

Minutes of Peninsula Primary School Board of Trustees Meeting Monday 17 February 2020

1. Present: Sarah Mackay (SM), Katie Perry(KP), Marc Peard (MP), Michael Bain (MB), Amanda Lake (AL), Kona Hatalafale (KH), Jilesh Mistry (JM), Sara Tuitupou (ST), Keryn Smale (KS), Danielle Turner (DT), Maree Williams (MW), Owen Robyns (OR)
 Speaking rights Owen Robyns
 Apologies Ben Cox
 Declarations of Interest: Nil
 Register of hours completed by board

Item	Discussion / Decision	Action	Responsibility	Timeframe
Election of Chair	(AL) nominated Danielle Turner 2nd (KH) All in favour.	If (DT) is not available at any time (KP) is happy to act as Chair.		
2. Minutes of previous meeting confirmed Moved (KS) 2nd (KH)				
2.1 Matters arising	One plan summary of strategic plan once confirmed by MoE	Outstanding until after plan confirmed	SM	
	MLE fixes to be followed up	Completed		
	Cohort Entry	Postponed until Brenda return	BC	
	Waterblasting	Completed		
	Damaged tiles on roof	Hall/Library completed. Staffroom to be looked at.	BC	
	Data formatting	Completed		
	Board role for when Michael resigns	Completed		
	Well being survey results	Completed		

<p>3.Principals Report tabled. taken as read.</p> <p>Moved KS 2ndMS</p>	<p>(SM) went through report. Board discussed and asked questions re FTTE and zoning. Explanation given.</p> <p>Recommendations: That the board continues to agree to the Code of Conduct as outlined in the Governance Policy G2 signed last year.</p> <p>That the board agrees to the delegation of responsibilities to the Principal as outlined in the Governance Police G12</p> <p>We offer 3 out of zone places for Year0 for Term 2.</p>	<p>Recommendations moved (MB) 2nd (KP) All in favour</p>		
<p>Data Y4-6 tabled</p>	<p>(SM) explained report to board and Board discussed. She explained strategies in place for improvement with results. Unfortunately there is no quick fix but improvements are being made.</p> <p>(ST) explained about a project her and her husband are working on called Project Wy. Our school is going to be involved.</p>	<p>Sarah to send board breakdown of ethnic groups. Report will now be taken to the team leaders along with the Strategic Plan. Ideas - Mentors, results in newsletter</p>	<p>(SM)</p>	
<p>Data Y1-3 tabled</p>	<p>(OR) explained the report results and what has been put in place to help students. Board discussed and asked questions</p>	<p>Year 1-3 and Year 4-6 data reports will be more aligned (SM) and (OR) working on this and will get help from Etap</p>		
<p>4..Finance 41 Supplier invoice report tabled. Copy on file. Draft Budget tabled copy on file.</p>	<p>Board discussed. Questions answered. Budgetted for a deficit but is unlikely there will be a deficit. Subject to changes discussed budget approved. Moved (JM) 2nd (KS)</p>			

<p>5. Property Report tabled. Copy on file. Moved (KS) 2nd (DT)</p> <p>6. Draft Strategic Plan tabled. Copy on file.</p> <p>7. Health & Safety Report tabled. Copy on file.</p>	<p>Taken as read.</p> <p>(SM) explained what changes had been made since strategic meeting with the board. She has had good feedback from the Principals mentor. Board discussed and questioned several areas. Sarah explained this is still draft and we still have a couple of weeks to finalise.</p> <p>Board discussed what was happening re the conoravirus.</p>	<p>Changes to be made as per tonights discussions. Team Leader meeting tomorrow and staff next week then plan will go back to board before being sent to Ministry.</p> <p>(SM)explained we are following Ministry guidelines.</p>	<p>(SM)</p>	
<p>8. PPS Staff Wellness Survey tabled. Copy on file.</p> <p>9. NZPF - APPA Conference in Melbourne September 2019 Proposal tabled</p> <p>10. Correspondence Nil</p> <p>11. General Business</p> <p>Meeting closed at 9.10pm Next meeting 2 April</p>	<p>(KP) explained committee have had a couple of meetings and a meeting with the staff to present the results. Board discussed.</p> <p>Board discussed proposal.</p> <p>(SM) took this opportunity to thank Michael Bain for his work on the board over the past 8 years.</p>	<p>3 staff members have joined the wellness committee.</p> <p>(JM) moved that the board approves (BC) attendance at the Conference in Melbourne and approves the estimated associated costs as outlined in proposal. 2nd (AL) All in favour.</p>		

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