher aide PUM – paid union meeting between 20 July & 13 August
BNZ Term investment 03015

Out: Nothing to report

Motion 1: to give Johnathan Daniels speaking rights to BoT meetings and right to attend BoT 'In committee' meetings.

RESOLVED: That Jonathan has attendance and speaking rights during these meetings

Unanimously agreed

Motion 2: Ratify that Johnathan Daniels has account operating authority on the school accounts

RESOLVED: Johnathan has account operating authority on the school accounts

Unanimously agreed

In Committee meeting (Rose) leaves 7:10pm to 7:35pm.

MONITORING & REPORTS

2020 Valued Outcome Targets

Johnathan and Linda present Student Achievement from assessments completed at the end of Term 2.

- Covid-19 happened – this had an impact but student achievement in general is doing really well.
- Data was presented to the Board with comparisons
 - Not a lot of difference between 2019 & 2020.
 - There is no significant impact at the moment on the progress of our students shown by the impact of Covid-19.
 - Plan of action from the data is being discussed. Progressing the students should be achievable as results have been positive thus far.

PLD for Teacher Aides

Teaching deferred until next week. The TA's will have their training needs identified along with some specific Professional development for these TA's.

Four new members of staff had an induction with Linda and have all settled in really well and each of them bringing something different to each team.

New Entrant teacher for room 5 has been appointed.

Health and Safety

- 5 Students requiring first aid/treatment as a result of injuries/illness this month, none requiring further treatment

RESOLVED: That the principal's management report be accepted.

Gloria/Brian

FINANCE:

- Budget is under pressure through loss of foreign fee paying students.
 - Mid 2021 onwards we may see more benefit in this area.
 - When looking at draft budget in October this will be an influence on budgeting for 2021.
 - Creating a different look on forecast as a variance report, Brian is suggesting a budget and a forecast.
 - There is still cash in the term deposits, proposal for Brian to look at this with Carol.
 - Review to look at moving some of the other cash funds into a term deposit.
 - Banking of staffing is good.
 - Communicate with the current international students now as an indication for next

- year's tuition.
- o Maintenance – cost for portable building is keeping the expenditure in this area up.
- o GST return date is being worked on to change so it aligns with PMPS requirements.
- o As a board things need to be looked at closely for next year's budget.

ACTION ITEM: Gloria to do some research into operational grants for the school.

ACTION ITEM: Brian to talk to Carol about term deposits.

RESOLVED: *That the Financial report be accepted.*

Illey/Andrew

Planning and review

Gloria's schedule was attached to the Board pack

- Next month there will be policies to review, follow the schedule and Gloria will remind the board to follow up on this.

PROPERTY PROGRESS UPDATE:

Mark & Ian had a meeting with MoE – Leicester

- o 2 temporary classrooms – applied to MoE to purchase. A proposal has been put forward as to why PMPS should be allowed to purchase these classrooms.
- o If MoE dismisses this again then the case back to MoE will be more direct.
- o We will continue to lease these buildings in the interim with our own funds.
- o 5YA funding has all been approved \$1 million – anything unspent can roll into the next section but only once the required upgrades are complete.
- o \$1.2 million needs to go through the MoE process.
- o Classroom upgrades and toilet upgrades 3 quotes to be obtained and agree upon by the Board. The Board can manage these projects without a project manager.
- o If there is a building consent required then a project manager is required.
- o GETS policy will then be reviewed again in December.
- o Need to submit these to the industry by December then building works can go ahead projected to last the next few years.
- o Mark can be project manager but is not able to make any direct procurement decisions due to conflict of interest in the industry.
- o Justify to MoE that PMPS can afford these projects with 3 quotes.
- o Methodology and budget can be done against these projects once the decision has been made as to what needs doing, this can then be projected within the forecast.
- o Hall looking at starting this as soon as possible.
- o Admin block will not be starting till earliest next year.

RESOLVED: *That the Property report be accepted.*

Richard/Brian

HEALTH AND SAFETY:

- Given in Principals' report

STRATEGIC DISCUSSIONS:

UNDER ACTION ITEMS:

Mark	<ul style="list-style-type: none"> - to discuss with Brian if he is interested in being part of the Property subcommittee for the upcoming building projects. CLOSED - to contact other board chairpersons CLOSED
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Carol	<ul style="list-style-type: none"> - Review security measures for International refunds. CLOSED - Verification of the bank account for the International Student (India) that the request has been received. CLOSED - Verification of the bank account for the International Students (China) that the request has been received. CLOSED
Brian	<ul style="list-style-type: none"> - to clarify GST date ONGOING - to meet with Carol to create a cashflow budget CLOSED
Ian	<ul style="list-style-type: none"> - to review if HR information can be electronically stored ONGOING
Richard	<ul style="list-style-type: none"> - to assess current Macleans perspective on Kahui Ako DISCUSSED & CLOSED

NEW ACTION ITEMS:

Brian	<ul style="list-style-type: none"> - to talk to Carol about term deposits
Gloria	<ul style="list-style-type: none"> - to do some research into operational grants

GENERAL BUSINESS:

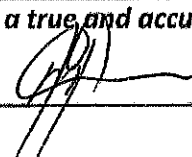
Kahui Ako – principals have been interviewed as to how they feel about this collaboration.

- *Richard comments* – should be BoT driven and that this should be a good thing to do, part of the community and support for others. Financial and management benefits that could be gained out of the Kahui Ako.
- *Ian comments* - elevating learner outcomes through the journey from Kindergarten through to college should be the priority rather than financial considerations during this.
- *Johnathan* – spoke with BBI about transition program for leavers from PMPS into BBI. What can PMPS do to assist with this transition, Johnathan is working with Dianne (at BBI) to have more view on this transition.

There being no further business the meeting adjourned at 8:53pm

Certified as a true and accurate record of the meeting

Chairperson Mark Eades: _____



Date: 20/8/20

MEETING DATES 2020:

<i>Meeting date</i>	<i>Food/Refreshments</i>	<i>Time</i>
20 August 2020	Gloria	7:00pm Staff room PMPS
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22 October 2020	Iley	7:00pm Staff room PMPS
19 November 2020	Ian	7:00pm Staff room PMPS
10 December 2020	Alicia	7:00pm Staff room PMPS

PTA ROSTER:

<i>Meeting date</i>	<i>BoT Rep</i>	<i>Time</i>
28 July		7:30pm Staff room PMPS
25 August		7:30pm Staff room PMPS
22 September		7:30pm Staff room PMPS

27 October		7:30pm Staff room PMPS
24 November		7:30pm Staff room PMPS
8 December		7:30pm Staff room PMPS



PIGEON MOUNTAIN PRIMARY SCHOOL

Minutes of the Pigeon Mountain Primary School Board of Trustees meeting held on Thursday,
20 August 2020 at 7:00pm via Google Meet

PRESENT: Ian Dickinson (Principal), Alicia Doughty (Staff Trustee)
Mark Eades (Chairperson), Iley Joblin, Richard Spong, Gloria Gao, Andrew
Palmer, Brian Chan.

APOLOGIES:

ABSENT:

IN ATTENDANCE: Johnathan Daniels (Deputy Principal), Linda Lowden (Associate Principal), Rose
McRae (Secretary)

DECLARATIONS OF INTEREST

- Mark, declared his wife, Tracy Eades, is employed at the school as a teacher aide.
- Gloria is with CNSST foundation, which is involved with the afterschool programs operating in PMPS classrooms.
- Richard is on the BoT for Macleans College.
- Rose, being PTA Chairperson

MINUTES FROM PREVIOUS MEETING:

In General Business of the July meeting, the line referring to Ian's comments which reads "should be the priority rather than financial considerations during this" should read "should be the priority rather than financial considerations."

RESOLVED: *Minutes of the meeting 22 July 2020, including the above amendments, be accepted.*

Andrew/Iley

CORRESPONDENCE

In:

MoE NZ Education Gazette 99/11

MoE NZ Education Gazette 99/12

Out: Nothing to report

MONITORING & REPORTS

- Staff have done a great job and looking at the data they can see where all students are at.

- Developing consistency through all the teams.
- Collated in one form so the teachers can track this more accurately.

Kahui Ako

Meeting held today. Focus was directed around Wellbeing.

Ian questioned whether Vision/Goals are suitable to our school's context. Concerns that this not relating to where our needs are at.

3 draft goals relating to the wider area of Wellbeing. Looking to make sure the outcome of PMPS joining the Kahui Ako is to give value to what is important for PMPS students. Wellbeing for PMPS is a priority and has been noted in the current strategic plan. Could be an opportunity to ask our school community what they see our goals could be.

Unfortunately, when asking for other schools' data and evidence for choosing this focus was not forthcoming.

Question to be addressed:

What would PMPS learners miss out on if we were not part of the Kahui Ako?

For more clarity we need to see a strategy as to what to expect from here, with regards to Ministry processes and guidance.

As a Board a new Subcommittee will be formed for Kahui Ako discussions.

This committee will create ideal goals from PMPS to help with the next meeting scheduled for 4th September. Alicia, Mark, Ian, Iley, Andrew have volunteered to form this committee

ACTION ITEM: Mark to send out an invite to Alicia, Ian, Iley, Andrew to join this committee and attend the first meeting.

Student Led Conferences

- Very positive feedback and good parent response looking at most teams sitting over 90% attendance.
- Out of zone students – view chart in Principal's report. Can use this data to take back to MoE to show our progression with 'out of zone' students that we cannot do anything about. Could use this data to do a projection for next year once we can view sibling data.

Community Survey postponed until 2021 due to the current situation, some questions are rendered irrelevant through school absences.

Health and Safety

- Due to the current lockdown of the school at Alert Level 3, planning has been re-implemented as earlier in the year. With the possibility of moving to Level 2 the implementation will be the same as our last move back into this level.

RESOLVED: That the principal's management report be accepted.

Andrew/Iley/Johnathan

FINANCE:

- Actions from last meeting funds have been put into other accounts which can then be drawn back into the cheque account when necessary.
- This year financially we are sitting well. Current circumstances are helping as there is less expenditure.
- Budget for next year – October board meeting the draft budget will be presented.
- No other concerns

RESOLVED: That the Financial report be accepted.

Iley/Gloria

Planning and review

Gloria sent a reminder to the BoT, there is 17 days left for these reviews due Sunday 6 September.

- Staff team leaders also need to review one of these policies and also junior and senior parents are also required to help with this report.

PROPERTY PROGRESS UPDATE:

Due to Covid-19 we are unable to speak with MoE adviser so nothing to report.

Monday 7 September there will be a property subcommittee meeting so a review can be done on the priorities of what next.

ACTION ITEM: Mark to send out an invite to the property subcommittee to join this meeting

RESOLVED: That the Property report be accepted.

Ian/Brian

HEALTH AND SAFETY:

Nothing to report

- Looking ahead to getting into Level 2 to put plans back in place as we did last time round, school is ready for if and when this happens.
- Wellbeing throughout the school is great have been having regular contact and meetings with the teachers, team leaders and learners. Making sure that everyone is on board with what is going on and assisting those who need a more help. Current small teams structure very beneficial to Wellbeing.

STRATEGIC DISCUSSIONS:

Change in legislation – new act enforced look at what this means and how it affects the Board in terms of business.

Education in training act 2020. Complaint and dispute panels – take on material issues, gives the board a body to go to. Worth looking into this and discussing what is involved.

ACTION ITEM: Ian Linda and Johnathan to look through this act.

UNDER ACTION ITEMS:

Brian	<ul style="list-style-type: none"> - to talk to Carol about term deposits CLOSED - to clarify GST date CLOSED will work with the balance date.
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Gloria	- to do some research into operational grants CLOSED
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NEW ACTION ITEMS:

Ian, Linda, Johnathan	- to review the latest legislation act 'Education in training act 2020
Mark	- to send out an Invite to the property subcommittee to join the meeting on 7 September - to send out an invite to Alicia, Ian, Iley, Andrew to join this committee and attend the first meeting.

GENERAL BUSINESS:

Brian – What is happening with PTA? Yes, there will be some money coming in there are some fundraisers coming up but due to Covid some of these were cancelled. There is likely a Gala early next year.

Johnathan – thanks to all the staff for what they have been doing through this lockdown.

Linda – Thanks to teacher Aides for doing a great job during lockdown.

There being no further business the meeting adjourned at 8:24pm

Certified as a true and accurate record of the meeting

Chairperson Mark Eades: _____



Date: _____

17/9/2020

MEETING DATES 2020:

<i>Meeting date</i>	<i>Food/Refreshments</i>	<i>Time</i>
17 September 2020	Andrew	7:00pm Staff room PMPS
22 October 2020	Iley	7:00pm Staff room PMPS
19 November 2020	Ian	7:00pm Staff room PMPS
10 December 2020	Alicia	7:00pm Staff room PMPS

PTA ROSTER:

<i>Meeting date</i>	<i>BoT Rep</i>	<i>Time</i>
22 September		7:30pm Staff room PMPS
27 October		7:30pm Staff room PMPS
24 November		7:30pm Staff room PMPS
8 December		7:30pm Staff room PMPS



PIGEON MOUNTAIN PRIMARY SCHOOL

Minutes of the Pigeon Mountain Primary School Board of Trustees meeting held on Thursday,
17th September 2020 at 7:00pm in PMPS staffroom

PRESENT: Ian Dickinson (Principal), Alicia Doughty (Staff Trustee)
Mark Eades (Chairperson), Richard Spong, Gloria Gao, Andrew Palmer, Brian Chan.

APOLOGIES: Iley Joblin

ABSENT:

IN ATTENDANCE: Johnathan Daniels (Deputy Principal), Rose McRae (Secretary)

DECLARATIONS OF INTEREST

- Mark, declared his wife, Tracy Eades, is employed at the school as a teacher aide.
- Gloria is with CNSST foundation, which is involved with the afterschool programs operating in PMPS classrooms.
- Richard is on the BoT for Macleans College.
- Rose, being PTA Chairperson

MINUTES FROM PREVIOUS MEETING:

RESOLVED: Minutes of the meeting 20 August 2020 be accepted.

Alicia/Brian/Gloria

CORRESPONDENCE

In:

MoE	NZ Education Gazette 99/13
MoE	NZ Education Gazette 99/14
NZSTA	STANews Jul/Aug 2020
Deejays Ltd	Lunch service withdrawal

- Deejays are no longer offering food services owing to financial impact of Covid. They are thankful for being able to provide these services at PMPS.
- School has sourced a new service for this starting with Mon, Wed & Fri payments through Kindo, will start 12 October term 4.

ACTION ITEM: Carol to check with Deejays that the items left in the hall kitchen are gifted to PMPS.
(NB. Deejays have removed their items)

Out:

Kahul Ako principals, Springboard Trust
Kahul Ako principals

Strategic plan meeting
PMPS withdrawal

MONITORING & REPORTS**Distance learning review**

- Data included in the principal's report.
- Measuring and reporting of students learning online (during lockdown) was a challenge for some families.
- Non digital resources – looking at providing packs for the year groups in preparation, should lockdown happen again.
- Students have an element of choice in areas that they are focusing on and identifying these elements are more challenging when working in the home environment.
- Teachers were all aware of what the structures were with online learning, second time round worked better.

Johnathan discusses the outcomes of the parent survey in regard to the second lockdown.

- Impressed by the improvement.
- Things that didn't work – frustration with internet strength was the main cause. Request for more worksheets.
- Teachers were flexible with the students learning and amount of learning.
- Well-being check in every day, this was a great aspect for the students to connect with.
- Teachers had a chance to work with the students in smaller groups which also worked well.
- Helped teachers with time management and also parents.
- Things to work on especially with the younger students – preparation in school to gain more computer experience. Finding a way to work with families who have more than one child working online along the parents working on line.
- Parent response was not so numerous but this could have been due to the potential of parents going back to work.
- Different requirements for juniors and seniors. No longer than half an hour on line with the teachers. Guidelines for the teachers was different for juniors and seniors.

Transition to Intermediate – Johnathan presenting initiatives.

- Surveying current students to find out how they are doing moving from primary to intermediate.
- Picture of where children are going, which school they are going to keeping the wellbeing of the students.
- Visited BBI and surveyed the year 7/ex – PMPS students. A question asked 'how did PMPS set them up for intermediate and what could be done better?' Data of this is being processed and will be presented next meeting.
- Response from BBI was not as productive as anticipated.
 - Want to get their 'buy in' with this as it will be beneficial for the students and for the school. Could help prevent some of the anxiety of the students moving up.
 - This is a work in progress one that will be followed through.

- Developing skills for the students to deal with situations such as: How to make new friends? what if my friends change? etc...

PB4L

- Update from Tess Kirkham information provided to the board.
 - Looking at data – PB4L representative is coming in Friday 18 September to assess a multitude of aspects of PB4L in the school.
 - Looking also at the ongoing impact of how this is working within the school.
 - They will also review the wellbeing survey from the students.
- Student attendance has been great compared to this time last year better than predicted due to the current circumstances

Health & Safety

- Nothing to report

Resignation

- One received since last meeting.

Enrolment Reviews

- New amendments in the education and training act.
 - There are very clear statements in this act regarding school zoning and enrolment.
 - Look at ways we can prevent any fraudulent enrolments.
 - There are a few sites that provide this information and help with situations such as this and may be worth pursuing more.
 - The cause and effect for our school funding has a huge impact with these enrolments so pursuing this information is vital for the benefit of the school.
 - Will look into the guidelines with acceptance of siblings and review this situation.
 - In board pack are key elements of 2020 Education Training Act.
 - Worth looking into this Act in more detail over time.
- ESOL verification tracking – “Pigeon Mountain is how this is supposed to work” Janis Maidment comments:
 - Check how the funds are being spent.
 - Who is getting utilisation of this service.
 - PMPS are doing well with ESOL aspect of education.

ACTION ITEM: Ian to print the principals report 2 per page so as it makes it easier for board to read.

RESOLVED: That the principal's management report be accepted.

Unanimously accepted

FINANCE:

- In surplus and continue to under spend.
 - Key parts for under spend: Board & banking of staffing.
 - No concerns this year.
 - October first draft of the budget.
 - Looking at the overall picture with loss of FFP students and how costs can be cut to sustain services.

- Fees in advanced 2021 there is a concern here.
- PMPS will receive some government funding from MoE due to loss of FFP students.

ACTION ITEM: Subcommittee meeting should be created to support the draft budget before next meeting.

RESOLVED: *That the Financial report be accepted.*

Unanimously accepted

Policy and review

- 100% participation from the board taking part in this review, well done.
- 3 policies for term 3
 - Learning support – overall rating is good, above average, all positive feedback.
 - Implementations a few recommendations regarding 'special learners' in school.
 - Are there provisions for gifted students and support for special needs?
 - This is being worked on within the school and being implemented where necessary.
 - Is there enough support for the gifted students? A question to be reviewed at a later date.
 - Learning events for members of the school.
 - Due to the current situation this has not been as prominent.
 - Spelling bees, reading evenings, parenting events etc... are the types of things that will be reviewed and how we can get community involvement during these times.
 - Significant appointments suited to policy document. Occasional use of HR is needed main use is for Senior management appointments.
 - Appointment committee can seek an outside advisor.
 - Child protection policy
 - Above national average 4.69%.
 - Independent channel for child protection – important for community to know about the channels and procedures. Should this be more easily accessible?
 - Discussion had around this topic more discussion will be had regarding this.

ACTION ITEM: Ian to review the Learning Support data from Gloria and follow the data and background for more awareness in this area.

RESOLVED: *That the Policies and procedures report be accepted.*

Unanimously accepted

PROPERTY PROGRESS UPDATE:

Property Report attached to the Board Pack

- Paper work has been approved for 5YA funding – drawing down on this at the end of the month.
 - Items that have been identified in the report with urgent Health & Safety concerns will be prioritised, this work will be done over the Christmas break.
 - Subcommittee meeting next Thursday 7pm to put out forecast for this.
 - Admin block will be a long process but we can now look at this and get initial plans done.
 - Portable classrooms: these are now available for the school to purchase and information

has been sent to MoE to make sure PMPS can afford this purchase. Working with 2 options either buy now or keep leasing them. Should know the outcome by the end of the month.

- Survey has been done on the heating system within the school and should last 5 – 10 years only issue is some are showing decay and will need to be upgraded. This will be put into action in the 10 year building proposal.

RESOLVED: That the Property report be accepted.

Unanimously accepted

ACTION ITEM: Mark to send out report on the heating survey to the Board.

HEALTH AND SAFETY:

- Given In Principal's report.

STRATEGIC DISCUSSIONS:

- Te Ara Bucklands Beach Kahui Ako
 - Discussion has been had with some of the principals around the area. More of an understanding about the prospective and where we are coming from. If these goals are discussed and can show progression then PMPS will look at being on board.
 - Relationship is still there within the school communities. At this stage PMPS are not interested due to the lack of commitment or goal setting covering what has been suggested.
 - Review this process in a year or so. Communication will be kept open.

UNDER ACTION ITEMS:

Ian, Linda, Johnathan	- To review the latest legislation act 'Education in training act 2020 CLOSED
Mark	- to send out an invite to the property subcommittee to join the meeting 7 September CLOSED - to send out an invite to Alicia, Ian, Iley, Andrew to join the committee and attend the first meeting CLOSED

NEW ACTION ITEMS:

Carol	- to check with DeeJays that the items left in the hall kitchen are gifted to PMPS DONE
Ian	- Ian to print the principals report 2 per page so as it makes it easier for board to read. - Ian to review the Learning Support data from Gloria and follow the data and background for more awareness in this area
Brian/Ian/Mark	- Subcommittee meeting should be created to support the draft budget before next meeting.
Mark	- to send out report on the heating survey to the Board

GENERAL BUSINESS:

Richard – suggests that there should be a board photo. This will be done at the next meeting.

There being no further business the meeting adjourned at 9:34pm

Certified as a true and accurate record of the meeting

Chairperson Mark Eades: _____



Date: 22/10/20

MEETING DATES 2020:

<i>Meeting date</i>	<i>Food/Refreshments</i>	<i>Time</i>
22 October 2020	Iley	7:00pm Staff room PMPS
19 November 2020	Ian	7:00pm Staff room PMPS
10 December 2020	Alicia	7:00pm Staff room PMPS

PTA ROSTER:

<i>Meeting date</i>	<i>BoT Rep</i>	<i>Time</i>
22 September		7:30pm Staff room PMPS
27 October		7:30pm Staff room PMPS
24 November		7:30pm Staff room PMPS
8 December		7:30pm Staff room PMPS



PIGEON MOUNTAIN PRIMARY SCHOOL

Minutes of the Pigeon Mountain Primary School Board of Trustees meeting held on Thursday,
22nd October 2020 at 7:00pm in PMPS staffroom

PRESENT: Ian Dickinson (Principal), Alicia Doughty (Staff Trustee)
Mark Eades (Chairperson), Richard Spong, Gloria Gao, Andrew Palmer, Brian Chan, Iley Joblin.

APOLOGIES:

ABSENT:

IN ATTENDANCE: Johnathan Daniels (Deputy Principal), Rose McRae (Secretary), Linda Lowden (Associate Principal)

DECLARATIONS OF INTEREST

- Mark declared his wife, Tracy Eades, is employed at the school as a teacher aide.
- Gloria is with CNSST foundation, which is involved with the afterschool programs operating in PMPS classrooms.
- Richard is on the BoT for Macleans College.
- Rose, being PTA Chairperson

MINUTES FROM PREVIOUS MEETING:

RESOLVED: Minutes of the meeting 17 September 2020, accepted.

Unanimously accepted

CORRESPONDENCE

In:

NZEI	Worksite rep PUM
MoE	NZ Education Gazette 99/15
MoE	NZ Education Gazette 99/16
NZSTA	STA News September 2020

Board went in committee at 7:11pm
Board meeting recommenced at 7:30pm

Out:

- Letter to Leicester Drake outlining current zoning issue
- PMPS Out of Zone Student Breakdown
- Roll Growth Comparlsons

Motion 1: To determine the 2021 school donation.

- Discussion had not to raise the donation this year.
- In the future likely increases will occur in small increments following inflation.

RESOLVED: *The school donation will remain the same.*

Those in favour: Alicia/Gloria/Richard/Andrew

Second by: Ian/Brian/Iley

Motion 2: To determine the 2021 International student tuition fees.

- Need more certainty on who will enrol next year.
- There is no market at this stage for International students due to the pandemic, also being unsettled times.
- An increase will not impact our current International students more a projection for the following year.

RESOLVED: *That International tuition fee for 2021 will remain the same*

Those in favour: Gloria/Iley/Ian

Second by: Richard/Brian/Andrew

Motion 3: To include school donations as part of the stationery pack with a reminder letter in March.

RESOLVED: *That the school donation will be included in the stationery pack.*

Alicia/Drew/Iley/Gloria

Reconvene to 'in committee' meeting at 7:50pm

In committee closed at 8:08pm

MONITORING & REPORTS

Valued Outcome Targets – Psychological Capital

- Dwayne Williams will come along next board meeting reflecting on his work with the impact of PD.

Appraisal Summary Interviews 2020

- Next week

Transition to Intermediate – Report on outcomes and next steps.

Johnathan Presents:

- Transition survey goal and purpose was to see what we can do from our end on how we can prepare our students with their progression into intermediate (specifically at this stage BBI).
- Main concern from the students was around friendships – friends changing, meeting

- new people, not having their friends in their class, not knowing anyone in their class.
- Concerns over the capability to do the homework given.
- Outcome – creating a program which will allow the students who are going to BBI to have a whole day of looking into what it is like to transition to intermediate.
 - Students who are now year 7 who came from PMPS comment on what could have helped them transition better:
 - How to manage homework with perhaps getting more homework earlier in the years at PMPS
 - More technology during class time and awareness of different programs e.g. Google meets etc...
 - More transition time needed in the beginning or more awareness of what it will be like and how to cope.
- This will be an on-going survey each year.
- Should this go well will look into something similar for students going to Farm Cove Intermediate as well. Perhaps once things are created with BBI then possible discuss this with Farm Cove if they are interested in assisting with the student transition from Primary to Intermediate.
- Once the ballot comes in as to where the students are going Johnathan will create a way to make connections with the students who will be going to the same schools so they at least have a familiar face when they go on their first day.

Auckland Kids' Marathon

- 26 children in attendance this year. (Sunday 1 November)

School Production

- Videoed production a work in progress.

Extension Maths - External Examinations - Principal's Management Report.

- Positive results.
- ICAS this week and last week, has been successful.

PB4L

PB4L summary provided

- Kendra, PB4L Representative, came in to review how PB4L is working for PMPS. How eTap is being used, she also takes interviews with random students and teachers and asks directed questions regarding PB4L.
 - Kendra's roll is to keep us on target with results.
 - This keeps us accountable and provides us with next steps within the school.
 - We are ready to go to tier 2 and there will be training for this next year.
 - Great success to PMPS staff and students for developing PB4L at PMPS.

Wellbeing@School Survey 2020

- With this survey we able to filter through more specific target areas such as classes, gender, teams etc...
 - Teams all looked at the data based on evidence what are the things that need to be worked on and what would it look like.
 - One area that stood out was that students would like more recognition of by teachers for progress and achievements
 - Teaching students strategies to identify how they can express their feelings.
 - Amanda, Brittany and Johnathan went on PD for wellbeing a lot of practical resources discussed that can be used to help the students.

- The junior teachers are going to create a wellbeing survey that is similar to the year 4 – 6 survey but more suitable for their age group (i.e. using emojis, simple structured sentences, easy to answer questions e.g. yes no.)

RESOLVED: *That the principal's management report be accepted.*

Alicia/Iley/Gloria

FINANCE:

Proposed 2021 Budget

- YTD – in surplus \$130k at this stage could drop to around \$70k (still in a good position)
 - Under budget reasons –
 - board didn't go to conference
 - Not as much staff training
 - Personnel costs went down due to Covid-19
 - Overspent area was due to the portable classrooms rental.
- Budget 2021
 - Fundraising this is School donation.
 - Camp cost is increasing and will need to be addressed at a later date also Pandemic dependant.
 - Overall picture assumed deficit \$80k.
 - Mandarin language teacher - not perusing this for next year
 - Personnel costs – MoE paying the teachers.
 - Discretionary costs – Board, school support staff, admin staff, some of the ESOL support. There some room for movement here, should it be necessary.
 - Pay Equity – this is something that needs to be acknowledged and could have an impact on the budget.
 - There is still a lot of uncertainty around next year due to the pandemic this is being accounted for within the budget hence some areas are not set.
 - Capital for the portable buildings and toilet block.
 - There is a deficit of \$80k, there is not a lot of room for movement within the budget. There is the cash surplus that we can use.
 - Formal draft budget will be given in November's Board meeting.
- With low fundraising money we are eligible to apply for small grants funding. Gloria is keen to work on this to bring in some additional money.

ACTION ITEM: Gloria to look into small grants funding and will propose her findings to the board.

RESOLVED: *That the Financial report be accepted.*

Ian/Andrew

Policy and review

- 3 Policies to be reviewed by the Board and staff ready for next meeting.
 - Privacy
 - Salary units/management allowances
 - Class room release time/timetable

RESOLVED: *That the Policies and procedures report be accepted.*

Gloria/Andrew

PROPERTY PROGRESS UPDATE:

- PMPS can purchase the portable buildings and we are expecting a letter from MoE approving our purchase of these buildings.
- MoE Property Advisor, Leicester Drake has resigned from his position. However he will be working with us over the next 4 weeks to push through as much as possible.

RESOLVED: That the Property report be accepted.

Hey/Richard

ACTION ITEM: Mark to send through to Brian the summary of where the funds are all coming from.

HEALTH AND SAFETY:

- Given In Principal's report.

UNDER ACTION ITEMS:

Carol	- to check with Dee Jays that the items left in the hall kitchen are gifted to PMPS DONE
Ian	- Ian to follow up feedback from last month's Policy review on Learning Support ONGOING
Brian/Ian/Mark	- Subcommittee meeting should be created to support the draft budget before next meeting. CLOSED
Mark	- to send out report on the heating survey to the Board ONGOING

NEW ACTION ITEMS:

Gloria	- to look into small grants funding's and will propose her findings to the board.
Mark	- to send through to Brian the summary of where the funds are all coming from

GENERAL BUSINESS:

Mark – zoning and school enrolments – information was given in the latest BoT newsletter regarding fraudulent enrolments.

Richard – Need to change the name as according to NZSTA we are not a BoT. Summerset retirement village will be going through a new resource consent. PMPS need to meet with them regarding processes before development commences.

Gloria – Do the board want to apply for funds through these applications? Mark suggested that Gloria look into the companies and profiles and present these to the board next month. This can then be viewed by the board as to who we could apply to, based on links with gaming & other causes

There being no further business the meeting adjourned at 10:05pm

Certified as a true and accurate record of the meeting

[Signature]
Bevan Chamin 19/11/2020



PIGEON MOUNTAIN PRIMARY SCHOOL

Minutes of the Pigeon Mountain Primary School Board meeting held on Thursday,
19 November 2020 at 7:00pm in PMPS staffroom

PRESENT: Ian Dickinson (Principal), Alicia Doughty (Staff Trustee)
Mark Eades (Chairperson), Richard Spong, Gloria Gao, Brian Chan, Iley Joblin,
Andrew Palmer.

APOLOGIES:

ABSENT:

IN ATTENDANCE: Johnathan Daniels (Deputy Principal), Rose McRae (Secretary), Linda Lowden
(Associate Principal)

GUEST: Dwayne Woollams

DECLARATIONS OF INTEREST

- Mark declared his wife, Tracy Eades, is employed at the school as a teacher aide.
- Gloria is with CNSST foundation, which is involved with the afterschool programs operating in PMPS classrooms.
- Richard is on the Board for Macleans College.
- Rose, being PTA Chairperson.

MINUTES FROM PREVIOUS MEETING:

- The term 'Board of Trustees' should now read 'Board'.
- Budget – Portable building this is a capital expenditure. This should not be included.
- There is a cash surplus.
- There are many reasons to support a deficit budget and these can be produced if required by MoE.

RESOLVED: *Minutes of the meeting 22 October 2020, including the above amendments are
accepted.*

Moved by: Mark ***2nd By:*** Alicia

Passed: Unanimous

CORRESPONDENCE

In:

BNZ

MoE

B Chan Term Investments
NZ Education Gazette 99/17

Out:

Motion 1: To approve The Education Group invoice for staff appraisals.

Resolution: To approve the Education Group be accepted

Moved by: Mark 2nd By Richard

Passed: By Majority

MONITORING & REPORTS

Dwayne Woolliams Presentation on Professional Development work that he has been leading with teaching staff during 2019 - 2020

- Dwayne is close to completing a PHD in leadership and social psychology.
- PMPS are a good employer working with Dwayne for the past 18 months.
- Dwayne showed the Board a presentation of the work he has been doing involving the PMPS faculty. He displays the achievements of the PMPS as a guide to how schools can achieve excellence from this PD program. Developing courageous leadership HERO (Hope, Efficacy, Resilience, Optimism).
- Best use of the environment in helping with mental wellbeing of the teachers and students.
 - Power of positive thought/Self-efficacy – thinking about things through a different approach.

RESOLVED: That the principal's management report be accepted.

Moved by: Mark 2nd By Gloria

Passed: Unanimous

FINANCE:

- October YTD
 - Surplus continues to grow.
 - Look at using this for the hall refurbishments.
 - Wendy has followed up with International students' for 2021. We are retaining the majority of the current students.

2021 Budget Summary Draft 2

- Changes from last draft
 - Gone from \$80k deficit to being on budget.
 - \$15k could potentially be removed MLA – home stay/fees owing to boarder closure.
 - PD has been reduced to \$20k due to having access to externally funded PD programs, 'in house' PD including PB4L.
 - Reduction in TA hours due ORRS funded students leaving.
 - School Board funding – reduced due to no-one going to conference.
 - Depreciation – regarding the portable classrooms.
 - Making assumption that the portable classrooms will be purchased before the end of the year.
 - Add Hall upgrade into next year's budget in expense budget even though it will be a deficit. \$66.5k.

- Rational Information from last meetings Info on hall info.

ACTION ITEM: Mark to talk to Property Advisor regarding using \$400k to pay for the hall upgrade.

RESOLVED: *That the Financial report be accepted.*

Moved by: Mark **2nd** By Andrew

Passed: Unanimous

Policy and review

3 Policies reviewed by the Board and staff – review information in the board pack.

- . Privacy
 - Looking to update the new act when it became legislation.
 - Implementation – staff are aware.
- Salary units/management allowances
 - In line with Ministry.
 - Recommendations here on what the units are and clarity about what is available and how they apply for these.
- Class room release time/timetable (CRT)
 - Lacking content with regards to what happens on public holidays.
 - CRT works well at PMPS.
 - Recommendation – clarify actions if someone misses out on CRT on a public holiday.

RESOLVED: *That the Policies and procedures report be accepted.*

Moved by: Mark **2nd** By Richard

Passed: Unanimous

PROPERTY PROGRESS UPDATE:

- Next meeting should have information regarding 10YPP and start planning where the funding will go.
 - A subcommittee will be created next year for developing the planning of this funding
- \$66k for Hall upgrade = new ceilings, carpet, composition and painting, this will take 8 – 10 working days.

RESOLVED: *That the Property report be accepted.*

Moved by: Mark **2nd** By Gloria

Passed: Unanimous

Unanimous

HEALTH AND SAFETY:

Keep monitoring the Loloma traffic issue. This should be a standard item of review at each meeting to keep track of where things are at for the safety of our students.

UNDER ACTION ITEMS:

Gloria	- to look into small grants funding's and will propose her findings to the board. CLOSED
Mark	- to send through to Brian the summary of where the funds are all coming from CLOSED

NEW ACTION ITEMS:

Mark	- to talk to Leicester regarding using \$400k to pay for the hall upgrade.
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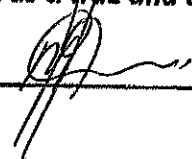
GENERAL BUSINESS:

- Gloria Small funds grant
 - Gloria created a spread sheet 'Small Grants Planning and Tracking 2021' information regarding the small grants available, dates due, Staff in Charge, deadline, funder contact etc...
 - Gloria discussed each funding provider and what we could apply for through them.
 - Next step is to discuss with the staff as to what is needed/wanted and discuss as a Board as to what we could apply for.
- Linda has invited the Board to Prizegiving: Juniors 4 December 9:30am, Seniors 11 December 1:00pm BBI Hall. Please let Linda know if you would like to attend, there is allocated seating for the Board.

There being no further business the meeting adjourned at 9:30pm

Certified as a true and accurate record of the meeting

Chairperson Mark Eades: _____



Date: _____

10/12/20

MEETING DATES 2020:

<i>Meeting date</i>	<i>Food/Refreshments</i>	<i>Time</i>
10 December 2020	Alicia	7:00pm Staff room PMPS

PTA ROSTER:

<i>Meeting date</i>	<i>BoT Rep</i>	<i>Time</i>
15 December		6pm Camille's Boat



PIGEON MOUNTAIN PRIMARY SCHOOL

Minutes of the Pigeon Mountain Primary School Board meeting held on Thursday,
10 December 2020 at 7:00pm in PMPS staffroom

PRESENT:	Ian Dickinson (Principal), Allcia Doughty (Staff Trustee) Mark Eades (Chairperson), Richard Spong, Gloria Gao, Brian Chan, Iley Joblin, Andrew Palmer.
APOLOGIES:	Iley Joblin apologies she will be leaving early.
ABSENT:	
IN ATTENDANCE:	Johnathan Daniels (Deputy Principal), Rose McRae (Secretary), Linda Lowden (Associate Principal)

DECLARATIONS OF INTEREST

- Mark declared his wife, Tracey Eades, is employed at the school as a teacher aide.
- Gloria is with CNSST foundation, which is involved with the afterschool programs operating in PMPS classrooms.
- Richard is on the Board for Macleans College.
- Rose, being PTA Chairperson.

MINUTES FROM PREVIOUS MEETING:

- Delete extra line regarding hall info last line of Finances
- Tracy should be Tracey

RESOLVED: Minutes of the meeting 19 November 2020, including the above amendments are accepted.

Moved by: Mark 2nd: Richard

Passed: By Majority

CORRESPONDENCE

In:

BNZ	B Chan Term investment 03016
MoE	NZ Education Gazette 99/19
I Dickinson	Year in Review 2020
NZSTA	STA news Oct/Nov 2020
MoE	PB4L Recommitment 2021
Neighbour	Letter received from upset neighbour Response letter was received regarding an ex-student.

Out: Nothing to report

Correspondence in:

- Received a letter regarding the Fig tree. A discussion was had, Ian to respond on behalf of the Board review.
- Response letter was received regarding an ex-student. Conflict is now resolved.

MONITORING & REPORTS

Principals management report sighted and discussed with the Board.

- Page 10 – relating to Tomorrows school NELPS National Education Learning Priorities.
- Parts of this will be referenced in Principals report throughout next year.
- PMPS has won ICAS medal award winner, year 6 student Alina Chen.
- Page 49 – progress trends data with reading, writing and maths – Linda explained this section.
- School to explore contingency for further learning in case we have another pandemic.
- Page 65 – draft work plan for 2021, Board to read through this and give feedback.
- 2021 school docs reviews are included, dates are tentative.
- 'Evaluation (where to next)' – target was not quite met. 12 of 47 students being monitored did not make any progress. However we did make significant progress in how we can support this.

- Teams are working hard to lift the students achievement.

RESOLVED: That the principal's management report be accepted.

Moved by: Mark 2nd: Alicia

Passed: Unanimous

FINANCE:

Current year

- Key reasons for revenue
 - More students than what we had expected
- Cost
 - Under spent due to the pandemic.
 - Personnel costs were under.
 - Staff PD was under.
 - Board spend under due to no conference.

2021 Budget changes

- there is a deficit in the budget for next year, discussion had around whether we need to advise the MoE of this.
- Removed the Homestay.
- Added a budget for hall refurbishment.
- Deficit of about \$45k.
- Strategic Resources Review – worth looking into this for future distribution of funds and how we can use the surplus money to support learning environment.
 - Suggestion is to look into Solar power which could be very efficient and help with the power bill.

ACTION ITEM: Ian to run the Strategic Resources Review with the staff to see what else comes up and discuss this in March 2021 Board meeting.

RESOLVED: That the Financial report be accepted.

Moved by: Mark 2nd: Andrew

Passed: By Majority

Policy and review

Nothing to report

PROPERTY PROGRESS UPDATE:

- Michael Stride (Infostructure manager for Auckland) from MoE has advised Mark that there has been a property manager assigned to PMPS but are unsure as to who it will be at this stage.
- However:
 - 10YPP has been approved.
 - Purchase of the classrooms has been confirmed.
 - Additional funding has been approved.
 - Hall refurbishments are on hold till next year as this has not been approved.

RESOLVED: That the Property report be accepted.

Moved by: Mark 2nd: Gloria

Passed: Unanimous

HEALTH AND SAFETY:

Nothing to report

STRATEGIC DISCUSSION

Succession Planning – Mark has announced that he will be standing down as Board chair next year due to work commitments.

UNDER ACTION ITEMS:

Mark	- to talk to Leicester regarding using \$400k to pay for the hall upgrade. CLOSED
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NEW ACTION ITEMS:

Ian	- to run the Strategic Resources Review with the staff to see what else comes up and discuss this in March 2021 Board meeting
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GENERAL BUSINESS:


- *Mark* – Thanks everyone for their effort and support to the PMPS community and staff.
 - *Gloria* – Thanks to Mark for his wonderful leadership.
 - *Alicia* – Thanks to Carol, in the office, who has given a lot of support and time.
- *Richard* – Kahui Ako – Leaders have been appointed, things are planned to start January next year with Community and functions etc... Question is to review whether PMPS want to be involved? This will be dependent on how this roles out over the next 6 months. If being part of the Kahui Ako will be of benefit for PMPS.
- *Gloria* – Applying for Grants
Are the board in agreeance for the school to apply to Charitable Trusts from the Gambling Association? **4 people for it, 2 people against.**

Are the Board in agreeance for the school to apply to Charitable Trusts from Alcohol Licensing Trust?
All agreed.

- *Ian* – Production performance was a great success. Choir concert last night went well to. Board pass on their thanks to for the effort and time given for these events.

There being no further business the meeting adjourned at 8:50pm

Certified as a true and accurate record of the meeting

Chairperson Mark Eades: 

Date: 18/2/21

MEETING DATES 2021:

<i>Meeting date</i>	<i>Food/Refreshments</i>	<i>Time</i>
TBC	TBC	TBC

PTA ROSTER:

<i>Meeting date</i>	<i>BoT Rep</i>	<i>Time</i>
15 December		6pm Camille's Boat



PIGEON MOUNTAIN PRIMARY SCHOOL

Minutes of the Pigeon Mountain Primary School Board meeting held on Thursday,
18 February 2021 at 7:00pm in PMPS staffroom

PRESENT: Ian Dickinson (Principal), Alicia Doughty (Staff Trustee)
Mark Eades (Chairperson), Richard Spong, Gloria Gao, Brian Chan, Iley Joblin,
Andrew Palmer.

APOLOGIES:

ABSENT:

IN ATTENDANCE: Johnathan Daniels (Deputy Principal), Rose McRae (Secretary), Linda Lowden
(Associate Principal), Marilyn Gwilliam (Education Group)

DECLARATIONS OF INTEREST

- Mark declared his wife, Tracey Eades, is employed at the school as a teacher aide.
- Gloria is with CNSST foundation, which is involved with the afterschool programs operating in PMPS classrooms.
- Richard is on the Board for Macleans College.
- Rose, being PTA Chairperson.

In-committee meeting Board moved In-committee 7:03pm

In-committee closed 7:25pm

Marilyn Gwilliam left 7:30pm

PMPS Board Election for Chairperson, Confirmation speaking rights SLT and committee memberships.

Mark thanks everyone for the support given to him as Chairperson for 2020 and stands down from the Board.

Nominations for new Chairperson for 2021

As no other nominations were received, Mark was duly elected as Board Chair

Moved that Mark be Chairperson for 2021
Nominated by: Richard ***2nd: Brian***
Passed: Unanimous

Mark accepts the nomination and is duly elected Chairperson for PMPS Board 2021.

Confirmation of Speaking Rights: For Linda and Johnathan throughout all 2021 board meetings.

Moved by: Mark 2nd: Alicia, Richard

Passed: By Majority

Selection of committee members:

Committee	Senior Roll	Support team
Finance	Brian	Richard, Mark and Alicia
Planning and Review	Andrew	Alicia, Ian and Mark
Property	Mark	Iley and Brian
Health and Safety	Gloria	Iley
Personnel	Convened when needed	
Kahui Ako	To be convened in August 2021 to review value to PMPS learners and community	

MINUTES FROM PREVIOUS MEETING:

RESOLVED: Minutes of the meeting 10 December 2020, including the above amendments are accepted.

Moved by: Mark 2nd: Brian, Richard

Passed: By Majority

ACTION ITEM:

- Confirm delegation schedule
 - Review schedule to check that everything is relevant i.e. cheques
 - Leave cap at \$5k
- Ratify Policies (School/Docs) Governance Manual Changes – these are viewed on a continuous basis throughout the year and documented dates are in the Policy and Review Monthly report (Feb 2021)

CORRESPONDENCE

In:

F Murphy	Trees
NZSTA	STA news Nov/Dec 2020
MoE	NZ Education Gazette 99/20
NZSTA	Annual conference
Auckland Transport	Travelwise
BDO	External audit plan
The Education Group	Appraisal proposals 2021
MoE	NZ Education Gazette 100/01

Out for December 2020/ January & February 2021:

F Murphy

Trees – I Dickinson

Annual conference is April 2021 in Rotorua.

Motion 1: To accept the 2020 Principal's appraisal report.

Resolution: To approve the Principal's appraisal report be accepted

Moved by: Mark ***2nd:*** Andrew & Alicia

Passed: By Majority

Motion 2: To accept Marilyn Gwilliam from The Education Group as Principal and Deputy Principal appraiser for 2021 for Ian and Johnathan. This is in the 2021 budget.

Resolution: To accept Marilyn Gwilliam as Principal's & Deputy Principal appraiser for 2021.

Moved by: Mark ***2nd:*** Iley, Gloria

Passed: By Majority

Motion 3: To approve final cut of 2021 Budget.

Resolution: That the 2021 Budget be accepted.

Moved by: Mark ***2nd:*** Richard, Andrew

Passed: By Majority

Motion 4: To approve the 2021 Strategic Plan and Charter for submission to the MoE.

Resolution: That the 2021 Strategic Plan and Charter submission be accepted.

Moved by: Mark ***2nd:*** Iley, Gloria

Passed: By Majority

MONITORING & REPORTS

Principals management report taken as read.

RESOLVED: That the principal's management report be accepted.

Moved by: Mark ***2nd:*** Alicia, Iley

Passed: Unanimous

FINANCE:

- Overseas students - taken \$23,000 in advance. This behind compared to where we were last year.
- We are slightly running under budget and doing well at this stage.
- School donations at the moment are higher than normal. Last year we had 80% of the students pay for school donations. \$14,000 in December 2020 and \$38,000 in January 2020.
- No concerns or issues with the budget.
- Discussion around recommendations of Interim financial audit.
- Profit/Loss. The cash flow budget is not prepared (Schools are required under section 87(3)(i) of the Education Act 1989 to report budgeted cash flow figures. We note the school did not prepare a cash flow budget in 2018) This needs to be followed up. The advice is to follow the advice from the BDO.

ACTION ITEM: Ian/Carol to review an action plan around cash handling.
ACTION ITEM: Ian to follow up with Carol GST returns and aligning them.

RESOLVED: *That the Financial report be accepted.*

Moved by: Mark **2nd:** Andrew, Alicia

Passed: By Majority

Policy and review

- A review roster is to be filled out by Alicia and sent out to everyone.

PROPERTY PROGRESS UPDATE:

- We had a flood in Room 1 during the holidays. This was a burst water pipe. This was repaired and the carpet was redone and under insurance.
- Ian and Mark tried to get to a resolution to where our money is sitting to purchase the portable classrooms.
- Maynard Marks have rewritten the 10 YPP and resubmitted this to the MoE. The outcome come is that they have included the 5YA plan.
 - We do have a new network manager Sarah Bougen. Visiting school 25 February.
- Maynard Marks have been great to work. They have put together a stage list of what things are going to take place. This will help things get moving.
- Admin building - the MoE are going out to find an architect, getting the drawings and details. The approval is there for this to take place. The MoE will be paying for it.

RESOLVED: *That the Property report be accepted.*

Moved by: Mark **2nd:** Iley, Brian & Richard

Passed: By Majority

HEALTH AND SAFETY:

- No meeting due to L3 lockdown
- A child last Friday fell on the soft cushion fall. This was not due to faulty equipment. She has damaged ligaments
- Gloria asked what was the role of the H&S Board Representative. Ian replied that it is to ensure that the Board is ensuring policies and procedures are followed. Furthermore, if any health and safety issues are required they be addressed to the Board, who will then discuss and help resolve this issue. Things such as camps, school trips, and reviewing the RAMs (Risk, Analysis, Management, and Safety) The Yr6 Camp RAMS will be sent to the Board in the next few weeks.
- Ian mentioned that there is a reporting sheet that teachers can write on to inform Bruce of any health and safety concerns.

RESOLVED: *That the Health and Safety report be accepted.*

Moved by: Mark **2nd:** Iley, Brian & Richard

Passed: By Majority

PERSONNEL

Nothing to report

NEW ACTION ITEMS:

All	<ul style="list-style-type: none"> - Code of Conduct. Please check this and sign and return them. Send these to Ian – ian@pmmps@school.nz - Ratify Policies (School/Docs) Governance Manual Changes – these are viewed on a continuous basis throughout the year and documented dates are in the Principals report (Feb 2021)
Ian/Carol	<ul style="list-style-type: none"> - To review an action plan around cash handling - To follow up with Carol GST returns and aligning them
Kahui Ako Committee	<ul style="list-style-type: none"> - Review Kahui Ako in August 2021 to consider benefits to PMPS students and community
Ian/Brian	<ul style="list-style-type: none"> - Confirm delegation schedule <ul style="list-style-type: none"> o Review schedule to check that everything is relevant i.e. cheques o Leave cap at \$5k

There being no further business the meeting adjourned at 9:10pm Certified as a true and accurate record of the meeting

Chairperson Mark Eades: _____



Date: 17/03/21

MEETING DATES 2021:

Meeting date	Food/Refreshments	Time
18 March		
April TBC		
20 May		
17 June		
July TBC		
19 August		
23 September		
21 October		
18 November		
9 December		

PTA ROSTER:

Meeting date	BoT Rep	Time
23 February		7:30pm PMPS staff room



PIGEON MOUNTAIN PRIMARY SCHOOL

Minutes of the Pigeon Mountain Primary School Board meeting held on Wednesday,
17th March 2021 at 7pm in the Staffroom of Pigeon Mountain Primary School

PRESENT: Mark Eades (Presiding Member), Ian Dickinson (Principal), Alicia Doughty (Staff Representative), Iley Joblin, Andrew Palmer, Richard Spong

APOLOGIES: Brian Chan, Gloria Gao, Rose McRae (Board Secretary)

IN ATTENDANCE: Carol MacGillivray (Acting Board Secretary)

DECLARATIONS OF INTEREST

- Mark declared his wife, Tracy Eades, is employed at the school as a teacher aide.
 - Gloria is employed by CNSST Foundation, who provide extra curricular activities at the school.
 - Richard is a parent representative on the Macleans College School Board.
 - Rose McRae is the Chairperson of the school's PTA.
 - Ian declared his wife, Carol Dickinson, is the Principal of Riverina School.
 - Carol MacGillivray is employed by the school as the Executive Officer.
-

CONFIRMATION OF MINUTES

Richard clarified that only one board member is required to second a motion and that there were only three findings from the BDO external audit plan received last month.

RESOLVED that the minutes of the meeting held on 18th February 2021 be approved and adopted as a true and correct record of proceedings.

Eades/Spong

CORRESPONDENCE - Taken as read

The invitation to review and discuss policy framework, received from Joycelyn Tauvevhi, Presiding Member for Riverina School Board was discussed. It was agreed it is a good PD opportunity, and likely attendees will be the school's Planning and Review committee members.

Action Item: Ian to confirm specific details regarding board policy PD in conjunction with Riverina School and NZSTA.

DECISIONS

Motion 1: To approve International student (China) tuition fee refund

Request was received from the parents of an International student for the refund of one years tuition fees due to inability to travel in 2020 due to Covid-19 pandemic.

RESOLVED that a refund of \$12,075 International student tuition fees be approved, providing adequate deposit verification received. *Eades/Dickinson*

Motion 2: To approve grant application to Dragon Community Trust.

Application is requested to the Dragon Community Trust Ltd for provision of the Basic Facts mathematics programme for Years 3 to 6 students at the school.

RESOLVED that grant application for \$1,350 to Dragon Community Trust is approved *Eades/Palmer*

Action item: Presiding Member to co-sign the application form.

MONITORING & REPORTS

PRINCIPALS MANAGEMENT REPORT: Taken as read

- **Strategic Plan Progress**
 - Ian presented detailed actions, KPI's and responsibilities for the three initiatives relating to Strategic Area 1 aim of 'providing a personalised journey through PMPS which maximises everyone's potential'. Most work is in the NZ Curriculum learning areas of English and Mathematics.
 - The effectiveness of intervention programmes (1.3) was explained in regard to teacher aides consistency and delivery of these programmes and PD accessed. These programmes are to be rationalised to find 'best fit' for identified students.
 - Progress on initiatives was displayed by an aggregated completion timeline.
- **Community**
 - Positive feedback was received regarding the online learning programmes provided during the last Alert Level 3 lockdown. Teacher aides were also commended for the support provided to students of essential workers who attended on-site.
 - The PTA AGM is scheduled for 23rd March and this is a suitable time for this community group to reassemble ahead of the coming year.
- **Health and Safety**
 - Trial evacuation took place on 25th February which identified congestion points with the volumes of students exiting classrooms.

Action item: Ian to establish additional evacuation meeting point with H&S input.

- Yellow lines have been reinstated by the school in the Wells Road drop off zone due to continuing traffic issues in this area and a non-injury road accident earlier this month. These lines were covered over after resealing in 2017/18.

- **Administration**
 - Roll return was deferred to 12th March due to Covid-19 lockdown in Auckland on 1st March 2021.
 - School will close early for instruction on 14th April 2021 for student led conferences. Students not collected early will be supervised by school staff.
 - Language changes from the Education and Training Act 2020 were detailed.
- **Enrolments**
 - The Enrolment committee met on 23rd February 2021 to discuss several student enrolments potentially not residing in the school zone.
 - A complaint was made today to the MoE regarding an enrolment declined due to not meeting the schools criteria. Ian explained the possible fraudulent issues of this enrolment which had been communicated to the MoE.
 - Possible home visits and external support for verifying enrolments were discussed.
 - Current roll growth may result in changes to the grandparenting clause, this would require clear expectations at the onset. Any changes to out of zone applicants priorities to be discussed by the schools enrolment committee.

RESOLVED that the Principal's report be accepted.

Dickinson/Doughty

FINANCE:

- In the absence of the Finance Committee lead, Brian Chan, it was requested that Carol was given speaking rights to comment on the February finance report.

RESOLVED that Carol MacGillivray is granted speaking rights for this meeting

Eades/All

- The Draft Annual Accounts for 2020 were received today from the schools accountant, Sheryl Lane, and will be distributed to the Finance committee next week.

Action item: Executive Officer to confirm a Finance committee meeting date with Brian.

- There are no international student fees received for 2022 and this year's reduced budget is unlikely to be achieved.
- Richard noted the recent land sale under Macleans College to local iwi, Ngāi Tai ki Tāmaki, and the issues of this deal regarding ownership and land use. No implication for the school at the present.

RESOLVED that the financial reports for February 2021 be accepted

Eades/Spong

PLANNING AND REVIEW:

- Alicia presented the feedback and recommendations from the two policies reviewed this term, namely Home Learning and Finance and Property Management.
 - Home Learning - this review was advertised however there was no feedback from parents. Recommendations related more to remote learning during school lockdown situations.

Action item: Investigate any existing core policies regarding remote learning on SchoolDocs and add school specific information if necessary i.e device provision and generic team expectations.

- Finance and Property Management - policy was reviewed by three board members.

Action item: Any wording 'board of trustees' to be replaced by 'school board'

Action item: School Board to review insurance programme annually, add as board action in December

- Reminder of three policy reviews next term, namely Visitors, Reporting to Parents and Protected Disclosures.

PROPERTY:

- Sarah Bougen is the school's new Property Advisor at the MoE.
- Timeframe for 10YPP sign off and purchasing portable classrooms to be done by 26th March 2021.

HEALTH & SAFETY:

The Civil Defence tsunami warning for Auckland received on Friday 5th March was discussed and the schools location 30m above sea level was agreed did not propose a threat.

PERSONNEL:

New Entrant classroom to be opened in Term 2, this will be a fixed term position.

UNDER ACTION ITEMS:

Ian Dickinson	<ul style="list-style-type: none"> - To review cash handling procedure in conjunction with the school's Executive Officer. (c/fwd) - To investigate realignment of GST return dates to the calendar year in conjunction with the school's accountant and Executive Officer. (c/fwd) - To confirm details of policy PD with the Riverina School Presiding Member.
Mark Eades	<ul style="list-style-type: none"> - To countersign the grant application to Dragon Community Trust. - To follow up MoE sign off of portable classroom purchase and 10YPP.
Carol MacGillivray	<ul style="list-style-type: none"> - To confirm Finance committee meeting date with Brian Chan.
Andrew Palmer	<ul style="list-style-type: none"> - Investigate SchoolDocs for remote learning policy. - change any reference from 'board of trustees' to 'school board'
All	<ul style="list-style-type: none"> - To review school insurance policy annually in December

STRATEGIC DISCUSSIONS

Extraordinary roll growth at the school was noted and Mark thanked the school office staff for their work related to new enrolments.

NEXT MEETING: Thursday, 15th April 2021 at 7.00pm.

There being no further business the meeting adjourned at 8.35pm.

Signed as true and accurate recordings of the proceedings thereof


Presiding Member


Date

MEETING DATES:

20th May 2021.	7.00 pm	School Staffroom
17th June 2021	7.00 pm	School Staffroom
TBC July 2021	7.00 pm	School Staffroom
19th August 2021	7.00 pm	School Staffroom
23rd September 2021	7.00 pm	School Staffroom
21st October 2021	7.00 pm	School Staffroom
18th November 2021	7.00pm	School Staffroom
9th December 2021	7.00pm	School Staffroom

PTA MEETINGS:

23rd March 2021	7.30 pm	School Staffroom
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PIGEON MOUNTAIN PRIMARY SCHOOL

Minutes of the Pigeon Mountain Primary School Board meeting held on Thursday,
15 April 2021 at 7:00pm in PMPS staffroom

PRESENT: Ian Dickinson (Principal), Alicia Doughty (Staff Trustee)
Mark Eades (Presiding Member), Richard Spong, Gloria Gao, Brian Chan, Iley Joblin,
Andrew Palmer.

APOLOGIES:

ABSENT:

IN ATTENDANCE: Johnathan Daniels (Deputy Principal), Rose McRae (Secretary),

DECLARATIONS OF INTEREST

- Mark declared his wife, Tracey Eades, is employed at the school as a teacher aide.
- Gloria is with CNSST foundation, which is involved with the afterschool programs operating in PMPS classrooms.
- Richard is on the Board for Macleans College.

MINUTES FROM PREVIOUS MEETING:

RESOLVED: Minutes of the meeting 18 March 2021, are accepted.

Moved by: Mark 2nd: Richard

Passed: All

CORRESPONDENCE

In:

NZSTA

STA news Mar 2021

MoE

NZ Education Gazette 100/03

Outgoing Correspondence for March/April 2021:

Nothing to report

Motion 1: To approve the payment for the portable classrooms \$635K +GST per unit

Resolution: That the board give approval for payment of these classrooms.

Moved by: Mark 2nd: Andrew

Passed: Unanimously

MONITORING & REPORTS

- Ian presented to the Board a video clip of how the Swivl robot helps in the classroom via video-enhanced coaching session and demonstration enabling the teachers to review their performance in class.
 - Staff use this to enhance PD and learning outcomes in their class room.
 - Self-evaluated practise.
- Have had one EAP person within the school. This has been great as they have been able to touch base in person with students/staff who have been needing their support. This has been very valuable for the school.
 - Our wider community including schools around have shown their support and gestures of assistance where or if necessary.
- Three-way conference 96% uptake, this is a really positive outcome.
- Roll Growth:
 - 22 students due within the first week of term 2, potentially 13 more.
 - In all levels of the school.
 - Proposal resolution for our roll growth:
 - Senior classes are quite large perhaps create composite classes.
 - Provide extra release for year 5 & 6 teachers.
 - There is a potential resignation within the senior school which will need to be considered when finding an outcome.
 - Ian made a few proposals and the final outcome will be dependent on which way will provide the best for the school with the well-being and support to the senior school teachers and students.
 - Program of directed release days – costing will affect the banking of staffing.
- 2nd Strategic goal
 - Ian discussed in more detail the strategic goal graph
- Marilyn Gwilliam, the appraiser appointed to Ian and Johnathan, has been offered a temporary job for as a principal in Manawatu (for term two only). This means that Ian and Johnathan's appraisal will skip term 2 and recommence in term 3 and have a roll-on effect into 2022. Board agrees that this can work.

Principals management report taken as read.

RESOLVED: *That the principal's management report be accepted.*

Moved by: Mark 2nd: Brian

Passed: Unanimous

FINANCE:

- Foreign student payment is in negative due to a refund approved by the Board and given.
- Current surplus of \$84k equates more payments have been made for school donations for this time of year.
- Adding a forecast into next month's financial report will give more view of where funds could be used/distributed effectively for the remainder of the year.
- Grant funding for teaching staff is under budget – Carol is reviewing this.
- EAP invoice is approximately \$16k however the board has already agreed to paying this.

Annual Report

- Detailed discussion was had on various sections of this report.
- Draft annual report has been reviewed by the board. We note some corrections, these have been highlighted. Brian will speak Carol and if necessary a subcommittee will be created to discuss such corrections.

ACTION ITEM: Change Chair Person to Presiding Member also change Board of Trustees to School Board.

ACTION ITEM: Brian to speak with Carol regarding some corrections related to the Draft annual report

RESOLVED: *That the Financial report be accepted.*

Moved by: Mark **2nd:** Andrew

Passed: By Majority

Policy and review

- Discussed In Principals report

PROPERTY PROGRESS UPDATE:

- 10YPP has been approved
- 'Small works project' this is any project work on the school that is under \$100,000. A flat fee of \$1000 through Danika at Maynard Marks is required so the board can project manage. This at a one off fee per project.
- Mark will identify areas that can be classed as a 'small works projects'.
- Need to look at some form of control mechanism at the Wells road driveway.
 - Mark has been looking into these and will review costs and get quotes.
 - Once the review from 'work safe' has come through then further fencing etc... will be discussed.
- No alternative at this stage for more classrooms. Once clarification has come through with our roll growth Mark will then create a new report to take to MoE for an amendment to the 5YA for these classrooms.

ACTION ITEM: Ian – All parking in the staff car park should be reverse parking into these parks

RESOLVED: *That the Property report be accepted.*

Moved by: Mark **2nd:** Richard

Passed: By Majority

HEALTH AND SAFETY:

Covered In Principal's report.

Board went In committee at 8:52pm

In committee meeting ended to 9:09pm

PERSONNEL

Covered in Principal's report.

NEW ACTION ITEMS:

Brian	<ul style="list-style-type: none">- To look create a subcommittee to look into the school insurance policy.
Carol	<ul style="list-style-type: none">- To look at insuring the portable buildings once they have been purchased.- Advise the board what is currently insured, by which company and the cost for the insurance.
Ian	<ul style="list-style-type: none">- All parking in the staff car park should be set as reverse parking into these parks. Signs to be created and displayed and a discussion had with all staff.
Andrew/Ian/Office admin	<ul style="list-style-type: none">- Change Chair Person to Presiding Member also change Board of Trustees to School Board. This should now occur with all correspondence, minutes, website, policies and procedures etc..
Brian	<ul style="list-style-type: none">- To speak with Carol regarding some corrections related to the Draft annual report.

UNDER ACTION ITEMS:

Ian Dickinson	<ul style="list-style-type: none">- To review cash handling procedure in conjunction with the school's Executive Officer .ONGOING- To investigate realignment of GST return dates to the calendar year in conjunction with the school's accountant and Executive Officer. ONGOING- To confirm details of policy PD with the Riverina School Presiding Member. CLOSED
Mark Eades	<ul style="list-style-type: none">- To countersign the grant application to Dragon Community Trust. CLOSED- To follow up MoE sign off of portable classroom purchase and 10 YPP. CLOSED
Carol MacGillivray	<ul style="list-style-type: none">- To confirm Finance committee meeting date with Brian Chan. CLOSED
Andrew Palmer	<ul style="list-style-type: none">- Investigate SchoolDocs for remote learning policy. CLOSED- Change any reference from 'Board of Trustees' to 'School Board' ONGOING
All	<ul style="list-style-type: none">- To review school insurance policy annually in December ONGOING

GENERAL BUSINESS

Brian: Asked Ian for an update on how things are for both families since the funeral. Reaching out to the family and if there is anything else we can do for support.

School still has counselling available.

There being no further business the meeting adjourned at 9:25pm Certified as a true and accurate record of the meeting

Chairperson Mark Eades: 

Date: 20/5/21

MEETING DATES 2021:

Meeting date	Food/Refreshments	Time
20 May	Mark	
17 June	Brian	
July TBC		
19 August	Alicia	
23 September	Ian	
21 October	Andrew	
18 November	Richard	
9 December	Iley	

PTA ROSTER:

Meeting date	BoT Rep	Time
AGM Early May TBC		7:30pm PMPS staff room



PIGEON MOUNTAIN PRIMARY SCHOOL

Minutes of the Pigeon Mountain Primary School Board meeting held on Thursday,
20 May 2021 at 7:00pm in PMPS staffroom

PRESENT: Ian Dickinson (Principal), Alicia Doughty (Staff Representative)
Mark Eades (Presiding Member), Richard Spong, Gloria Gao, Brian Chan.

APOLOGIES: Andrew Palmer, Iley Joblin

ABSENT:

IN ATTENDANCE: Johnathan Daniels (Deputy Principal), Rose McRae (Secretary), Linda Lowden
(Associate Principal)

DECLARATIONS OF INTEREST

- Mark declared his wife, Tracey Eades, is employed at the school as a teacher aide.
- Gloria is with CNSST foundation, which is involved with the afterschool programs operating in PMPS classrooms.
- Richard is on the Board for Macleans College.
- Rose Chairperson PTA

MINUTES FROM PREVIOUS MEETING:

- Roll growth discussion should state additional class may have to be looked at
- Omitted from April minutes: The Board of Trustees, Principal, staff, students and wider school community are very distressed by the death of our student Joanna Kong. We are committed to working with both Police and Worksafe in their inquiries and activities following the incident.
- Change Chairperson to Presiding Member on the sign off as minutes being correct section
- Portable classrooms should read \$63.5k per unit.
- Ian to initiate protocol and signage for revers parking into staff carparks.

RESOLVED: *Including the above amendments the minutes of the meeting 15 April 2021, are accepted.*

Moved by: Mark 2nd: Ian

Passed: Unanimously

CORRESPONDENCE

In:

NZSTA	STA news April 2021
Ellie Harrison (Wynn Williams)	Engagement letter
MoE	NZ Education Gazette 100/04
MoE	NZ Education Gazette 100/05
Office of the Auditor-General	School audit round 2021 – 23

Outgoing Correspondence for March/April 2021:

Daniel Barley (WorkSafe) Request for information sent and received 18/5/21

Board went in committee 7:10pm

In committee meeting ended 7:23pm

MONITORING & REPORTS

- Roll is made up of 80% in-zone students.
 - Returnees and in build housing is helping with this percentage.
- Road Safety week – mufti day raising funds for 'BREAK' Charity.
 - Educating the students to educate their parents/adults regarding road safety.
 - Student leaders have been collating information throughout the school with regards to student knowledge of road safety.
- Induction afternoon for new parents 50+ new families starting 2021. 25+ families came to this induction.
- PB4L – looking at ways this can be open more to the parents in nominating their child showing these values at home.
- More focus into the Wellbeing of the staff/teachers and how this can be developed.
- PD working on ways to encourage/invite more parents into the classroom so they can see where the students are at with their progress and what goes on in the classroom.
- Promote the parents library section to lend and take out.

Valued Outcome Target – Maths – Priority Learners

- Intervention program for the Maths program.
 - Overview of initial progress was shared.
 - Board wishes to thank Janelle for her support and input with these students.

Health and Safety

- One child, after the end of day today, had been injured on the playground.
 - Possible look into putting up more signs on the playground adding that the playground should not be used after school like it is out of bounds before school. Also include what the school hours are.

Principals' management report taken as read.

RESOLVED: *That the principal's management report be accepted.*

Moved by: Mark **2nd:** Richard

Passed: Unanimous

FINANCE:

- The annual report is very close to being finalised. The draft is with the auditors who will provide any final audit comments/recommendations.
- Insurance – these policies were distributed to the Board in: Drop box.
- Issues regarding timing, accuracy and understanding of school's accounts with service provider to be addressed on completion of final audit.
 - Timing to look at the insurance and what is needed is later in the year. October/November, and the period of coverage is 1 Jan – 1 Jan.

- Key insurances included material damage (school buildings, contents and other assets totalling \$2.2 million), business interruption insurance \$50k, and general insurances.
- Brief explanation on what each covered and limits were provided.
- Total premium is \$8.5k.
- Discussion will be had regarding these insurances during the sub-committee meeting at the time of the next renewal.
- Public liability insurance – question to ask the MoE: Are they responsible for this and have this or should PMPS be responsible and pay this? Mark to discuss this with MoE and report back.

ACTION ITEM: Mark to talk to the MoE: which buildings PMPS do own according to them. Also to look at Public liability insurance and are they responsible for this or are PMPS.

ACTION ITEM: Carol to discuss with the Broker whether public liability is covered and if PMPS needs this.

BUDGET

- MoE Grants - revenue is appears lower than what it should be due to an incorrect journal in the prior year financials. To be resolved in May.
- Insurance - \$8,500. Full year premium recorded, which is why it's showing as over budget year to date.
- Forecast report - Jan to April actual cost and May to December is what is budgeted.
 - Add this all together and it produces the forecast.
 - Look at creating a better view for the forecast by adjusting future months which is more purposeful.
 - Look into other ideas for support for the accounts report. Opportunity to partner with and accounting provider to migrate to the 'Cloud' (e.g. Xero).

RESOLVED: That the Financial report be accepted.

Moved by: Mark 2nd: Alicia

Passed: Unanimous

POLICY AND REVIEW

- Nothing to report.
- Board to review the policies on Schooldocs that are due and have any suggestions ready for next board meeting.

PROPERTY PROGRESS UPDATE:

- Nothing to report
- Mark is talking to the MoE to find out more about the sign off for the works that do need to be done.
- Relook at solar panels. If we are to get the roof re done then this should be looked at for future should there need to be additional things added to accommodate these panels

RESOLVED: That the Property report be accepted.

Moved by: Mark 2nd: Brian

Passed: Unanimous

HEALTH AND SAFETY:

Covered in Principal's report.

PERSONNEL

Covered in Principal's report.

NEW ACTION ITEMS:

Mark	- Mark to talk to the MoE: which buildings PMPs do own according to them. Also to look at Public liability insurance and are they responsible for this or are PMPs.
Carol	- Carol to discuss with the Broker whether public liability is covered and if PMPs needs this.

UNDER ACTION ITEMS:

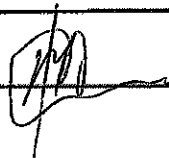
Ian Dickinson	- To initiate signage and process for reverse parking in staff car park. CLOSED
Brian	- To speak with Carol regarding some corrections related to the Draft annual report. CLOSED - To look create a subcommittee to look into the school insurance policy. CLOSED
Carol MacGillivray	- To look at insuring the portable buildings once they have been purchased. CLOSED - Advice the board what is currently insured, by which company and the cost for the insurance. ONGOING
Andrew Palmer	- Change any reference from 'Board of Trustees' to 'School Board' CLOSED
All	- To review school insurance policy annually in December ONGOING
Andrew/Ian/Office admin	- Change Chair Person to Presiding Member also change Board of Trustees to School Board. This should now occur with all correspondence, minutes, website, policies and procedures etc... CLOSED

GENERAL BUSINESS

- Nothing to report

There being no further business the meeting adjourned at 8:55pm Certified as a true and accurate record of the meeting

Presiding Member Mark Eades:



Date:

17/6/21

MEETING DATES 2021:

Meeting date	Food/Refreshments	Time
17 June	Brian	
July TBC		
19 August	Alicia	
23 September	Ian	
21 October	Andrew	
18 November	Richard	
9 December	Iley	



PIGEON MOUNTAIN PRIMARY SCHOOL

Minutes of the Pigeon Mountain Primary School Board meeting held on Thursday,
17 June 2021 at 7:00pm in PMPS staffroom

PRESENT: Ian Dickinson (Principal), Alicia Doughty (Staff Representative)
Mark Eades (Presiding Member), Richard Spong, Brian Chan, Andrew Palmer.

APOLOGIES: Gloria Gao, Iley Joblin.

ABSENT:

IN ATTENDANCE: Johnathan Daniels (Deputy Principal), Rose McRae (Secretary), Linda Lowden
(Associate Principal)

DECLARATIONS OF INTEREST

- Mark declared his wife, Tracey Eades, is employed at the school as a teacher aide.
- Gloria is with CNSST foundation, which is involved with the afterschool programs operating in PMPS classrooms.
- Richard is on the Board for Macleans College.

MINUTES FROM PREVIOUS MEETING:

RESOLVED *There being no amendments the minutes of the meeting 20 May 2021, are
accepted.*

Moved by: Mark 2nd: Alicia

Passed: Unanimously

CORRESPONDENCE

In:

MoE

NZ Education Gazette 100/06

BNZ

Term Investment 03002 Certificate

Outgoing Correspondence:

Motion 1: To consider an employee's application for leave of greater than 5 days.

Board went in committee: 7:17pm

In committee meeting ended: 7:21pm

MONITORING & REPORTS

eLearning PLD and Redevelopment of PMPS Curriculum

Presentation given by Linda Lowden

- Strategic Goal 2 –
 - Development arose from the teachers asking the question around content and teaching for the year level.
 - Presentation included in the Board pack.
 - What digital skills do children need to know in order to do their inquiry?
 - This was broken down into each year group and discussed.
 - Digital Literacy – skills that children don't know.
 - Digital Fluency – skills the children generally know.
 - Teachers have access to all elements through hyperlinks to the online hub that are very informative and easy to follow.
 - Also enquired into what skills do the children need for when they go onto Intermediate. These are also incorporated in this presentation.
 - Now the challenge is to implement this into inquiry throughout all levels, working alongside what the current curriculum is offering. Finding ways to incorporate this knowledge alongside current tasks.
 - Developing fluency in the children and encouraging safety around working on the computer and internet.

Thank you Linda, Linda left 8:10pm.

Funding from RTLB – brings a teacher in to help specifically train teachers in certain areas for our priority learners.

Anxiety NZ Evening – workshop held, good turn out and feedback was noted.

AT – pleased that AT are becoming more engaged in what PMPS are trying to do however unfortunately a permanent crossing is not possible Wells Road. AT are coming into school next week to start to educate our students about turning left at the school exit and following the loop at the end of Wells Road.

Loloma Raised crossing – this will proceed in July.

Principals' management report taken as read.

RESOLVED: *That the principal's management report be accepted.*

Moved by: Mark **2nd:** Andrew

Passed: Unanimous

FINANCE:

- School donations – have received more than budgeted for.
- Still pursuing an accurate forecast format due to the lack of accurate information provided and lack of confidence in the accounting provider.
- Towards the end of 2021 there will be an updated version of the forecast to include property progress to bring to date with the current progress.

RESOLVED: *That the Financial report be accepted.*

Moved by: Mark 2nd: Andrew

Passed: Unanimous

PLANNING AND REVIEW

- 3 policies to review –
 - Visitors – updating visitor vehicle, as we do not have any visitor parking this should be reviewed in the policy.
 - Staff should make sure that visitors/particularly groups or teams coming to the school, know the evacuation procedures when coming onto the property. Will be via a laminated card.

ACTION ITEM: Create Evacuation procedure for when contractors/visitors/groups come onto PMPS property. Laminate it on a card that visitors read and sign off.

- Add to the policy about the signage that the school has, general disclaimer about these policies and where to access them.
- Policy regarding police vetting around contract workers – discussion had and confirmation given that PMPS are adhering to this.
- Include information regarding the reverse parking in the staff park area.
- Reporting to parents – new entrant reports should be mentioned.
 - Update the wording around 3-Way conferences.
 - Confirmation written that all feedback is monitored.
 - More clarity around when the reports will be issued at all levels.
- Protected disclosure –
 - Principal will look into PD around this area.

PROPERTY PROGRESS UPDATE:

- 10YPP has been signed off.
- Information given in the board pack.
- A property sub-committee will be formed shortly.
- Relocatable buildings are now owned by PMPS.

ACTION ITEM: Mark to form a property sub-committee to get onto urgent works.

RESOLVED: *That the Property report be accepted.*

Moved by: Mark 2nd: Ian

Passed: Unanimous

HEALTH AND SAFETY:

Covered in Principal's report.

- H&S PMPS rep to help with the property sub-committee.

PERSONNEL

Covered in Principal's report.

NEW ACTION ITEMS:

Mark	- to form a property sub-committee to get onto urgent works
Alicia/Ian/Carol	- Create Evacuation procedure for when contractors/visitors/groups come onto PMPS property. Laminate it on a card that visitors read and sign off

UNDER ACTION ITEMS:

Mark	- Mark to talk to the MoE: which buildings PMPS do own according to them. Also to look at Public liability insurance and are they responsible for this or are PMPS. ONGOING
Carol MacGillivray	- Carol to discuss with the Broker whether public liability is covered and if PMPS needs this. ONGOING

STRATEGIC DISCUSSIONS

- Nothing to report

GENERAL BUSINESS

- July Board meeting – Thursday 29 July.

There being no further business the meeting adjourned at 9:15 pm Certified as a true and accurate record of the meeting

Presiding Member Mark Eades: _____



Date: 29/7/21

MEETING DATES 2021:

Meeting date	Food/Refreshments	Time
29 July	Ian	
19 August	Alicia	
23 September	Ian	
21 October	Andrew	
18 November	Richard	
9 December	Iley	



PIGEON MOUNTAIN PRIMARY SCHOOL

Minutes of the Pigeon Mountain Primary School Board meeting held on Thursday,
29 July 2021 at 7:00pm in PMP\$ staffroom

PRESENT: Ian Dickinson (Principal), Alicia Doughty (Staff Representative)
Mark Eades (Presiding Member), Richard Spong, Brian Chan, Andrew Palmer, Gloria
Gao, Iley Joblin.

APOLOGIES:

ABSENT:

IN ATTENDANCE: Johnathan Daniels (Deputy Principal), Rose McRae (Secretary), Linda Lowden
(Associate Principal)

DECLARATIONS OF INTEREST

- Mark declared his wife, Tracey Eades, is employed at the school as a teacher aide.
- Gloria is with CNSST foundation, which is involved with the afterschool programs operating in PMP\$ classrooms.
- Richard is on the Board for Macleans College.

MINUTES FROM PREVIOUS MEETING:

RESOLVED *There being no amendments the minutes of the meeting 17 June 2021, are
accepted.*

Moved by: Mark 2nd: Richard

Passed: Unanimously

CORRESPONDENCE

In:

NZSTA	STA news May 2021
MoE	NZ Education Gazette 100/07
NZSTA	STA news June 2021
MoE	NZ Education Gazette 100/08
	Signed Declaration from BDO report
Education Services	Education Services – Financial Services proposal

Outgoing Correspondence:

MONITORING & REPORTS

- 19 entries for the Mandarin speech competition.

- Great to get back to having team assemblies.
- Three way conference – early closure 29 September – after staff discussion regarding the date being too close to the end of term, a change of date was suggested and an early closure at 12pm would suit, to enable more appointments and end of evening 7pm. Date change will be 23 September.
- Accident on Loloma today, fortunately no injuries. Involving Macleans student driving.
- 40% increase to male teaching staff.
- Executive officer is close to being appointed.
- James Redmond coming in on Monday to give another quote on the hall – for wall coverings and carpet.

Health and Safety

- Discussed in Principal's report.

Te Ara Bucklands Beach Kahui Ako

- It's been a year since this was discussed. Ian will talk with other principals to get feedback and will present findings at next meeting.

ACTION ITEM: Ian to talk to principals re Te Ara Bucklands Beach Kahui Ako

Review and Redevelopment of PMPs Curriculum

Presented by Linda Lowden and Johnathan Daniels

- Inquiry – 5 overarching interdisciplinary themes to include within the curriculum.
 - Concept - Timeless, universal and abstract.
 - Each team discussed these and created the chart and developed it to suit the needs of each team. When it came to transition for the next team planning became a challenge.
 - This year Linda and Johnathan reviewed this to make links more obvious.
 - Coverage in every curriculum area. Created a map of learning.
 - Grouped per inquiry and split into the 4 terms.
 - One general format for all teams to follow, but covering overarching themes within the curriculum.
 - All this work is a living document. Central system for storage for easy access for each team.
 - Next stage is Literacy and Maths plan.

Strategic Goal 2

Strategic Plan Update handed out and Ian discussed where things are at:

- Looking at other PYP schools to see how they work with these activities.
- Working on transition visits into Intermediate for year 6 students.
- Te Reo & Tikanga Maori – new national program which Ian will be attending.

----- Principals' management report taken as read.

RESOLVED: *That the principal's management report be accepted.*

Moved by: Mark **2nd:** Alicia

Passed: Unanimous

FINANCE:

- Everything running to budget apart from international fees.
- Staff training budget is spent.
- Property cost is running under budget.

With a new Executive Officer coming on board there is an opportunity to move onto a different form for the accounting provider. Discussion to be had within the Board and proposals sourced from different providers to transition accounts to a cloud based format.

Motion 1: To delegate to the finance committee to appoint a provider for a new finance system.

Resolution: The board agree to the finance committee appointing a new provider.

Moved by: Mark **2nd:** Gloria

Passed: Unanimous

RESOLVED: That the Financial report be accepted.

Moved by: Mark **2nd:** Andrew

Passed: Unanimous

PLANNING AND REVIEW

- Nothing to report

PROPERTY PROGRESS UPDATE:

- Maynard Marks are all on board – funding draw down will be in the next few weeks.
- New project manager, Georgia to discuss options – Mark to organise a meeting next week with the Property committee.
- Proposition under way for the Administration block re build.

ACTION ITEM: Mark to organise a Property committee meeting next week.

RESOLVED: That the Property report be accepted.

Moved by: Mark **2nd:** Ian

Passed: Unanimous

HEALTH AND SAFETY:

Covered in Principal's report.

PERSONNEL

Covered in Principal's report.

NEW ACTION ITEMS:

Mark	- to organise a Property committee meeting next week
Ian	- to talk to principals re Te Ara Bucklands Beach Kahui Ako

UNDER ACTION ITEMS:

Mark	- Mark to talk to the MoE: which buildings PMPS do own according to them. Also to look at Public liability insurance and are they responsible for this or are PMPS. ONGOING
------	--

Carol MacGillivray	- Carol to discuss with the Broker whether public liability is covered and if PMPS needs this. ONGOING
Mark	- to form a property sub-committee to get onto urgent works CLOSED
Alicia/Ian/Carol	- Create Evacuation procedure for when contractors/visitors/groups come onto PMPS property. Laminate it on a card that visitors read and sign off CLOSED

STRATEGIC DISCUSSIONS

- Nothing to report

GENERAL BUSINESS

- Discussion had on Gender specific options.
 - PMPS are aware of these aspects and represented in our procedures, in a sensitive nature.
 - Constantly reviewing the policy around this and inclusive of all cultures.

Ian – Board to review bi-annual survey 2018 Questions handed out for discussion at next board meeting.

Mark – suggestion to create some working bees for assistance with general working aspects with in the school. For example – gutters on the portable classrooms, re-barking the playground etc...

Can put systems in place to cover H&S risk management.

- *The board all agree this will be great for the school and the community.*

Mark had a discussion with WorkSafe, during the holidays, as part of their investigation. A report will be forwarded when complete.

Gloria – to re-join Policy and Review committee to assist Andrew.

There being no further business the meeting adjourned at 8:40 pm Certified as a true and accurate record of the meeting

Presiding Member Mark Eades: _____



Date: 19/8/21

MEETING DATES 2021:

Meeting date	Food/Refreshments	Time
19 August	Alicia	
23 September	Ian	
21 October	Andrew	
18 November	Richard	
9 December	Iley	



PIGEON MOUNTAIN PRIMARY SCHOOL

Minutes of the Pigeon Mountain Primary School Board meeting held on Thursday,
19 August 2021 at 7:00pm via Google Meets.

PRESENT: Ian Dickinson (Principal), Alicia Doughty (Staff Representative)
Mark Eades (Presiding Member), Richard Spong, Brian Chan, Andrew Palmer, Gloria
Gao, Iley Joblin.

APOLOGIES:

ABSENT:

IN ATTENDANCE: Johnathan Daniels (Deputy Principal), Rose McRae (Secretary), Linda Lowden
(Associate Principal), Amanda Lee, Brittany Morron.

DECLARATIONS OF INTEREST

- Mark declared his wife, Tracey Eades, is employed at the school as a teacher aide.
- Gloria is with CNSST foundation, which is involved with the afterschool programs operating in PMPS classrooms.
- Richard is on the Board for Macleans College.

MINUTES FROM PREVIOUS MEETING:

- Outgoing correspondence should say Nil if there is nothing to present.
- Finance section should read different accounting provider (different form for the provider)
 - An Action Item should have been created for the finance committee to meet.
- Gender specific – should read policies and procedures instead of options.

RESOLVED with the above amendments the minutes of the meeting 29 July 2021, are
accepted.

Moved by: Mark **2nd:** Alicia

Passed: Unanimously

CORRESPONDENCE

In:

MoE	NZ Education Gazette 100/09
NZSTA	STA news July 2021
BDO	Audit Completion Report

Outgoing Correspondence:

Nil

DECISIONS

Survey questionnaire:

Gloria – Translation needs improvement before the information goes out.

- Q.5. structure of the question should be kept consistent.
- Use standard expressions consistently.
- Donations – look for a logical flow of the questions.
- Gloria will translate once the amendments have been made.

Motion 1: To approve the 2021 Community Survey questions.

Resolution: That the board approve the Survey questions including the adjustments raised above.

Moved by: Mark 2nd: Ian

Passed: Unanimously

MONITORING & REPORTS

Wellbeing SG Group Presentation – Alicia, Amanda, Brittany and Johnathan

- The colour coded sections are working well.
- Lockdown has shown some benefit to this strategic goal.
- PB4L – connections that have been made since the last report.
 - Each team selects a student that is showing values at home (presented by their parents as to how they are showing their values at home).
 - During lockdown we predict there will be more shown.
 - Parents will get more opportunity to promote their child's values during lockdown
- Able to track any students of concern as there is consistent tracking each week.
- Yajun – studying to be a councillor at AUT, she is in her 2nd year. Yajun is doing placement with our school. Working with the students working through their emotions and coping skills. She is with PMPS till the end of the year.
- Wellbeing survey will be done again for the students at the beginning of term 4. A graph was presented showing the outcome from the information collated in term 1.
 - Measurable data which can be used once the survey is repeated in term 4.
 - NZCER platform for the senior school survey.
- Future view to creating workshop for the parents around wellbeing at home.
- A teacher hub has been created with information on wellbeing and resources that are relevant. There is a possibility that this will be shared with parents in the near future.

Thank you Alicia, Brittany and Amanda your work, time and effort in this area is appreciated.

Wellbeing SG Group Presentation – 3rd strategic goal

- School attendance has improved. Shows that our students are keen and happy to come to school.

Health and Safety

- Discussed in Principal's report.

Principals' management report taken as read.

RESOLVED: *That the principal's management report be accepted.*

Moved by: Mark **2nd:** Richard

Passed: Unanimous

FINANCE:

- Finance subcommittee will need to discuss the audit report.
 - A few audit recommendations have come through.
- Property costs are quite high – these are due to works done on gardens, water blasting, playground wear and tear general areas that need maintenance due to health and safety.

Audit report

- Suggestions for review
 - maintenance repairs consistency.
 - Look at the fixed assets and their value.
- Finance subcommittee met 2 weeks ago and agreed to go with Edtec
 - Cost \$11k per year

ACTION ITEM: Brian to organise finance subcommittee to meet next week to review findings from the Audit report.

RESOLVED: *That the Financial report be accepted.*

Moved by: Mark **2nd:** Andrew

Passed: Unanimous

PLANNING AND REVIEW

- Policy review report
 - How can we get more parents and caregivers support with reviewing some of these policies?
 - To change PMPS school docs, the school need to send the information to school docs in order for things to be changed. One particular is the 'Chairperson' should read 'Presiding Member' and remove everything related to deputy chair as PMPS at this stage.
 - There are a few other items that need changing Ian will create this and send it to Andrew to confirm then send it through to school docs.

RESOLVED: *That the Planning and Review report be accepted.*

Moved by: Mark **2nd:** Ian

Passed: Unanimous

PROPERTY PROGRESS UPDATE:

- Maynard Marks have submitted forms to the MoE to draw down the funds for hall upgrade, senior classrooms, funding for the control arms barrier, admin building reclad.
- MoE are paying a high percentage for the admin building along with some of PMPS 5YA funding.
 - While the admin building is having a reclad a proposal is for the board to put money towards an upgrade of the admin building and staff room at the same time. The build

MEETING DATES 2021:

Meeting date	Food/Refreshments	Time
23 September	Ian	
21 October	Andrew	
18 November	Richard	
9 December	Iley	



PIGEON MOUNTAIN PRIMARY SCHOOL

Minutes of the Pigeon Mountain Primary School Board meeting held on Thursday,
23 September 2021 at 7:00pm via Google Meets.

PRESENT: Ian Dickinson (Principal), Alicia Doughty (Staff Representative)
Mark Eades (Presiding Member), Richard Spong, Brian Chan, Andrew Palmer, Gloria Gao, Iley Joblin.

APOLOGIES:

ABSENT:

IN ATTENDANCE: Johnathan Daniels (Deputy Principal), Linda Lowden (Associate Principal), Rose McRae (Secretary)

DECLARATIONS OF INTEREST

- Mark declared his wife, Tracey Eades, is employed at the school as a teacher aide.
- Gloria is with CNSST foundation, which is involved with the afterschool programs operating in PMPS classrooms.
- Richard is on the Board for Macleans College.

MINUTES FROM PREVIOUS MEETING:

- No amendments

RESOLVED the minutes of the meeting 19 August 2021, are accepted.

Moved by: Mark **2nd:** Ian

Passed: Unanimously

CORRESPONDENCE

In:

MoE NZ Education Gazette

Outgoing Correspondence:

Nil

DECISIONS

Motion 1: Board to consider application for leave greater than 5 days.

- a) Request is from a Teacher Aid who is studying to become a teacher this is unpaid leave for final practicum.

Resolution: To approve the leave request by the Teacher Aide

Moved by: Mark **2nd:** Andrew

Passed: Unanimous

- b) To approve maternity leave extension – standard request in line with collective agreement.
Teacher will return 2023.

Resolution: To approve maternity leave request

Moved by: Mark **2nd:** Alicia

Passed: Unanimous

MONITORING & REPORTS

There are items in the principals' report that have links for the board to review.

Strategic Goal

Ian presenting Annual Plan Review – Strategic Goal #1.

- There is a review of the word 'Student agency' in terms of student development as this does not quite relate significantly to self-evaluation of the students.
- TSP surveys are a great source to show comparisons across all areas.

NZCER TSP Survey –

- Survey is conducted every 2 years and from teacher perspective.
 - 5 categories – Principal Leadership, School Practices, Teaching Practices, Teacher Workload and Morale, Teacher CoL Participation.
- Comparison data helps develop and monitor the strategic plan.

Online learning

- Level 3 - Small group of students (12) working in school the TA's are supporting these students.
- 14 Devices were distributed to families and these devices are being used well with full engagement from the students involved.

HPPA Mandarin and Cantonese Speech competition.

- Congratulations to Luca Yu – winner of the HPPA Mandarin speech competition from PMPS.

Te Ahu o te Reo Maori PLD

- This is a yearlong course.
- Ian, Linda, Johnathan and Riven are participating with this.

Jordan Bloomfield joined team Pohutukawa, from London via video link, for Te Wiki ō te reo Māori.

Community Survey

- This is ready to go.
- Promoting this mid next week and will be due back after the holidays.

Student led conferences

- 90% participation.

- Feedback survey for parents after the conferences this data is being collated and Johnathan presented findings so far to the board.

Johnathan Presents feedback from the Students Led conferences

- 333 responses at this stage.
- Overall improvement from the last survey.
- Feedback has been great from the parents.
- Some comments on the use of Music and PE this time round.
- There are areas that can be improved on and the teams will review this and reflect on what can be done moving forward.
- *Andrew* suggests the board could do something for the teachers as a thank you for continuing the online learning for our students.
 - Ian/Linda/Johnathan have created a care package that will go out to the staff.
 - Board to discuss this idea and create a message for the staff.
 - A messages of thanks from the board will be created and delivered with the care packages at the end of term.

Health and Safety – Wednesday 22 September 2021

- Sub-group to be formed to cover EOTC forms/guidelines.
- Main focus of the H&S meeting was the procedures for returning to school alert level 3 – based on MoE information.
- There was an induction for all those that returned to school for Level 3.
- Discussed in Principal's report.

Principal's management report taken as read.

RESOLVED: *That the principal's management report be accepted.*

Moved by: Mark ***2nd:*** Andrew

Passed: Unanimous

FINANCE:

- General learning resources amount is high – due recruitment expense.
 - Additional staff cost is slightly over – this is ESOL.
 - EAP – counselling and supporting staff.
 - Consumables – an area to look into.
 - Generally running favourable to budget.
- Additional information in the board pack for the financial overview.
- Looking at a different way to present the 'Statement of financial position' working with Xero may have a more simplified review.
- Audit Completion Report 2020.
 - In the board pack is the BDO report.
 - Sub-committee met to discuss the findings.
 - This was presented to the Board and is also in the board pack.
- BDO proposal for next 3 years audit fees – fixed fee increasing by 5% over the 3 years.
 - Brian will send the information to the board to review.

Motion 2: For the Board to approve the BDO audit fees proposal for the next 3 years.

Resolution: Board agree to the audit fee proposal and Brian to send confirmation from PMPS Board

Moved by: Mark **2nd:** Alicia
Passed: Unanimous

ACTION ITEM: Brian will send the information to the board for discussion before confirmation given to BDO

RESOLVED: That the Financial report be accepted.

Moved by: Mark **2nd:** Andrew
Passed: Unanimous

PLANNING AND REVIEW

- Nothing to report

PROPERTY PROGRESS UPDATE:

- Mark will create a report on where things are at re. Property developments and will forward it to the Board.
- Control arm barrier funds are available for release, now that we are at Level 3 this will be booked.
- An Architect has been assigned and this will get under way (senior block). Works will likely begin term 2 2022.
- Hall – Likely to be started over the holidays.
- *Brian* suggests that the 5YA funding should be in a separate account to assist with accurate tracking of the spending.

ACTION ITEM: Mark to send out a report to the board regarding property progress to date. Ian to talk to Nadine about creating a separate account for the 5YA funding and any other MoE funding to enable closer tracking of the spending.

RESOLVED: That the Property report be accepted.

Moved by: Mark **2nd:** Ian
Passed: Unanimous

HEALTH AND SAFETY:

Covered in Principal’s report.

PERSONNEL

Covered in Principal’s report.

NEW ACTION ITEMS:

Brian	- will send the information to the board for discussion before confirmation given to BDO.
Mark	- to send out a report to the board regarding property progress to date.

Ian	- to talk to Nadine about creating a separate account for the 5YA funding and any other MoE funding to enable closer tracking of the spending.
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UNDER ACTION ITEMS:

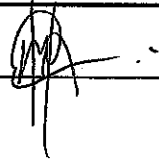
Mark	- Mark to talk to the MoE: which buildings PMPS do own according to them. Also to look at Public liability insurance and are they responsible for this or are PMPS. ONGOING - to create a breakdown of the costs involved in the upgrade of the Admin block. ONGOING
Brian	- to organise finance subcommittee to meet next week to review findings from the Audit report. CLOSED

STRATEGIC DISCUSSIONS

GENERAL BUSINESS

- At some stage there will be a discussion had regarding Covid vaccinations within the staff. Possible or if necessary we may offer onsite vaccinations. Waiting for Guidance from MoE regarding this and how PMPS will work this through.
 - Gloria can organise an onsite vaccination service if necessary.
 - Ian to gauge staff interest
- 2022 elections to be proposed in October board pack.
- *Johnathan* – suggest that at the start of each meeting there is a Karakia. Board all agree.

There being no further business the meeting adjourned at 8:36pm Certified as a true and accurate record of the meeting

Presiding Member Mark Eades:  Date: 21/10/21

MEETING DATES 2021:

Meeting date	Food/Refreshments	Time
21 October	Andrew	7pm
18 November	Richard	7pm
9 December	Iley	7pm



PIGEON MOUNTAIN PRIMARY SCHOOL

Minutes of the Pigeon Mountain Primary School Board meeting held on Thursday,
21 October 2021 at 7:00pm via Google Meets.

PRESENT: Ian Dickinson (Principal), Alicia Doughty (Staff Representative)
Mark Eades (Presiding Member), Richard Spong, Brian Chan, Andrew Palmer, Gloria Gao, Iley Joblin.

APOLOGIES:

ABSENT:

IN ATTENDANCE: Johnathan Daniels (Deputy Principal), Linda Lowden (Associate Principal), Rose McRae (Secretary)

DECLARATIONS OF INTEREST

- Mark declared his wife, Tracey Eades, is employed at the school as a teacher aide.
- Gloria is with CNSST foundation, which is involved with the afterschool programs operating in PMPS classrooms.
- Richard is on the Board for Macleans College.

MINUTES FROM PREVIOUS MEETING:

- No amendments.

RESOLVED: *the minutes of the meeting 23 September 2021, are accepted.*

Moved by: Mark 2nd: Richard

Passed: Unanimously

CORRESPONDENCE

In:

MoE	NZ Education Gazette
EdTech	Finance report – circulated to Board
BNZ	Term investment maturity date 20/10/21
IRD	MyIR Changes

Outgoing Correspondence:

Nil

DECISIONS

These are reported later in the minutes.

MONITORING & REPORTS

There are items in the principal's report that have links for the board to review.

Strategic Goal

- Distance Learning Review Tool
 - The complete review and outcome was included in the Board pack.
 - Looking at the second strategic goal has been curtain to the point it is impossible to do anything.
 - Revisited Distance learning review
 - Great progress in distance learning and already functioning in most aspects.
 - Teacher confidence has progressed.
 - Some areas to improve i.e. measuring and reporting student learning achievement, especially with online learning and what method can we use to view this.

Traffic light Progress review shared during this meeting

- Strategic goal is based around EOTC and involvement within other schools this has been challenging through lockdown cannot fully report on this.

Kiwi Competitions

- A number of excellences in distinctions in the year 6 students roughly 35 in the ICAS program.

Community Survey 2021 Responses

- Once collated and checked a complete report will be provided for the Board to review.
 - 329 results to date out of 450.
 - The full results will be incorporated into the 2021 Year in Review document to inform the strategic direction of the school.

Health Curriculum Consultation – Draft Consultation 2021

- Draft statement shared with Board
 - PB4L, Wellbeing education, digital citizenship, Life caravan – statement will be produced and a google form will be created.
 - *Richard* suggests that perhaps this is pushed out before the release due to the Covid.
 - General conversation had – look at the phrasing of the survey use simple terms i.e. wash our hands to prevent the spread of viruses or diseases. The wording is important.
 - The importance of personal hygiene to preventing the spread of germs.
 - Open question of what other areas or issues could we address released in Google form.
 - Ian to format and send this to Iley to review then Gloria to translate.

ACTION ITEM: Ian to complete the Health draft Consultation, forward it to Iley to check the phrasing and word use then forward to Gloria to translate.

Motion 1: To agree on the content of the Health draft Consultation 2021 and method used be of Google form of consultation. The board approves the method for consulting the community.

Resolution: To approve the draft for the Health Consultation and method used.

Moved by: Mark 2nd: Iley

Passed: Unanimous

Health and Safety

- Board discussion on approaches to mandatory vaccinations and requirements around COVID testing.
- Arborist at school 21/10/21 to quote on the trees around the school as a few need pruning. The fig tree will be chopped back for neighbourly purposes.
- Set up an 'In committee' meeting of how to deal with the process of shifting back to school with the current pandemic.
 - Discussion had around the mandate of the health guidelines around the return to school.
 - Contractors entering the property at this level.
 - The H&S around PMPS Bubble school is working well.
 - NZSTA have information on their website pertaining to this information.
 - Question had around the Board re-entering school for the meetings and what the requirements are.

Administration and other business

- **Personnel**
 - Welcomed staff and farewellled staff
 - Strange situation as some staff have not met the students they are teaching and not being able to farewell the leaving staff.
 - 42 applicants for filling Teacher spaces next year.
 - Staff funding for next year is projected for 650 students.
 - Met with Sarah B regarding the growth of the school and how we can get more buildings to apply to our students growth. The MoE are not really on the pulse with how quickly buildings are going up around this area – one house knocked down and 3 or 4 put up. There is every chance we could break 700 students next year.
 - Trends and information has been sent to the MoE to view this situation.

Principal's management report taken as read.

RESOLVED: *That the principal's management report be accepted.*

Moved by: Mark **2nd:** Alicia

Passed: Unanimous

FINANCE:

- BDO report – discussion was to agree to the increase in audit fees.
 - Hours and inflation were reasonable.

Motion 2: To approve the BDO price increase for the next three years.

Resolution: The price increase at an acceptable rate and passed by the board.

Moved by: Mark **2nd:** Richard

Passed: Unanimous

- Term deposits Board to agree to roll over the term deposits for 12 months as opposed to 6 months. A discussion to be had regarding this looking at maturity of the term deposits and interest rates. These are easy to break if necessary.
- Banking of Staff is in surplus – this will get added to the operating grant next year.
- Everything is tracking close to budget.

- New look report – Brian was going through this and how it is presented.
 - Copying expenses is quite high – *to be investigated*.
 - Mobile data is higher usage – *to be investigated*.
 - Bank charges and rental – *to be investigated*.
- Given inflation rate the budget may be under a bit of pressure next year.
 - This may impact the school fee setting.
 - Draft budget will be looked at next month and fee set.

RESOLVED: That the Financial report be accepted.

Moved by: Mark 2nd: Andrew

Passed: Unanimous

PLANNING AND REVIEW

- Remind Board there are 3 policies to be viewed
 - Harassment, Religions and Māori Education success.
- Some of these are for review by parents, this will be open to the community.
 - There is a newsletter due out this week which could include this information as parents are asked to review.
 - A direct contact with the parents via email would work well.
 - Due date 12 November for these policies to be reviewed.

PROPERTY PROGRESS UPDATE:

- A report was included in the board pack for review.
 - There is a lot of money that has been drawn down for the works that are about to happen.
- First thing completed is the control arm barrier, this will be operational next week.
 - information will be given to the staff as to how this operates.
- Work to the hall is progressing – Ian presented a picture of the progress so far.
 - New carpet and lighting is in place.
 - Paint work in progress.
 - Electricians in tomorrow to complete the wiring.
 - Curtains will be put up next week.
 - Over Christmas break a new ceiling will be installed.
- Asbestos report has been done on the senior block and isolating the areas that need to be worked on.
 - Block A & B modernisation has been looked at and ideas put forward.
 - Upgrade of the toilet blocks has been discussed including particular vinyl for the floor which is waterproof, hygienic and easy to clean.
- Admin block will be underway shortly and a sub committed will be created for the tenders for the architect.
- PMPS are entitled to another classroom so action needs to be put into play now. Waiting to hear from MoE regarding this.

RESOLVED: That the Property report be accepted.

Moved by: Mark 2nd: Gloria

Passed: Unanimous

HEALTH AND SAFETY:

Covered in Principal's report.

PERSONNEL

Covered in Principal's report.

NEW ACTION ITEMS:

Ian, Iley, Gloria	- Ian to complete the Health draft Consultation, forward it to Iley to check the phrasing and word use then forward to Gloria to translate
Gloria	- To send Ian information on the projection of population growth in Auckland to assist with projection of student numbers for PMPS

UNDER ACTION ITEMS:

Mark	- Mark to talk to the MoE: which buildings PMPS do own according to them. Also to look at Public liability insurance and are they responsible for this or are PMPS. ONGOING - to send out a report to the board regarding property progress to date. CLOSED
Brian	- will send the information to the board for discussion before confirmation given to BDO CLOSED
Ian	- to talk to Nadine about creating a separate account for the 5YA funding and any other MoE funding to enable closer tracking of the spending. CLOSED

STRATEGIC DISCUSSIONS

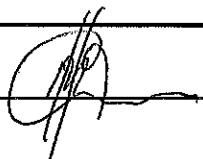
- 2022 Board elections – signed in the same company as last time, this is all organised to conduct the elections.

GENERAL BUSINESS

- *Gloria* – projection of population growth in Auckland, we need to be proactive regarding this.
Gloria to send Ian info regarding this
 - School wellbeing – provide food parcels and financial difficulties in the community, please let Gloria know. She will pass the information through to Ian
- *Johnathan* – thanks to the board for the card sent to the teachers at the end of term.

There being no further business the meeting adjourned at 8:40pm Certified as a true and accurate record of the meeting

Presiding Member Mark Eades: _____



Date: _____

18/11/23

MEETING DATES 2021:

Meeting date	Food/Refreshments	Time
18 November	Richard	7pm
9 December	Iley	7pm



PIGEON MOUNTAIN PRIMARY SCHOOL

Minutes of the Pigeon Mountain Primary School Board meeting held on Thursday,
18 November 2021 at 7:00pm via Google Meets.

PRESENT: Ian Dickinson (Principal), Alicia Doughty (Staff Representative)
Mark Eades (Presiding Member), Richard Spong, Brian Chan, Andrew Palmer, Gloria Gao, Iley Joblin.

APOLOGIES:

ABSENT:

IN ATTENDANCE: Johnathan Daniels (Deputy Principal), Linda Lowden (Associate Principal), Rose McRae (Secretary).

DECLARATIONS OF INTEREST

- Mark declared his wife, Tracey Eades, is employed at the school as a teacher aide.
- Gloria is with CNSST foundation, which is involved with the afterschool programs operating in PMPS classrooms.
- Richard is on the Board for Macleans College.

MINUTES FROM PREVIOUS MEETING:

- Page 5 action not population projection should read one-off residency pathway.

RESOLVED: *the minutes of the meeting 21 October 2021 including the above amendments, are accepted.*

Moved by: Mark ***2nd:*** Alicia

Passed: Unanimously

CORRESPONDENCE

In:

BNZ

Term investment maturity date 15/11/21

Reagan J Cunliffe

Official Information Act Request 17/11/21

Outgoing Correspondence:

Nil

DECISIONS

Official information Act request which Ian will process when feasible (before 20 days). Questions around procedures and processes around the Covid return to school.

MONITORING & REPORTS

- School generously staffed for 2022, but resimitions of the number of classrooms available.

HPPA Provisionally Registered Teacher Graduation

- Virtual Graduation tomorrow afternoon – Caitlin Myers and Alice Kemp.

ICAS Examinations

- This is now complete and results are in the Principals report

Strategic Goal – Johnathan Presenting progress update

- 3rd Strategic Goal
- 3.1
 - PB4L training took place in term 3. Was very valuable.
 - All team leaders will have tier 2 training with Johnathan and Alicia training through tier 3.
 - Updating PMPS website to include a number of PB4L elements.
- 3.2 direct action
 - YarYajunhas been working so counsel some of the students online and this has helped a few of our students.
 - This lock down has been challenging for both children and parents and John Winters is also assisting in this area.
 - 3.2 Survey – the senior survey will not be done this year. (NZCER Wellbeing@School)
 - Looking into activities and wellbeing for both staff and students.
 - Community can access, through the website, via a google form, books from the library.
 - Videos out for E-Learning and how PMPS use google accounts and how to navigate around this. These are available on the webpage.
 - Moving forward - Create a virtual tour regarding how we can keep everyone safe on line and how we can move forward from here.
 - Miley Foundation – looking into launching this program next year.

Community Survey

- See Appendix 1 in Principals report.

Health Curriculum Consultation – Draft Consultation 2021

- Will be sent out to the PMPS community in the next week.

End of Year Events 2021

- Nothing can happen now due to our restrictions, looking into how the end of year events can happen.

Health and Safety

- There has been an issue with people climbing on the roof. This is being looked into.
 - The police were involved on both occasions. Ian called and attended.
 - Mark advised safety of skylights was to be checked in roof assessment/conditions.
 - Possible look into the school being patrolled, Ian to look into what BBI and Macleans are doing and will discuss with them if we can dovetail onto their system.
 - Ian to look into polices around staff being present on school site outside of school hours. Possible discuss this at the H&S meeting.

ACTION ITEM: Ian to contact BBI & Macleans regarding school being patrolled. Also to look into what the guidelines are with the schools current security providers.

Administration and other business

- Public health and Ministry of Education meeting with principals this morning. PMPS procedures that are in place regarding return to school with Covid in place. Ian is confident in the record keeping should PMPS have a Covid case.
 - Good procedures of staff and children wellbeing during these times.
 - Any encroachment between bubbles will be noted and recorded.
 - Discussion had on 2022 activities, these will be guided by the restrictions and discussion had once more is known.

Principal's management report taken as read.

RESOLVED: That the principal's management report be accepted.

Moved by: Mark **2nd:** Andrew

Passed: Unanimous

FINANCE:

- October – Surplus has grown, main drive is the Grants income. \$44k has been given for additional staffing and relief teachers.
- Property projects outline – Mark and Brian to work together on this to make sure it is accurate.
- Look into Eftpos bank charges over spend has grown – Ian to look into the Eftpos bank charges this is above what has been budgeted for.

ACTION ITEM: Mark and Brian to work on Property Project outline to make sure it is accurate.

ACTION ITEM: Ian to look into why the Eftpos bank charges are above budget.

Draft Budget for 2022

- The Board have this file to review.
 - Camp is included at this stage until more is known.
 - Hire facilities – Bizzy Bodz and Church Group – these should start up again in the 'orange' stage of the traffic light system. Protocols will be stipulated and set in place.
 - School donations set at 65% of students paying, this is closer to 80% this year. Discussion had around increasing this percentage. Agreement had to increase this to 70%.
 - Trip expenses – revenue line has been left in.
 - Guidance has been given around this area and will be followed depending on where things are at.
 - Look into increasing the budget for inflation to give some flexibility for school spending.
 - Inflation will be put to 5%.
 - Once these updates are made this budget will be re-circulated to the board and will look to signing off the budget in December's meeting.
 - School donation currently set for \$230. Inflation is going up by 5% so this could influence all schooling cost. Currently running at a deficit regarding the school fees payment – this is due to the drop of Foreign fees payments.
 - Board were satisfied that a deficit budget would be acceptable for 2022 and this would be funded from

Motion 1: To approve the school donation for 2022 to remain at \$230.

Resolution: That the board approve for the 2022 school donation to remain at \$230.

Moved by: Mark **2nd:** Gloria

Passed: Unanimously

RESOLVED: That the Financial report be accepted.

Moved by: Mark **2nd:** Ian

Passed: Unanimous

PLANNING AND REVIEW

Andrew presenting Policy review

- There has been a lot of parent engagement with these policies which is great.
 - Ian to discuss the harassment policy with team Manuka as there is some confusion with this – it relates to staff at school and NOT students – this is Bullying policy.
 - Remove the policy around religious education this has become void at PMPS.

Motion 2: To move the religious policy from school docs.

Resolution: That the board approve for the removal of the religious policy from school docs.

Moved by: Mark **2nd:** Andrew

Passed: Unanimously

RESOLVED: That the Financial report be accepted.

Moved by: Mark **2nd:** Gloria

Passed: Unanimous

PROPERTY PROGRESS UPDATE:

- School hall now fully operational again.
 - Students are keen to look at this Ian will look into how this can happen.
- Control arm barrier is now working – Ian will supply a password for the Board to get into the gate.
- Mark sent out plans regarding the upgrade of the senior classrooms, there is a program highlighting time frames for completion next year along with toilet upgrades.
- Admin block – plans are in place for adding an additional floor to this block.
- Maynard Marks are an asset to this development and progress of the plans and upgrades.

RESOLVED: That the Property report be accepted.

Moved by: Mark **2nd:** Andrew

Passed: Unanimous

HEALTH AND SAFETY:

Covered in Principal's report.

PERSONNEL

Covered in Principal's report.

NEW ACTION ITEMS:

Mark & Brian	- to work on Property Project outline to make sure it is accurate.
Ian	- to contact BBI & Macleans regarding school being patrolled. - to look into why the Eftpos bank charges are above budget. - To review and share 'staff on site' policy

UNDER ACTION ITEMS:

Mark	- Mark to talk to the MoE: which buildings PMPS do own according to them. Also to look at Public liability insurance and are they responsible for this or are PMPS. ONGOING
Ian, Iley, Gloria	- Ian to complete the Health draft Consultation, forward it to Iley to check the phrasing and word use then forward to Gloria to translate CLOSED
Gloria	- To send Ian information on the one-off residence pathway to assist with projection of student numbers for PMPS CLOSED

STRATEGIC DISCUSSIONS

GENERAL BUSINESS

- *Ian* - Audit tomorrow.
 - Christmas celebration – looking into other alternatives.
- *Andrew* – appreciation to all the staff for their effort with the return to school.
- *Gloria* – congratulations to the Senior Management Team for the awesome work on getting all the information out to the community regarding school return and creating a smooth transition back to school.
- *Richard* – will the meeting in December be at school? This could possible happen and may even take place in the hall.
- *Mark* – Government have extended the re-elections of Board Members to run in September instead of June.

There being no further business the meeting adjourned at 9:04pm. Certified as a true and accurate record of the meeting.

Presiding Member Mark Eades: _____



Date: 14/12/2021

MEETING DATES 2021:

Meeting date	Food/Refreshments	Time
9 December	Iley	7pm



PIGEON MOUNTAIN PRIMARY SCHOOL

Minutes of the Pigeon Mountain Primary School Board meeting held on Tuesday,
14 December 2021 at 7:00pm School Staffroom.

PRESENT: Ian Dickinson (Principal), Alicia Doughty (Staff Representative)
Mark Eades (Presiding Member), Richard Spong, Brian Chan, Andrew Palmer, Iley Joblin.

APOLOGIES: Gloria Gao

ABSENT:

IN ATTENDANCE: Johnathan Daniels (Deputy Principal), Linda Lowden (Associate Principal), Rose Macgregor (Secretary).

DECLARATIONS OF INTEREST

- Mark declared his wife, Tracey Eades, is employed at the school as a teacher aide.
- Gloria is with CNSST foundation, which is involved with the afterschool programs operating in PMPS classrooms.
- Richard is on the Board for Macleans College.

MINUTES FROM PREVIOUS MEETING:

- Deficit will be discussed in Accounts.

RESOLVED: *the minutes of the meeting 18 November 2021 including the above amendments, are accepted.*

Moved by: Mark 2nd: Iley

Passed: Unanimously

CORRESPONDENCE

In:

Resignation	Kim Timmins
Resignation	Rose Macgregor (Board Minute Secretary)
Insurance Document	

Outgoing Correspondence:

Resignation acknowledgement	Kim Timmins
Resignation acknowledgement	Rose Macgregor – emailed
Auditor General's Office	Audit 3-year proposal - submitted

DECISIONS

None to date

MONITORING & REPORTS

- Year in Review – copy presented to the board to reflect on and read through.
 - Page 20 complete annual plan.
 - Page 60 recent attendance data.
 - Page 81 2022 policy schedule – Schooldocs review will be completely focused on health, safety and welfare.
 - Page 83+ school reporting.
 - Page 91 – cohort of the year 6 leavers – boy heavy – high achievement.
 - Page 95 – survey results, great results.
 - Page 98 – summary of the beginner teacher introduction – this is a structured program.
- **International students** – Ian had a meeting with Simeon Brown – Ian will share the link to this for the Board to review. Submission will be in March looking at working jointly with Owairoa to discuss the submission.
- Student Achievement

ACTION ITEM: Ian to share the international student link, for the board to review and discuss.

Health and Safety

- An encroachment of bubbles has been recorded and will be used if necessary.

Administration and Other Business

- **Board Assurance – EEO**
 - Nadine created a spread sheet for this which has helped in this area.
- **Security** – Ian presented his findings of this information to the Board. Matrix and First both responded.
 - Looking also into CCTV camera's Mark will look into a quote for this. For safety of the school, staff and students.
 - Look into a trial period with Matrix over the Christmas break. Mark to get a quote for this.

ACTION ITEM: Mark to get a quote from Matrix regarding a trial period for security over Summer.

Johnathan presents data on Girls Maths progress

- Page 93 – shows this data.
- Janell reviewed years 2 – 4, Johnathan reviewed years 5 – 6.
 - Working with these groups 2 – 3 times per week.
 - Janell will continue to work on this throughout 2022.
 - The students that have made it to 'At' standard will be continually tracked to make sure progress is maintained.
 - Dani is looking into developing Unit plans for maths. This will hopefully help produce a better outcome.

Principal's management report taken as read.

RESOLVED: That the principal's management report be accepted.

Moved by: Mark ***2nd:*** Alicia

Passed: Unanimous

FINANCE:

- Discussion and resolution needs to made on fixed assets.

- Fixed assets register added on to Xero which could be built from scratch so everything is more accurate.
- Use of Xero to have the add on with more significant assets (per Audit recommendation). Assets with zero balance could be grouped together.
 - Nadine to ask Edtech what they would suggest to use for developing a Fixed assets register that is quick summary/track on Assets, fixed numbers and bar codes. This will need to be connected to Xero.
- Insurance – Fire levee declaration: value of the buildings that PMPS own. Discussion had on this. Will use the closing book value.
- 2022 Budget
 - Key changes from the draft budget discussion
 - 5% inflation on key expense lines.
 - School donation percentage paid was increased.
 - Security.
 - Property maintenance – account for both school owned and non-school owned property – how this area should be funded. Board money can be used to cover deficit.
 - ESOL – TA support hours to ESOL funding.
- November Financials
 - Projection is that we will end this year under budget.
- Mark to forward the budget information to the Board to review and pass a motion via circulation approval of the budget

- ACTION ITEMS:**
- Ian to check if EdTech can act as PMPS tax agent.
 - Ian to send proposed dates for 2022 Board meetings.
 - Nadine to contact EdTech and see what they would suggest for developing a Fixed Assets register.
 - Mark to forward the budget information to the Board to review and pass a motion via email.

RESOLVED: That the Financial report be accepted.

Moved by: Mark 2nd: Andrew

Passed: Unanimous

PLANNING AND REVIEW

Nothing to report

PROPERTY PROGRESS UPDATE:

- Board taken on a tour of the upgrades to the hall and discussion had on where things are at with property development.
- Hall will be completely finished.
- Look at tenders on which company will do the building works. There are 5 companies that have put there offers through. This will be reviewed next year.

RESOLVED: That the Property report be accepted.

Moved by: Mark 2nd: Richard

Passed: Unanimous

HEALTH AND SAFETY:

Covered in Principal's report.

PERSONNEL

Covered in Principal's report.

NEW ACTION ITEMS:

Ian	<ul style="list-style-type: none">- to share the international student link, for the board to review- to send proposed dates for 2022 Board meetings- to check if EdTech can act as PMPS tax agent
Mark	<ul style="list-style-type: none">- to get a quote from Matrix regarding a trial period for security over Summer- to forward the budget information to the Board to review and pass a motion via email.- To contact Somerset in the New Year regarding the construction that will be undertaken during the year.
Nadine	<ul style="list-style-type: none">- to contact EdTech and see what they would suggest for developing a Fixed Assets Register.

UNDER ACTION ITEMS:

Mark	<ul style="list-style-type: none">- Mark to talk to the MoE: which buildings PMPS do own according to them. Also to look at Public liability insurance and are they responsible for this or are PMPS. CLOSED
Mark & Brian	<ul style="list-style-type: none">- to work on Property Project outline to make sure it is accurate. CLOSED
Ian	<ul style="list-style-type: none">- to contact BBI & Macleans regarding school being patrolled. CLOSED- to look into why the Eftpos bank charges are above budget. CLOSED- To review and share 'staff on site' policy. CLOSED


STRATEGIC DISCUSSIONS

GENERAL BUSINESS

- *Alicia* – Thanks to everyone for their input into policy and review, looking at getting the community on board more next year.
- *Iley* – Thanks to everyone for all their efforts this year.
- *Andrew* – leadership team have done a great job.
- *Richard* – Questioning the Somerset development - Mark to make contact with Somerset in the new year on the construction that they will undertake next year. Thanks to everyone board and leadership team, great year.
- *Mark* – Huge thank you to everyone, this has been a challenging year and we have come out in a positive space.

ACTION ITEM: Mark to contact Somerset in the New Year regarding the construction that will be undertaken during the year.

There being no further business the meeting adjourned at 9:20pm. Certified as a true and accurate record of the meeting.

Presiding Member Mark Eades:  Date: 17/2/22

MEETING DATES 2022:



PIGEON MOUNTAIN PRIMARY SCHOOL

22 Wells Road, Bucklands Beach, Auckland 2012

Minutes of the Pigeon Mountain Primary School Board meeting held on Thursday, 17 February 2022 at 7:00pm online.

PRESENT: Ian Dickinson (Principal), Alicia Doughty (Staff Representative) Mark Eades (Presiding Member), Richard Spong, Brian Chan, Andrew Palmer, Gloria Gao, Iley Joblin.

APOLOGIES:

ABSENT:

IN ATTENDANCE: Johnathan Daniels (Deputy Principal), Linda Lowden (Associate Principal), Nadine Stalker (Acting Secretary).

Karakia - Ian led school karakia

DECLARATIONS OF INTEREST

- Mark declared his wife, Tracey Eades, is employed at the school as a teacher aide.
- Gloria is with CNSST Foundation, which is involved with the after school programmes operating in PMPS.
- Richard is on the Board for Macleans College.

MINUTES FROM PREVIOUS MEETING:

RESOLVED: *the minutes of the meeting 14 December 2021 be accepted. Moved by: Alicia 2nd: Iley Agreed by all present.*

CORRESPONDENCE

In: *Nil*

Outgoing Correspondence: *Nil*

DECISIONS

Meeting protocols - Agreed by all present.

- Declarations of interest accepted as standing.
- Presiding member and committees to stay as is until September election.
- Gloria transferring back to policy team
- Iley to join Health and Safety Committee
- 2022 Meeting dates: 24 Mar, 19 May, 23 Jun, 18 Aug, 22 Sept, 20 Oct, 17 Nov and 8 Dec.

Property - Agreed by all present.

- Upgrade A & B, toilets - tender - reviewed by Maynard marks - ranked tenders to top 3 - 2 of top 3 over budget, 1 is under budget - final decision to agree/disagree with Maynard Marks recommendation will be made by board - *see property.*
- Deck drawings to be re-circulated - decision to agree/disagree with Maynard Marks

recommendation will be made via email - *see property.*

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MONITORING & REPORTS

Camp (Johnathan Daniels)

- Lakewood Lodge - all lodge staff vaccinated - COVID19 MOH guidelines followed by school/camp.
- PMPS will have sole use of the facilities - split camp - 2 PMPS groups
- Refund criteria - discussed
- RAMS - Compiled by PMPS EOTC leader - checked by SLT - then will be forwarded to Iley
- Parent meeting online - Lakewood Lodge manager to attend - PMPS Surveyed families - small number of anxious parents/children.

Principals Report

- Enrolment - moved to online
- Student achievement targets - discussed
- Meet the teacher - digitally held - discussed
- New enrolment induction - in person under guidelines/controlled conditions - discussed
- SLT alternative weeks/periods working from home to enable PMPS to preserve normal operations should a COVID19 outbreak occur.

Reports Moved by: Alicia 2nd: Iley. Agreed by all present.

HEALTH AND SAFETY:

- COVID19 - school organisation - discussed.
- Board notified that there may be a case where school would require to close areas re COVID19
- Carbon dioxide detector received - monitoring in process - classrooms currently well ventilated - students are never in class for more than 2 hours at any one time.
- Sanitiser - school well stocked - gifted by parent.
- H & S meeting - outdoor hazards - procedures/actions in place to rectify - arborists worked on the trees during lockdown.
- Accessing the roof by persons unknown still an issue - danger signs erected re accessing unsafe roof - Matrix Security contract was for a fixed term and has finished.
- Matrix - 6 month further contract - discussed - variation of patrol schedule an option - Mark to confirm costs and circulate to board. Noted - this will add to budget deficit.
- Worksafe has requested a final meeting - Ian, Iley and Mark to attend as board representatives - 25 February 2022.

ADMINISTRATION AND OTHER BUSINESS

Board Assurance

- Charter - available at March meeting to accommodate for Principal/SLT current focus on COVID19 Health and Safety requirements.

RESOLVED: *That the principal's management report be accepted. Moved by: Mark 2nd: Alicia. Agreed by all present.*

FINANCE

- December/January financial reports currently unavailable from EdTech - to be requested.
- GST - late payment fees - discussed.
- Matrix Security costs to be added to the 2022 budget before it can be finalised.
- Auditors require - In committee meeting minutes for April 2021 - Mark to provide to Ian.
- Committee meeting to be arranged to discuss 2021 Audit Management letter once received.

PLANNING AND REVIEW

- Policy reviews - Feedback due dates important to allow time for reports to be compiled.

PROPERTY PROGRESS UPDATE:

- Hall - work complete - Ian and team thanked by board.
- Carpark Barrier Arm - project completed.
- Planter boxes to replace the temporary water barriers in the driveway.
- 2022 schedule for property works moving forward - discussed.
- Upgrade A & B, toilets - tender - reviewed by Maynard Marks - ranked tenders to top 3.
- Under budget tender - discussed - Stack Construction, Mick King - company is established in industry and has history with MOE work.
- Financial due diligence undertaken by Maynard Marks re tenders/process. No risk to PMPS as MOE project.
- Work will involve students moving to alternative spaces - toilet block scheduled for holidays - schedule to be confirmed after discussion with school leadership.
- External deck areas - drawings previously shared with board - reviewed by Mark and Maynard Marks - on completion of A and B and toilets then the deck tender should be completed and works would commence.
- Deck drawings to be re-circulated - decision to agree/disagree with Maynard Marks recommendation will be made via email.

PERSONNEL

- Mandated booster deadline - 1 March and 183 days followed up with staff - no issues
- Powhiri - see Principal's report
- Appreciation extended from Mark re support his family have received from school

NEW ACTION ITEMS:

Ian	<ul style="list-style-type: none">• International students - implications of nationwide intake for PMPS.
Mark	<ul style="list-style-type: none">• Deck drawings to be recirculated.• Decision to agree/disagree with Maynard Marks recommendations for tender will be made via email.• Confirm Matrix costs and circulate to board for a further 6 month contract.
Iley	<ul style="list-style-type: none">• Edit of enrolment scheme - email edit suggestions to Ian.

UNDER ACTION ITEMS:

Richard	<ul style="list-style-type: none">● To contact Summerset regarding the pending construction.
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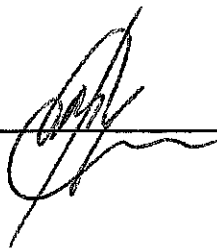
STRATEGIC DISCUSSIONS

GENERAL BUSINESS

- Roll increasing - noticing occurrence of fraudulent Out of Zone (OOZ) applications - MOE property funds are not tagged to OOZ students.
- Enrolment scheme discussed - some local schools opening spaces for OOZ spaces - PMPS would only consider taking OOZ if a shortfall of students in a year group occurred - not currently the case at PMPS.
- Edit of enrolment scheme doc required Iley to email suggestions to Ian
- Board onsite meeting in hall to be considered - boards vaccination passports- discussed.
- Board documents - dropbox or other system.
- Community cohesion - PTA - put suggestion of re-establishing PTA out to the community
- Iwi connections, board connections/partnership, local curriculum - strategic plan - discussed.
- Thanks extended to Ian and team for the organisation and start of year - positive feeling amongst staff and students.

There being no further business the meeting adjourned at 8.47pm. Certified as a true and accurate record of the meeting.

Presiding Member Mark Eades:



Date:

24/3/22.



PIGEON MOUNTAIN PRIMARY SCHOOL

22 Wells Road, Bucklands Beach, Auckland 2012

Minutes of the Pigeon Mountain Primary School Board meeting held on Thursday, 24 March 2022 at 7:03pm on site.

PRESENT: Ian Dickinson (Principal), Alicia Doughty (Staff Representative) Mark Eades (Presiding Member), Richard Spong, Brian Chan, Andrew Palmer, Gloria Gao (online).

APOLOGIES: Iley Joblin.

ABSENT:

IN ATTENDANCE: Johnathan Daniels (Deputy Principal), Nadine Stalker (Acting Secretary).

Karakia - Ian led school karakia

DECLARATIONS OF INTEREST

- Mark declared his wife, Tracey Eades, is employed at the school as a teacher aide.
- Gloria is with CNSST Foundation, which is involved with the after school programmes operating in PMPS.
- Richard is on the Board for Macleans College.

MINUTES FROM PREVIOUS MEETING:

RESOLVED: *the minutes of the meeting 17 February 2022 be accepted. Moved by: Alicia 2nd:Richard Agreed by all present.*

CORRESPONDENCE

In:

- Worksafe
 - Investigation concluded.
 - No further action to be taken.
 - School has robust policies, and processes in place - Worksafe has nothing to add.
 - School legal support will continue to liaise with insurers.

Outgoing Correspondence: *Nil*

DECISIONS

- 2022 Charter - Ian spoke to Charter - previously circulated.
 - Discussed
 - Indicators and targets - discussed.
 - Major/minor behaviours agreed by staff - explained to the board in more detail.
 - Staff feel supported by leadership -

- Staff/leadership are aware of behaviours.
- Effects of COVID years considered by board.
- Strategies to support student mental health.

Ratification of 2022 Charter - **Moved** by Mark that the 2022 Charter is accepted by the board **Seconded: Drew. Agreed by all present.**

- Flu vaccine

Moved by Mark that the board fund a flu vaccination for all PMPS staff who would like to take up the offer - **Moved by: Mark Seconded: Richard. Agreed by all present.**

- 2022 budget

- Discussed
- EdTech onsite week of 28 March 2022.
- Noted: Capital Expenditure items still to be added/finalised.

Moved by Brian that the board approve the 2022 budget **Seconded: Mark. Agreed by all present.**

Public Excluded Business

Mark Moved at 7.50 pm that the public be excluded from the following part/s of the proceedings of this meeting namely agenda/correspondence item staff leave. The grounds are that the matter is one of personnel and the reason is to protect the privacy of the individual/s. This motion is proposed to comply with Sec 48 of the LGOI & M Act 1987 and the special requirements when moving to exclude the public. The meeting resumed in public at 8:00 pm.

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MONITORING & REPORTS

Principals Report

- Discussed
- International Student review - discussed
- Lifting of Mandates - decision making may be required at board level - MOE guidance re risk assessment.
- Hybrid learning - explained/discussed
- Covid table reporting to MOE ongoing
- Camp 2 - postponed
 - Camp 1 students enjoyed the experience
 - No guarantees can be given with COVID

Reports Moved by: Alicia Agreed by all present.

HEALTH AND SAFETY:

- See policy review

ADMINISTRATION AND OTHER BUSINESS

RESOLVED: That the principal's management report be accepted. **Moved by:** Alicia 2nd: Drew. **Agreed by all present.**

FINANCE

- Voluntary School Donation payment numbers - favourable
- BNZ Merchant rate change - previously circulated - board in agreement to accept reduced rate.
- Request to be forwarded to EdTech that a copy of the draft 2021 financials are available to be viewed by the Finance committee prior to being given to BDO.

Finance Report be accepted **Moved by:** Alicia **Seconded:** Brian. **Agreed by all present.**

PLANNING AND REVIEW

- Policy reviews - Alicia to lead sub committee Policy review for 2022
- Review a huge job - thanks extended to the committee
 - Report discussed
 - Health & Safety policy - review discussed - Health & Safety induction for new incoming board
 - Risk Management - permanent hazards
 - Visitors - Procedure - Recommend reversing into the carpark
 - Emergency Plan - access to documentation discussed
 - PMPS compliant with emergency procedures
 - Evacuation plan - will be altered temporarily during the build process.
 - Disaster Management - discussed
 - Earthquake - outdoor drills as well as indoor
 - Crisis Management - lessons learnt/reflection
 - COVID implementation - and cleaning discussed
- Schooldocs - Policy and review
 - Essential policies have been included
 - 1-3 topics per term - moving forward

Policy Reviews **Accepted by all present.**

PROPERTY PROGRESS UPDATE:

- Classrooms 1-6 starting Easter - schedule discussed
- Temporary class placement pending
- Deck areas - out for tender and building consent
- Admin area - funding approval indication - estimated start date of 2023.
- Project Management - Maynard Marks
- Summerset point of contact established
 - Construction beginning September 2023
 - Permission granted for pipework.
 - Richard provided historical background to the land area in question.

PERSONNEL - as per Principals report

NEW ACTION ITEMS:

Health & Safety Committee	<ul style="list-style-type: none">• Reporting systems to be reviewed
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UNDER ACTION ITEMS:

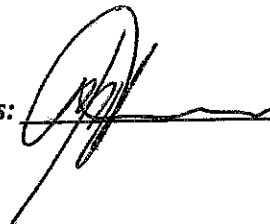
STRATEGIC DISCUSSIONS

GENERAL BUSINESS

- Board Code of Conduct - signed - Gloria's to be sent via email.
- CES engaged for trustee elections

There being no further business the meeting adjourned at 9.58pm. Certified as a true and accurate record of the meeting.

Presiding Member Mark Eades:



Date:

19/May/2022

2022 Meeting dates: 19 May, 23 June, 18 August, 22 September, 20 October, 17 November, 8 December.



PIGEON MOUNTAIN PRIMARY SCHOOL

22 Wells Road, Bucklands Beach, Auckland 2012

Minutes of the Pigeon Mountain Primary School Board meeting held on Thursday, 19 May 2022 at 7:03 pm on site.

PRESENT: Ian Dickinson (Principal), Mark Eades (Presiding Member), Richard Spong, Brian Chan, Andrew Palmer, Gloria Gao, Iley Joblin.

APOLOGIES: Alicia Doughty (Staff Representative)

ABSENT:

IN ATTENDANCE: Johnathan Daniels (Deputy Principal) online, Linda Lowden, Nadine Stalker (Acting Secretary).

DECLARATIONS OF INTEREST - Accepted as Standing

- Mark declared his wife, Tracey Eades, is employed at the school as a teacher aide.
- Gloria is with CNSST Foundation, which is involved with the after school programmes operating in PMPS.
- Richard is on the Board for Macleans College.

MINUTES FROM PREVIOUS MEETING:

RESOLVED: *the minutes of the meeting 24 March 2022 be accepted with the amendment below.*

- Amendment - Discussed and agreed by all present that the Finance sub committee be delegated to approve the Capital expenditure budget.

Moved by: *Drew 2nd:Richard Agreed by all present.*

CORRESPONDENCE

In:

- Uniform - parent to board
- CES board elections
- Principal - Leave thank you

Out:

- Uniform - board to parent

DECISIONS

- Nil

Public Excluded Business

Mark Moved at 7.17 pm that the public be excluded from the following part/s of the proceedings of this meeting namely agenda/correspondence item staff leave. The grounds are that the matter is one of personnel and the reason is to protect the privacy of the individual/s. This motion is proposed to comply with Sec 48 of the LGOI & M Act 1987 and the special requirements when moving to exclude the public. The meeting resumed in public at 7.21 pm.

Ian requested that Linda and Nadine be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of staffing/leave conditions . This knowledge will be of assistance in relation to the matter to be discussed. Agreed by all present.

MONITORING & REPORTS

Principals Report

- Discussed
- Strategic goal 2 - presented by Linda Lowden
 - National/Local curriculum - explained
 - Implemented by end of 2025 nationwide - timeline shared
 - Reflection - cultural uniqueness of aotearoa
 - Records of Learning - discussed
 - Linda has applied for PLD to assist PMPS on the NZ Curriculum journey
 - Bicultural emphasis - knowledge derived from Te Ao Maori to be part of each learning area.
 - Prime minister Jacinda Ardern's introduction announcement (MOE) - shared
 - 'Understand - know - do', the 'do' is assessed.
 - Capabilities
 - Provides schools with flexibility - our community
 - PMPS journey so far - shared - Pigeon Mountain visit and talk by local historian undertaken by staff to experience local history
 - Next steps - shared
- Health Community consultation - survey
 - Most people in support of the wellbeing statement
 - Curriculum and Wellbeing group working with consultation responses
 - 4 volunteer school counselors
 - Mitey PD for staff has started - Sir John Kirwan
- 3 Way conferences - online/in person options provided - good support
- Camp - discussed - Lakewood Lodge qualified instructors allow teachers to support students
- Camp attendance - positive - family COVID concerns was the common reason for students who did not attend
- Staffing - advisory notice - 2022 staffing entitlement is generous - unable to appoint permanent teachers without MOE approval
- International students - no changes by MOE/government - applications are starting to arrive

HEALTH AND SAFETY:

- See policy review
- Moving towards online hazard reporting
- Vaccinations - discussed possible future difficulty to enforce mandate
- Orange - COVID - PMPS ensuring people have a voice on organisation
 - Good hygiene, encouraging mask wearing, not coming to school if sick
- Air purifiers - 2 received

ADMINISTRATION AND OTHER BUSINESS

RESOLVED: *That the principal's management report be accepted. Moved by: Mark 2nd: Gloria. Agreed by all present.*

FINANCE

- Banking Staffing - discussed
- Budgeted net decrease in cash - (capital budget decks)
- Sub committee meeting minutes - discussed
 - Provision for external painting
 - Capital budget - includes provision for decks - budget approved as previously delegated by the BOT

Finance Report be accepted ***Moved by: Mark*** ***Seconded: Drew.*** ***Agreed by all present.***

PLANNING AND REVIEW

- Policy reviews - board to review Healthcare and Behaviour Management

PROPERTY:

- Barrier arm damage - vandalism/damage
- Summerset - Iley to speak to Summerset on behalf of the board in regards to easement request.
 - Board unable to grant easement - MOE is the property owner
 - MOU - re transport, construction, road use
- Maynard Marks - Alex has resigned
- MOE approved board contribution towards next project - (capital expenditure budget)
- 5YA Property plan - amended - funds will be used for decking which will bring down contribution previously included in Capital expenditure budget
- Admin rebuild procurement process starting
- Possible community funding involvement in Admin building refurbishment - discussed

PERSONNEL - as per Principals report

NEW ACTION ITEMS: None

UNDER ACTION ITEMS: None

STRATEGIC DISCUSSIONS

- Strategic Facilities Review Document - Ian to bring to next meeting

GENERAL BUSINESS

- Uniform letters (correspondence) - discussed - Mark has responded on behalf of the board.
 - Uniform shop 'gender tag' on website featuring PMPS uniform to be addressed
 - School has uniform items to donate to families requiring them.
- Youths on PMPS roof (correspondence) - not PMPS students - issue addressed by relevant schools
 - Students served with trespass notices by PMPS.
- Ian - appreciation expressed to board for leave
- Resignation - Drew standing down from the board
- Board accepted Drew's resignation and expressed appreciation of his role and expertise over the years.
- Mark has been advised by NZSTA that the school is not required to fill the Casual Vacancy due to the upcoming board elections - agreed by all present.
- School elections - discussed
- Drew - reflection on 9 years

There being no further business the meeting adjourned at 9.05pm. Certified as a true and accurate record of the meeting.

Presiding Member Mark Eades:



Date:

23/6/22.

2022 Meeting dates: 23 June, 18 August, 22 September, 20 October, 17 November, 8 December.



PIGEON MOUNTAIN PRIMARY SCHOOL

22 Wells Road, Bucklands Beach, Auckland 2012

Minutes of the Pigeon Mountain Primary School Board meeting held on Thursday, 23 June 2022 at 7:06 pm on site.

PRESENT: Ian Dickinson (Principal), Mark Eades (Presiding Member), Brian Chan (online), Iley Joblin, Alicia Doughty (Staff Representative).

APOLOGIES: Linda Lowden, Gloria Gao, Richard Spong.

ABSENT:

IN ATTENDANCE: Serina Wei, Johnathan Daniels (Deputy Principal), Nadine Stalker (Acting Secretary).

Welcome extended to Serina.

DECLARATIONS OF INTEREST - Accepted as Standing

- Mark declared his wife, Tracey Eades, is employed at the school as a teacher aide.
- Gloria is with CNSST Foundation, which is involved with the after school programmes operating in PMPS.
- Richard is on the Board for Macleans College.

MINUTES FROM PREVIOUS MEETING:

RESOLVED: *the minutes of the meeting 19 May 2022 be accepted. Moved by: Mark Seconded: Iley Agreed by all present.*

CORRESPONDENCE

In:

- *Term investment - maturity notification - see correspondence documents*
- *EAP - price increase per session - see correspondence documents*
- *NZSTA - Returning Officers' Handbook 2022 - received*
- *CES - Board election newsletter #3 - see correspondence documents*
- *Email from MOE - Mark - Energy providers*
- *Admin staff - pay equity*

Out:

- *20 May 2022 - Maria Olsen - leave application result*

DECISIONS:

- Board election: *MOVED* Mark to retain the current arrangement of 6 representatives and 1 staff representative. *SECONDED* Iley - *agreed by all present*.
- GST frequency: *MOVED* Alicia that the Board approve Ian Dickinson to change Pigeon Mountain Primary School GST returns via MyIRD from the current odd months so that they align with the end of the school's financial year as noted in the Audit Completion Report 2021 and previously discussed at sub-committee level. *SECONDED* Iley - *agreed by all present*.
- Term deposits - 03002 and 03016 - maturing in July - term of investment 210 days - discussed. *MOVED* Brian *SECONDED* Iley that the terms for both term deposits be increased to a period of 1 year. *Agreed by all present*.

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MONITORING & REPORTS

Principals Report

- Discussed
- Linda's application for NZ CurriculumPLD has resulted in a funding allocation of 100 hours. The quality of the application was noted.
- ERO: Ian expressed an interest in an ERO project/focus - catering for community diversity
 - ERO visited - PMPS able to contribute to 'project'
- Attendance - discussed
- TOD Accord day - 25 July 2022
- Strategic facilities document - requested at the previous meeting - attached

HEALTH AND SAFETY:

- COVID - Health and safety procedures continue - implementation and continual review
- Running around the school identified as potential for accident/injury
- Hazards - discussed at committee level
- Electronic reporting for PMPS staff implemented - to offer another means of reporting

ADMINISTRATION AND OTHER BUSINESS

RESOLVED: *That the principal's management report be accepted. Moved by: Alicia. Agreed by all present.*

FINANCE

- Banking Staffing - discussed - relief teachers are scarce - PMPS has had relievers cancel due to sickness
- Term deposits - 03002 and 03016 - discussed - see decisions.
- Audit Completion Report and Annual Report for the year ended 31 December 2021 - discussed (Finance Sub Committee) and agreed by all present.
 - Report to be circulated by Brian to board members not part of Finance sub committee
 - Recommendations discussed at sub committee and accepted - management assurance, review of master file, formal interest register policy.
 - School docs policy to be amended to reflect inclusion of formal interest register.
 - Annual report makes comment of meeting (sub committee) frequency - PMPS board wish to continue to meet as required.
 - Adoption of standardised tools (Xero) important - audit process was challenging working across old/new systems.

- Admin Pay Equity Claim (APEC) - MOE will provide funding support to boards to fund increases if/when pay equity claim is passed.
- NZEI investigating joining with other public sector unions re: pay rises - information only at this stage
- May finance report - discussed - resource spending is currently light.
- GST frequency - discussed - see decisions.

Finance Report be accepted **Moved by:** Brian **Seconded:** Mark. **Agreed by all present.**

PLANNING AND REVIEW

- Policy reviews - board to review Healthcare and Behaviour Management
- Medicine - camp discussed - addition of: 'EOTC refer to RAMS re medicine handling'
- Discussed policy versus procedure
- Infectious diseases - add mask wearing statement
- Hazards - include 'near misses'
- Feedback discussed
- Management - PB4L school statement to be included
- Cyber/online bullying - resources
- Surrender - prohibited items - examples to be added
- Assurances Term 2: document
- SUE assurances add 'MOE guidelines are adhered to'

PROPERTY:

- Site drainage - 25,000.00 from 5YA - funds from here could also be used for playground drainage
- Strategic facilities review prior to next meeting - to be reviewed by board
- ECE - board funded ECE - feasibility.
- Toilets/classrooms A/B project - complete.
- Confirmation received from MOE re accepted Board/MOE funding/5YA funding - Stak able to start next project - deck areas.
- New Maynard Marks project manager.
- Admin project: Architect to be engaged - feasibility sketch to be requested - options will then be decided in consultation with MOE
- Staks final invoice - discussed - approved for payment.
- Summerset re drainage - MOE has granted temporary licence to Summerset to grant access - work to be completed over Christmas period. Iley has worked with the MOE on this.

PERSONNEL - as per Principals report

- Currently looking at appointing 2 teachers - fixed term.

NEW ACTION ITEMS:

- Confirmation of the Annual Plan

UNDER ACTION ITEMS: None

STRATEGIC DISCUSSIONS

Mitey (John Kirwan Foundation) - Strategic goal 3 - presented by Jonathan

- Term 2 due to start - 2 year commitment
- Jonathan spoke to school journey - full school will start at level 1 - moving forward together
- Mitey - aligns with school values
- Teachers and students learn strategies together - toolbox

GENERAL BUSINESS

- Board conference - October
- Governance session - presented by Alicia
 - board meeting procedures - discussed.
 - Knowledge Hub - NZSTA - great resource
 - Complaints - 3 clicks on website navigation - complaints sub-committee (PMPS has used this)
 - Liabilities
 - Principals - roles/demands/load - board awareness
- Elections
 - Board evening planned - showcasing what being a member involves
 - Succession planning - discussed
- Changes to reporting
 - Feedback survey will be circulated to board from Ian
 - Appraisal (Ian/Johnathan) nearing completion
- Mid Year Staff/board Christmas function - 1 July 2022.

There being no further business the meeting adjourned at 8.58pm. Certified as a true and accurate record of the meeting.

Presiding Member Mark Eades: _____



Date: _____

17/8/22.

2022 Meeting dates: 18 August, 22 September, 20 October, 17 November, 8 December.



PIGEON MOUNTAIN PRIMARY SCHOOL

22 Wells Road, Bucklands Beach, Auckland 2012

Minutes of the Pigeon Mountain Primary School Board meeting held on Wednesday, 17 August 2022 at 7:05 pm on site.

PRESENT: Ian Dickinson (Principal), Mark Eades (Presiding Member), Brian Chan, Iley Joblin, Alicia Doughty (Staff Representative), Gloria Gao.

APOLOGIES: Richard Spong.

ABSENT:

IN ATTENDANCE: Linda Lowden, Johnathan Daniels (Deputy Principal), Nadine Stalker (Acting Secretary).

DECLARATIONS OF INTEREST - Accepted as Standing

- Mark declared his wife, Tracey Eades, is employed at the school as a teacher aide.
- Gloria is with CNSST Foundation, which is involved with the after school programmes operating in PMPS.
- Richard is on the Board for Macleans College.

MINUTES FROM PREVIOUS MEETING:

RESOLVED: *the minutes of the meeting 23 June 2022 be accepted. Moved by: Alicia Seconded: Iley Agreed by all present. Correction - spelling of Johnathan's name*

CORRESPONDENCE

In:

- CES - Board election newsletters - various
- CES - Board election - parent representative nomination
- CES - Board election - declaration - staff representative
- CES - MOE approved accreditation for online voting
- Email - to PMPS staff re staff representative nominations
- J Daniels - email (23 June) to board - Mitey wellbeing review tool questions
- MOE - Summerset licence to occupy
- Appraisal document - Ian Dickinson - tabled

Out:

- CES - Parent and staff rolls

DECISIONS:

MONITORING & REPORTS

Principals Report

- Discussed
- Cross Country: Zone and PMPS completed - other events able to go ahead - modified for Covid
- Student attendance - discussed - newspaper reporting misleading
- Equity index - waiting for further information
- PMPS Annual Report - uploaded to website
- Workshops - targeted students - mathematics & literacy

Data - Mid year - Reading, Writing, Mathematics - presented by Linda Lowden

- Maori/Pasifika students - achievement discussed
- Reading - no significant gender difference
- PMPS has reliable data and assessments - comparisons are accurate
- Results of Covid evident in 'after 3 years' reading, mathematics and writing data
- Areas of concern shared
- Next steps - shared

Mitey (John Kirwan Foundation) - Strategic goal 3 - presented by Jonathan

- Staff - school - community
- Policy - staff mental health - Mitey/School docs collaboration
- Elements of mental health being taught
- Disclosures from students - staff meeting planned to review disclosure policy
- Students starting to articulate feelings

HEALTH AND SAFETY:

- Covid - MOE advised boards to change policy on mask wearing - policy wording - 'masks required' - latest MOE information is that schools can adjust wording to strongly recommended.
- Consider giving each senior student a box of masks from current onsite stock for personal use - excluding exempt mask wearers
- Board message is that masks are strongly recommended and evident that mask wearing is making a difference. Consider surveying local schools to see if they have a similar stance.
- Attendance - no concerns
- Pedestrian and traffic management - pavement signs. Currently obtaining quotes for road/pavement markings
- Hazards - online/paper recording options
- Sickbay accidents - discussed

ADMINISTRATION AND OTHER BUSINESS

RESOLVED: That the principal's management report be accepted. *Moved by: Alicia. Agreed by all present.*

FINANCE

- Taken as read
- Photocopier lease - surveyed other Principals - yearbook provided at no cost
- Operations grant - tracking ahead of budget
- Incoming board to consider term investment of non-working capital
- Administration costs - comfortable with fluctuation

- Banking Staffing - release teachers
- Furniture - tiered seating required for hall

Finance Report be accepted **Moved by:** Brian **Seconded:** Gloria. **Agreed by all present.**

PLANNING AND REVIEW

- Policy reviews - Assurances shared - document previously circulated
- Health & safety induction
- Safety management system - drills each term
- Mandatory reporting of physical restraint - occurrences to/can be added to Principal's report
- Cyber insurance - discussed
- Emergency evacuation kit to be put together - Ian/Nadine

PROPERTY:

- Contact from neighbour enquiring re building work - leaflet drop re work undertaken
- New MOE Property Manager - Jessica Edmonson
- New project manager - Maynard Marks - Charlotte Veale
- Summerset re drainage - MOE has granted temporary licence to Summerset to grant access - work to be completed over Christmas period. Iley has worked with the MOE on this.
- Work has started - classroom extensions - pipework discovered resulting in the size of decks being increased slightly. October estimated completion date.
- Administration remediation/rebuild - architect selection process - fee proposals pending from 4 architects. Scheduled to start term 2, 2023. Build to take approx 1 year to complete.

PERSONNEL - as per Principals report

NEW ACTION ITEMS:

UNDER ACTION ITEMS: None

STRATEGIC DISCUSSIONS

- Strategic facility document - deferred to new board

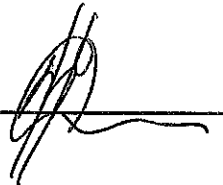
GENERAL BUSINESS

- International Students: First international student started (since Covid) - marketing - existing parents to be encouraged to be involved eg: school video tour
- Board conference - October
- Ian's appraisal document - PMPS lucky to have such an exceptional principal - congratulations extended to Ian from the board.
- Election - Mark had opportunity to meet some of prospective candidates at the 'meet the board' evening - strong candidate pool - all candidate statements on school facebook page
- AOG discussed - further opportunity for information may be available at conference
- Kindergarten teachers have visited - transition to school
- PB4L embedded in PMPS
- Counselors onsite

- Thank you extended to all board members for the last 3 years for the teamwork, experience, learning and support. Special mention to those members not standing for re-election
- Thank you extended to Linda and Johnathan from Mark and board - for support and expertise

There being no further business the meeting adjourned at 9.10pm. Certified as a true and accurate record of the meeting.

Presiding Member Mark Eades: _____



Date: _____

22/9/22

2022 Meeting dates: 22 September, 20 October, 17 November, 8 December.



PIGEON MOUNTAIN PRIMARY SCHOOL

22 Wells Road, Bucklands Beach, Auckland 2012

Minutes of the Pigeon Mountain Primary School Board meeting held on Thursday 22 September 2022 at 7.03 pm on site.

PRESENT: Ian Dickinson (Principal), Mark Eades, Brian Chan, Iley Joblin, Alicia Doughty (Staff Representative), Christopher Reed, Zhuojun (Serena) Wei and Richard Spong.

APOLOGIES:

ABSENT:

IN ATTENDANCE: Linda Lowden, Johnathan Daniels (Deputy Principal), Nadine Stalker (Board Secretary).

Presiding member: Nominations called for. Nomination Mark Eades Moved Richard Seconded: Iley. Agreed. No other nominations were received. Mark Eades appointed as Presiding Member.

DECLARATIONS OF INTEREST - Accepted as Standing - renewed

- Mark declared his wife, Tracey Eades, is employed at the school as a teacher aide.
- Richard is on the Board for Macleans College.
- Christopher holds role of ASL for Kahui Ako

SPEAKING RIGHTS - Accepted as Standing - Johnathan, Linda and Nadine.

CODE OF CONDUCT: forms submitted/returned.

MINUTES FROM PREVIOUS MEETING:

RESOLVED: *the minutes of the meeting 17 August 2022 be accepted. Moved by: Alicia Seconded: Iley. Agreed by all present.*

CORRESPONDENCE

In:

- CES - Board election newsletters - various
- NZSTA Conference registration - invoices
- AGM at Conference - Board approval for Mark to be Boards representative

Out:

- Mark Eades - welcome email to elected members
- Conference registration invoices - payments

DECISIONS:

Term deposit: 03015 - to be reinvested for 9-18 month term - Finance subcommittee to decide on best term/rate on board's behalf.

Term deposit: 03012 - allow to mature and sub committee to reinvest best term/rate on board's behalf.

Further deposit of amount of \$500,000.00 to be invested. Finance subcommittee to decide on best term/rate on board's behalf.

Suggestion to look at 12-18 month terms to get the best interest rate. Discussed.

Finance term deposit decisions re term deposits: 03012, 03015 and new term deposit of \$500000.00 discussed and agreed. Finance subcommittee to decide on best term/rate on board's behalf.

Moved: Brian *Seconded:* Ian. Agreed by all present.

Delegations: *Principal and Presiding Member are members of all committees*

Finance Committee: Brian, Richard,
Planning, Review, Policy: Alicia, Zhuojun
Property: Mark, Brian, Iley, Chris
Health & Safety: Iley, Alicia
Personnel: Chris

1

MONITORING & REPORTS

Principals Report

- Discussed
- Conferences - student led - new format - feedback and reflections sought/received from attendees. 96% attendance.
- Anti-racism training attended by Ian - system and institutional change in NZ - board focus moving forward
- Kiwi Competition - top NZ student in Science and ICAS medal winner
- PB4L - (Positive behaviour for learning) - Alicia spoke to this - moving to tier 2 - Professional Learning for selected staff - next steps. Cluster meeting attended by Alicia and Johnathan. Values are articulated in te reo.
- Wellbeing at school survey - discussed
- Equity funding and staffing documents received - discussed

HEALTH AND SAFETY:

- Sickbay accidents - discussed
- Covid - discussed - full school singing assembly and team assemblies - planning in progress
- Evacuation during Student led conferences - faulty sensor - all procedures followed - engine in attendance
- Identified hazards eg - library entrance - slip hazard - contractor engaged
- Wells Road - entrance to school - safety measures/line marking discussed - contractor engaged

ADMINISTRATION AND OTHER BUSINESS

RESOLVED: *That the principal's management report be accepted. Moved by: Alicia. Agreed by all present.*

FINANCE

- Taken as read
- Brian spoke to the EdTech report
- Banked staffing - explained

Finance Report be accepted **Moved by:** Brian **Seconded:** Iley. **Agreed by all present.**

PLANNING AND REVIEW

- Policy reviews - as documented
- Abuse, recognition & reporting - staff well aware of policy - focus
- Assurances re police vetting
- Food and Nutrition - Healthy alternatives

PROPERTY:

- Deck SIP project - ongoing - currently on budget - completion mid/end October
- Admin block - Mark/Ian met with potential designers and project manager. Sub committee will meet with two potential designers to see proposals and appoint. MOE to be advised that funding is not sufficient for project (professional service fees are higher than anticipated).
- Roofing - over Christmas - 5YA.

PERSONNEL - as per Principals report

- Discussed
- No major concerns re national trend of staff resignations

NEW ACTION ITEMS:

UNDER ACTION ITEMS: None

STRATEGIC DISCUSSIONS

- Strategic facility document - deferred to new board - next meeting (Action item)

GENERAL BUSINESS

- Bruce Murray - Hall hire - possible hall use - discussed - agreed.
- NZSTA Conference - Mark gave a brief outline of the conference arrangements
- Bizzy Bodz - Finance contract to be located - Ian/Mark/Nadine to investigate.
- International students - plans being considered - currently we have one international student
- 2022 Funded for more staff than we had rooms available

There being no further business the meeting adjourned at 9.11pm. Certified as a true and accurate record of the meeting.

Presiding Member Mark Eades: _____



Date: _____

20/10/2022

2022 Meeting dates: 20 October, 17 November, 8 December.



PIGEON MOUNTAIN PRIMARY SCHOOL

22 Wells Road, Bucklands Beach, Auckland 2012

Minutes of the Pigeon Mountain Primary School Board meeting held on Thursday 20 October 2022 at 7.01 pm on site.

PRESENT: Ian Dickinson (Principal), Mark Eades (Presiding Member), Brian Chan, Iley Joblin, Alicia Doughty (Staff Representative), Christopher Reed, Zhuojun (Serena) Wei and Richard Spong.

APOLOGIES:

ABSENT:

IN ATTENDANCE: Linda Lowden (Associate Principal), Johnathan Daniels (Deputy Principal), Nadine Stalker (Minute Secretary).

Speaking rights - Johnathan, Linda and Nadine.

DECLARATIONS OF INTEREST - Accepted as Standing - renewed

- Mark declared his wife, Tracey Eades, is employed at the school as a teacher aide.
- Richard is on the Board for Macleans College.
- Chris - ASL - Kahui Ako

MINUTES FROM PREVIOUS MEETING:

RESOLVED: *the minutes of the meeting 22 September 2022 be accepted with the amendments below:*

- *Presiding Member nomination - MOVED Richard SECONDED Iley.*
- *Delegations: Chris should be on property and personnel not health and safety. Policy and review - Iley first, Alicia second.*
- *Clarification: Zhuojun's preference is to be recorded/addressed as Serena.*

CORRESPONDENCE

In:

- *Mark Eades - Nadine - approval to pay conference accommodation invoice \$6270.00 (unbudgeted item). Agreed by all present.*
- *Leave applications x2 - Public Excluded Business.*
- *Email/letter received from Brian Chan on behalf of residents re: proposed retirement village - letter circulated - information only at present time - comments may be requested by an outside agency appointed panel at a later date.*
 - *Board to acknowledge receipt of the letter -*
 - *Board to receive copy via email.*
 - *Board will hold emergency meeting to discuss should board action be required.*

Out:

- NZSTA Special General Meeting - Appointment of delegate
- Nadine - Mark Eades, Ian Dickinson - early pay school credit card

DECISIONS:

- Strategic facility document - document provided as appendix to Principal's Report - see Strategic discussions
- Kahui Ako minutes - document provided as appendix to Principal's Report - see Principal's report

MONITORING & REPORTS

Principals Report

- Discussed
- Kahui Ako - historical information shared with new board members -
 - core business of current Kahui Ako is relevant to PMPS.
 - Ian feels consideration should be given to joining - some staffing incentives exist eg WSL, ASL.
 - Flexibility around resourcing, alignment with core activities.
 - Fairness/equity of PMPS staff a consideration.
 - Benefits of iwi connection.

MOVED Iley *SECONDED* Richard that PMPS move forward and approach Kahui Ako expressing an interest to join Kahui Ako. Agreed by all present.

Public Excluded Business

Mark Moved at 7.58 pm that the public be excluded from the following part/s of the proceedings of this meeting namely agenda/correspondence item staff leave. The grounds are that the matter is one of personnel and the reason is to protect the privacy of the individual/s. This motion is proposed to comply with Sec 48 of the LGOI & M Act 1987 and the special requirements when moving to exclude the public. The meeting resumed in public at 8.14 pm.

- Staffing discussed - roll reduction (due to year 6 leaving) - means we will lose some Fixed Term staff.
- Staffing scenarios discussed - decision agreed - board fund 1 teacher, fixed term - project based. Salary discussed - board agreed best person for the job appointment. Agreed by all present.
- International students - current situation discussed
- Cohort entry - shared by Linda.
 - Benefits and negatives discussed.
 - Consultation with staff, community, current students, early learning services - required to progress to cohort entry.
 - Decision - board approve Linda to investigate/research/ contact schools who have adopted cohort entry - then survey parents re cohort entry. *Agreed by all present.*
- Student led conference (new initiative) -shared by Jonathan
 - Parent feedback - 389 responses
 - Questions shared - review/reflection.

- Moving forward, teachers to be encouraged to be more proactive in approaching parents.
- Acknowledgment of teacher effort.

HEALTH AND SAFETY:

- Parking - previously discussed.

ADMINISTRATION AND OTHER BUSINESS

RESOLVED: *That the principal's management report be accepted. Moved by: Alicia. Agreed by all present.*

FINANCE

- Report taken as read
- Brian - voluntary school donations discussed
- Conference was an unbudgeted item for 2022 - board attendance at conference to be added into budget in relevant years
- Asset reporting comment (finance report) - discussed
- School donations 2023 - discussed - decision to increase voluntary school donation from \$230.00 per student per year to \$245.00 per student. *Agreed by all present.*
- ACTION ITEM - PMPS Executive Officer - Bizzy Bods contract - fund follow up
- ACTION ITEM - Brian - investment rates/period

Finance Report be accepted ***Moved by:*** Brian ***Seconded:*** Richard. ***Agreed by all present.***

PLANNING AND REVIEW

- T4 policy roster - to be circulated

PROPERTY:

- Deck - SIP project - ongoing - currently on budget - completion mid/end October
- Asbestos removal team have been onsite - removed 2x complete classrooms of cladding - not as per contract/engagement -
 - Urgent onsite meeting held - replacement/repair of mistake estimated cost \$13,000.00.
 - No negative cost to school.
 - School to cover the cost of guttering component of repair (existing was damaged).
- Admin project - Architect engaged
 - Site meeting pending next week - meetings timetabled.
 - Furniture for Admin area - 2024 budget
- Programmed Maintenance has been to site
- ACTION ITEM - Mark to contact Programmed Maintenance to discuss gutter wash and touch up of paint
- Car park - school entrance - bus parking - project started by Arrow but not completed
- ACTION ITEM - Mark - to chase up line marking completion

PERSONNEL - as per Principals report

- Discussed

NEW ACTION ITEMS:

- ACTION ITEM - Brian - investment rates/period
- ACTION ITEM - Mark - contact Programmed Maintenance to discuss gutter wash and touch up of paint
- ACTION ITEM - Mark - to chase up line marking completion
- ACTION ITEM - Mark - Playground scope/quotes - to remediate for safe use
- ACTION ITEM - Richard - Carbon zero 2025 - research/work out how to/what is PMPS' carbon footprint
- ACTION ITEM - all members - 1 x subject per person for next meeting

UNDER ACTION ITEMS:

- ACTION ITEM - PMPS Executive Officer - Bizzy Bods contract - fund follow up

STRATEGIC DISCUSSIONS

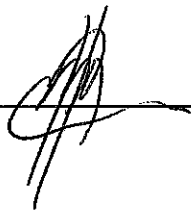
- Strategic facility document - taken as read
 - Discussed
 - Provisionally look at including/researching - solar energy
 - Car parking - extension prices - long term solutions a consideration - health & safety component reason to prioritise/include in 2023 budget
 - Playgrounds - 2 scopes for playground (junior) - arrange quotes - health & safety component reason to prioritise/include 2023 budget
 - ACTION ITEM - Mark - Playground scope/quotes - to remediate for safe use
 - Carbon zero - 2025 - discussed
 - ACTION ITEM - Richard - Carbon zero 2025 - research/work out how to/what is PMPS' carbon footprint

GENERAL BUSINESS

- Proposed retirement village - subcommittee if required - Iley, Richard
- Conference - reflection - members to share conference learning - brief
- ACTION ITEM - all members - 1 x subject per person for next meeting
- Board meeting - evaluative question - discussed/reviewed

There being no further business the meeting adjourned at 9.31pm. Certified as a true and accurate record of the meeting.

Presiding Member Mark Eades:



Date:

17/11/22

2022 Meeting dates: 17 November, 8 December.



PIGEON MOUNTAIN PRIMARY SCHOOL

22 Wells Road, Bucklands Beach, Auckland 2012

Minutes of the Pigeon Mountain Primary School Board meeting held on Thursday 17 November 2022 at 7.03 pm on site.

PRESENT: Ian Dickinson (Principal), Brian Chan, Iley Joblin, Alicia Doughty (Staff Representative), Christopher Reed, Zhuojun (Serena) Wei and Richard Spong.

APOLOGIES: Mark Eades (Presiding Member)

ABSENT:

IN ATTENDANCE: Linda Lowden (Associate Principal), Johnathan Daniels (Deputy Principal), Nadine Stalker (Minute Secretary).

Speaking rights - Johnathan, Linda and Nadine.

Acting Presiding Member for this meeting - Richard Spong.

DECLARATIONS OF INTEREST - Accepted as Standing - renewed

- Mark declared his wife, Tracey Eades, is employed at the school as a teacher aide.
- Richard is on the Board for Macleans College.
- Chris - ASL - Kahui Ako

MINUTES FROM PREVIOUS MEETING:

RESOLVED: *the minutes of the meeting 10 October 2022 be accepted - amendment to Kahui Ako motion - PMPS to be written in full.*

CORRESPONDENCE

In:

- Mark Eades - meeting apologies

Out:

- Amanda Lee - leave application result notification

DECISIONS:

MONITORING & REPORTS

Principals Report

- Discussed
- Kahui Ako - motion from previous minutes to be used. Iwi representation at the Kahui Ako meeting attended by Ian. Newsletter from Kahui Ako to share with the community.
- Visit to Pigeon Mountain Kindergarten - by PMPS

- Marae visit by students attended by Ian and Linda. Marae visit to be included in staff PD 2023
- Mitey journey evaluation - affirming
- COVID spike. Health and safety aspects reminded to staff/students, mask wearing - personal choice.
- Evacuations held term 4.
- Serena part of interview process for Fixed Term position offered for 2023
- Attendance - fluctuation due to families being able to travel overseas again
- Student of concern - no emergency IRF funds available from the MOE - parent and school working together.
- Interim audit - unpreparedness of new (to the job) auditor noted
- Paid Union Meeting (PUM) for teaching staff - 18 November - school to remain open
- Survey results - Linda - analysis ongoing
 - Resilience, respect - skills most wanted by both teachers and parents
 - Academic excellence did not score as highly as respect
 - Communication skills
 - Curriculum
 - Values important
- Wellbeing survey - Y4 upwards - NZCER standardised - Jonathan
 - Schoolwide climate and practices - plan to use students to assist leadership to understand some of the responses
 - Community partnership
 - Student treat each other with respect - understanding of what respect means to students - school value 'respect' may mean students are more attuned to smaller actions
 - Priorities and trends being identified to move forward
 - Key findings/summary could be included in school newsletter

HEALTH AND SAFETY - Principals Report

ADMINISTRATION AND OTHER BUSINESS

RESOLVED: *That the principal's management report be accepted. Moved by: Chris Agreed by all present.*

FINANCE

- Report taken as read
- 2022 budget - tracking satisfactory
- Capital spend in 2022 budget - will be an underspend as decks did not require board input of funds
- 500k to invest as per decision last meeting - aiming for 4-5% interest
- Variances discussed
- Bizzy Bods contract - 2022 fund follow up - holiday programme funds have been paid. Response expected re contingency.

Budget 2023

- Deficit reasons discussed
 - Drop in total number of students funded from 640 to 545 by MOE to more align with actual roll numbers - main factor

- Drop in teacher salaries also expected - funded for actual roll 2023
- International students - conservative estimate in budget
- Curriculum - confidence that the increase will be focus on student outcomes - reason with increase
- Admin staff Pay Equity Agreement - MOE funding difference
- Investment Income (approx 30k) - based on depositing 1 million in term deposit
- Donation return rate increased
- Lift amount of spending in IT - encourage BYOD amongst school community - school to point out compatible devices to support learning
- Board conference - budget every 3 years in conjunction with elections
- Board funded community events - reduced
- Depreciation - EdTech reply shared - board felt depreciation figure/total was too large - EdTech has offered for board to make contact to discuss/explain.

Sub committee recommendation for the board to agree to a deficit budget of up to 130k for reasons of: board funded, additional staff to address student achievement target area, curriculum refresh, adoption and development of new curriculum. Board is comfortable with the 2023 deficit as it has sufficient reserves to adequately fund the deficit without affecting operating funds. *MOVED* Brian *SECONDED* Ian. *Agreed by all present.*

- Complete budget for board approval by next meeting. Capital budget wish list next meeting.

Finance Report be accepted. *Agreed by all present.*

PLANNING AND REVIEW

- Some questions and recommendations for management
- Digital technology - cyber safety and device non device contact time discussed
- ACTION item - Out of date items on School docs are to be sent to Alicia/Serena who liaise with school docs on the boards behalf.

PROPERTY:

- Playground surface - another quote pending
- Deck project - behind schedule but running to budget
- Ian and Mark met with architect re WTR Admin project - brief initial feedback provided - reclad likely to start end of term 1, 2023.
- Thurston Place - MOE owned building - potential exists for uses - may be in the boards interest to investigate - discussed as possible accommodation for teachers
- Further property discussions postponed until Mark is able to be present

PERSONNEL - as per Principals report

NEW ACTION ITEMS:

- Kahui Ako - amendment to previous motion to read Pigeon Mountain Primary School instead of PMPS

**UNDER ACTION ITEMS:
STRATEGIC DISCUSSIONS**

GENERAL BUSINESS

- International students - opportunity to work alongside Patrick at International Student fair - potential exists for International student opportunities 2023
- Brian and Richard attended a community meeting regarding Summerset village. Their attendance was as individuals not board members. Safety concerns were raised by the community. PMPS board role will be health and safety - public meeting pending.
- Apologies - Meeting date 8 December 2023 - Chris Reed
- Prize giving - board speech - volunteers can coordinate with Presiding Member - Chris, Thurs, Brian, Iley.
- Food/beverages at meetings - 2023

CONFERENCE FEEDBACK

- Richard - Carbon zero 2025 - research/work out how to/what is PMPS' carbon footprint - NZCER schools adoption of Carbon Neutral project by 2025. Baseline position of PMPS footprint to be investigated/checked. Small actions in school can make a difference - lights off, community involvement. Whole of life - strategy for new builds.
- Iley - Dispute Resolution Panels - made up of community members - legislation is in place - regulations pending in the future - currently no funding.
- Serena, Brian and Chris - NZ Curriculum refresh - making the curriculum more relevant to community and culture - importance of transition years - Year 3 and Year 6 - frustration no specifications as to where schools expected to be by the end of year 3/6 - pace of delivery/plan for change disturbing - lack of focus on assessment.
- Brian - Audit - auditing on behalf of MOE - fee setting process - controls for a level of comfort - possible reductions in audit fees in future due to Xero/EdTech.
- Ian - Board structures. Key note speaker - worthwhile - overseeing the wellbeing of students and staff
- Alicia - Board wellbeing - our well being, board well being, being at finest when attending the board meetings. Board shared their wellbeing traits: walking without music, reading, frisbee, guitar playing, strive for work life balance, walking dogs, gardening, audio books, ferry commute - no emails, beach, protect weekend time, running.
- Linda - Ombudsman interesting
- Johnathan - reassuring to know PMPS board is effective - interesting information on Education Act.

There being no further business the meeting adjourned at 9.37pm. Certified as a true and accurate record of the meeting.

Presiding Member Mark Eades: _____



Date: _____

8/12/2022

2022 Meeting dates: 8 December.



PIGEON MOUNTAIN PRIMARY SCHOOL

22 Wells Road, Bucklands Beach, Auckland 2012

Minutes of the Pigeon Mountain Primary School Board meeting held on Thursday 8 December 2022 at 7.00 pm on site.

PRESENT: Ian Dickinson (Principal), Brian Chan, Iley Joblin, Alicia Doughty (Staff Representative), Zhuojun (Serena) Wei and Richard Spong, Mark Eades (Presiding Member).

APOLOGIES: Christopher Reed, Linda Lowden, Johnathan Daniels.

ABSENT:

IN ATTENDANCE:

Nadine Stalker (Minute Secretary).

Speaking rights - Accepted as Standing - Linda, Johnathan, Nadine.

DECLARATIONS OF INTEREST - Accepted as Standing - renewed

- Mark declared his wife, Tracey Eades, is employed at the school as a teacher aide.
- Richard is on the Board for Macleans College.
- Chris - ASL - Kahui Ako

MINUTES FROM PREVIOUS MEETING:

RESOLVED: *the minutes of the meeting 17 November 2022 be accepted.* Spelling of Johnathan's name to be corrected. Accepted - Confirmed Richard.

CORRESPONDENCE

In:

- *Mark - email received - Notification received from Summerset re proposed work over Christmas break*
 - *MOE has given licence to occupy*
 - *School responsible for safety - discussed*
 - *Mark liaising on behalf of the board/school*
 - *School can make Summerset aware that a letter/correspondence has been received by neighbours but school has not received this.*
 - *Concerns - student safety - access via Thurston - post completion and during construction*
 - *Previous consent allowed restricted truck movement - this (truck movement) plan has changed*

ACTION: Brian to share his letter with the board by Friday 9 December - Mark to circulate email responses

Out:

- *Nil*

DECISIONS:

MONITORING & REPORTS

Principals Report

- Discussed
- Pre enrols - positive numbers pre-enrolling
- International students - enrolment enquiries being received
- 1 student Standdown - wrap around support in place for student - very clear consequences communicated to student and family
- Attestations - assurance attestations are complete
- Office opening hours planned for earlier than previous years to facilitate enrolment processing
- Year in review - document shared and discussed
 - Confidence in consultation and reporting
 - New award introduced re end of year prize giving
 - Annual Plan (3 year rolling plan) - Strategic goals
 - Strategic goal 2 - initiatives - refresh - local curriculum focus
 - Attendance - community trust evident during Covid
 - Student data - covid affected - juniors anniversary reporting - shifting to timeliness of data reporting
 - Wellbeing - consistent reporting major/minor - discussed

HEALTH AND SAFETY - Principals Report

ADMINISTRATION AND OTHER BUSINESS

RESOLVED: *That the principal's management report be accepted. Moved by: Richard Agreed by all present.*

FINANCE

- 2022 Draft budget - tracking satisfactory
- Register of assets - discussed
 - Previous full school stocktake (pre 2021) - data presented in previous audits and used for upload to Xero
 - Procedure/process implemented mid 2022 for new assets acquired by the school - barcoding of assets included
 - Plan in process for complete asset stocktake by end of 2023 - Executive Officer to work on this with SLT.

ACTION: Asset stocktake - completion by end of year 2023

ACTION: Draft Budget - remove purchase of assets - chromebooks \$30000.00

- Budget - Capital Items wishlist - discussed and agreed
 - WTR - board contribution - \$300,000.00
 - Playgrounds - \$65000.00
 - Library books - \$6000.00

- Bizzy Bods contract - 2022 fund follow up - holiday programme funds have been paid. Response pending re contingency funds.

Finance Report be accepted. *MOVED* Alicia **Agreed by all present.**

PLANNING AND REVIEW

PROPERTY:

- Decking project - delays
 - progress has escalated this week
 - estimated completion timeframe - 3 weeks
- Classroom defects
 - walkthrough Wednesday 14 December
- WTR - Admin - plan/designs discussed
 - Second storey - not proceeding - cost prohibitive
 - Increased staffroom space and toilet facilities
 - Covered decking off staffroom
 - Reduced caretaker area - storage for essential items included
 - BOT contribution eg. to the covered outdoor area roofing - funds included in capital items budget
 - During remediation - proposal is staffroom will be relocated to the hall - assemblies outside or in the hall - admin office and sickbay possibly in resource room
 - MOE to approve project and board contribution
 - Ground levels - drainage incorporated into project
- Thurston Place - (as discussed previous meeting) property part of treaty plan

PERSONNEL - as per Principals report

NEW ACTION ITEMS:

- ACTION: Brian to share his letter with the board by Friday 9 December - Mark to circulate email responses
- ACTION: Asset stocktake - completion by end of year 2023
- ACTION: Draft Budget - remove purchase of assets - chromebooks \$30000.00

UNDER ACTION ITEMS:

- Bizzy Bods - payment of outstanding funds


STRATEGIC DISCUSSIONS

GENERAL BUSINESS

- Formation of sub-committee to respond to EPA (Summerset) - delegated responsibility to make responses to the board. *MOVED* Brian *SECONDED* Iley .
 - Iley, Mark, Ian and anyone else who would like to.
 - Board responsibilities re Health and Safety - traffic safety
- EOY staff function 4.00 pm - onsite - board welcome
- Conference - board wellbeing discussed -

- connections/relationships
- goal to check in on each other
- Roster for snacks at board meetings
- No update available from MOE re Carbon Zero
- Board representation at Prize Giving - liaise with Mark
- Mark extended thanks to board for 2022 involvement and support

There being no further business the meeting adjourned at 9.05pm. Certified as a true and accurate record of the meeting.

Presiding Member Mark Eades:  _____ **Date:** 01/2/2023

2023 Meeting dates:



PIGEON MOUNTAIN PRIMARY SCHOOL

22 Wells Road, Bucklands Beach, Auckland 2012

Minutes of the Pigeon Mountain Primary School Board meeting held on Thursday 9 February 2023 at 7.13 pm on site.

PRESENT: Ian Dickinson (Principal), Brian Chan, Iley Joblin, Zhuojun (Serena) Wei, Christopher Reed and Mark Eades (Presiding Member).

APOLOGIES: Richard Spong, Alicia Doughty (Staff Representative) lateness due to parent/student onsite function.

ABSENT:

IN ATTENDANCE:

Linda Lowden, Johnathan Daniels, Nadine Stalker (Minute Secretary).

Speaking rights - Accepted as Standing - Linda, Johnathan, Nadine.

DECLARATIONS OF INTEREST - Accepted as Standing - renewed

- Mark declared his wife, Tracey Eades, is employed at the school as a teacher aide.
- Richard is on the Board for Macleans College.
- Chris - ASL - Kahui Ako

MINUTES FROM PREVIOUS MEETING:

RESOLVED: *the minutes of the meeting 8 December 2022 be accepted. Accepted Brian/Iley.*

CORRESPONDENCE

In:

- Brian Chan - email - Summerset letter
- Resignation - letters x2 received
- My Health Team - Flu vaccinations
- Joycelyn Tauevihi - email - Regional Executive nomination - endorsement request

Out:

- Nil

DECISIONS:

Presiding Member Election - Mark Eades nominated by Iley Seconded by Chris. No further nominations received - Mark elected as presiding member 2023. *Agreed by all present.*

Sub Committee Membership - Agreed by all present to roll over sub committee membership as per 2022 for the 2023 year.

MONITORING & REPORTS

Principals Report

- Discussed
- Roll numbers - discussed
- Local iwi and staff representatives - meeting held
- Te Reo course - potential for board to participate with Principal's endorsement - see Ian if interested
- Staff Wellbeing - opportunity for staff to participate in Round the Bays - staff wellbeing fund to cover cost of enrolment.
- Damage assessment undertaken by MOE re Auckland weather event
- NAGS replaced by NELLPS in Principal's report
- Resignation - Kevin Wroth - staff for 17 years - lives in Drury - offered job closer to home - leaving date end of week 5
- Resignation - Bruce Murray - retiring end of term 1 - long service leave payment pending.
- Courtesy letter received from Brittany Morron - Parental application pending
- Jury Duty summons - Ian - last 2 weeks of term 1
- Enrolment - MOE involvement - board policy and procedure followed.
- Overnight stay in hall proposal - student leaders - 34 students and teachers only - approved by all present - pending safety plan. Agreed.
- Camp 14 March - approval forms pending

HEALTH AND SAFETY - Principals Report

- Travelwise meeting pending
- Trees Side of driveway - discussion with BBI/PMPS staff
- Safety strips installed new doors
- Use the handle - stickers to be installed

ADMINISTRATION AND OTHER BUSINESS

RESOLVED: That the principal's management report be accepted. ***Moved by:*** Chris/Serena ***Agreed by all present.***

FINANCE

- 2023 Draft updated budget - discussed
- Motion to approve 2023 budget as final ***Moved by:*** Iley ***Seconded by:*** Serena. ***Agreed by all present.***
- Interim Draft December report - accepted

Finance Report be accepted. ***MOVED*** Iley/Chris ***Agreed by all present.***

PLANNING AND REVIEW

PROPERTY:

- Decks completed and in use

- Turf installed
- Area in front of hall - defect
- Admin WTR - concept plans - budget estimate pending
 - full board meeting will be called to discuss
 - Estimated 3rd term start
- Maintenance projects to be gotten underway - roof repairs and electrical upgrades

PERSONNEL - as per Principals report

NEW ACTION ITEMS:

UNDER ACTION ITEMS:

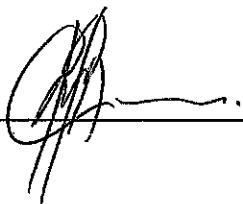
- Sommerset meeting - school Health & Safety concerns - their proposal:
 - Fence to be erected along the boundary line encouraging/channeling children to stay on path/walkway.
 - Controlled vehicle movement during school start/finish times.
- Brian provided some background to the current situation

STRATEGIC DISCUSSIONS

GENERAL BUSINESS

- Flu vaccinations - onsite - motion to accept **Moved by:** Serena **Seconded by:** Chris. **Agreed by all present.**
- Joycelyn Tauevihi - email received - Regional Executive nomination - endorsement request - No longer relevant - one school only is required to endorse
- Assets - discussed - board will support school procedure
- Painting - quote to be circulated
- Cyclical maintenance - to be reviewed
- Bizzy Bodz - funds received for 2022. Invoice for term 1 2023 sent.
- Minutes - special meeting - circulated and agreed by all present
- Community Group - previously known as PTA - discussed
- Whanau picnic - Thursday - cashless school - Kindo token a possibility
- End of year assemblies - appreciation for staff and board expressed by Mark

There being no further business the meeting adjourned at 8.40pm. Certified as a true and accurate record of the meeting.

Presiding Member Mark Eades: _____  **Date:** 23/3/23

2023 Meeting dates: 23 March, April - no meeting, 18 May, 22 June, July - no meeting, 20 July, 24 August, 14 September, 19 October, 23 November, 7 December - year in review.



PIGEON MOUNTAIN PRIMARY SCHOOL

22 Wells Road, Bucklands Beach, Auckland 2012

Minutes of the Pigeon Mountain Primary School Board meeting held on Thursday 23 March 2023 at 7.05 pm on site.

PRESENT: Ian Dickinson (Principal), Iley Joblin, Zhuojun (Serena) Wei, Mark Eades (Presiding Member), Richard Spong,

Joining via link: Brian Chan, Christopher Reed.

APOLOGIES: Alicia Doughty (Staff Representative)

ABSENT:

IN ATTENDANCE:

Linda Lowden, Johnathan Daniels, Nadine Stalker (Minute Secretary).

Speaking rights - Accepted as Standing - Linda, Johnathan, Nadine.

DECLARATIONS OF INTEREST - Accepted as Standing - renewed

- Mark declared his wife, Tracey Eades, is employed at the school as a teacher aide.
- Richard is on the Board for Macleans College.
- Chris - ASL - Kahui Ako
- Chris declared his wife Kirsty Reed, is employed from term 2 as a teacher

MINUTES FROM PREVIOUS MEETING:

RESOLVED: *the minutes of the meeting 09 February 2023 be accepted. Kevin - lives in Drury to be deleted from public minutes . MOVED Iley SECONDED Serena. Accepted.*

CORRESPONDENCE

In:

- Environmental Protection Authority - Summerset Retirement Village - consent application extension
- Resignation letter - LS
- Parental leave - confirmed dates - BM
- Camp - approval to proceed (email) - Mark & Iley
- Notice of ERO evaluation
- Schooldocs

Out:

- Nil

DECISIONS:

MONITORING & REPORTS

Principals Report

- Discussed
- Diversity document - PMPS not identified but feedback included
- Kahui Ako - Ian currently not participating - no resourcing or MOE approval received as yet
- NZEI teachers applied for own exemptions re camp - all granted
- Noticeable drop in quality of applicants re teacher shortages
- Staff Appointments discussed
- Attestation process - explained/discussed -
- Charter to be signed off by 31 March 2023 - Deferred tracking sheet - consistency of data end of Year 3 (Anniversary data) discussed. Better understanding of who needs prioritising.
- Roll - increasing

HEALTH AND SAFETY - Principals Report

- Hazard Register - up to date
- Health and Safety and Wellbeing Information for Staff - induction of staff - Ian shared site.

ADMINISTRATION AND OTHER BUSINESS

RESOLVED: That the principal's management report be accepted. ***Moved by:*** Iley/Richard ***Agreed by all present.***

FINANCE

- Investments - discussed
- Macleans model of investment to be looked at (Forsyth Barr Cash Management) - presentation to the board - Richard to organise.
- Two or three banks to be considered for funds/investment.
- Executive Officer to be given full authority access to BNZ
- Remind families that tax donations are available.

Finance Report be accepted. ***MOVED*** Richard ***Agreed by all present.***

PLANNING AND REVIEW

- Ian spoke to the report
- Assurance that document retention is being complied to

PROPERTY:

- Meeting pending with MOE re WTR Admin project.
- Painting - alternatives to be considered re cost effectiveness
- ACTION - costings for maintenance

PERSONNEL - as per Principals report

NEW ACTION ITEMS:

UNDER ACTION ITEMS:

STRATEGIC DISCUSSIONS

GENERAL BUSINESS

- Attendance of meeting virtually - noted in minutes any people attending via electronic means.
- Summerset letter - application has been paused - Summerset to resubmit architectural drawings. PMPS board has previously discussed Health & Safety concerns. Chance for PMPS to comment further at a later date.
- ERO visit/relationship - conducted by Robert Minehan former principal - online sessions available - start of an ongoing relationship.
- Strike letter discussed - Principal explained
- Health & Safety re PMPS Year 6 2023 Camp - reviewed by Iley and Mark - signed off
- Memoriam ceremony held - 2 year anniversary - Serena attended.
- Caretaker - appointments process ongoing

Public Excluded Business

Mark Moved at 8.09 pm that the public be excluded from the following part/s of the proceedings of this meeting namely agenda/correspondence item staff leave. The grounds are that the matter is one of personnel and the reason is to protect the privacy of the individual/s. This motion is proposed to comply with Sec 48 of the LGOI & M Act 1987 and the special requirements when moving to exclude the public. The meeting resumed in public at 9.02 pm.

There being no further business the meeting adjourned at 9.05 pm. Certified as a true and accurate record of the meeting.

Presiding Member Mark Eades: _____ Date: _____

2023 Meeting dates: 18 May, 22 June, July - no meeting, 20 July, 24 August, 14 September, 19 October, 23 November, 7 December - year in review.