

Peninsula Primary Board of Trustees meeting Minutes – 2nd November 2023

	Recommendations/Decisions	Led by	Answers/Comments/Action	Responsible	Timeframe
Administration					
1.1 Present	Katy Perry (KP) Brenda Cronin (BC) Keryn Smale (KS), Sara Tuitupou (ST) Alecia McCulloch (AM) Sarah Mackay (SM) Dave Robertson (DR) Chris Mundell (CM) Jaime Melville (JML) Monique Metcalfe (MM) Meeting commenced 6.30pm	KP			
1.2 Apologies	Nil				
1.3 Declaration of Conflicts of interests	Nil				
1.4 Matters Arising		KP		BC	ASAP
1.5 Hours to MM	Complete form/email MM	MM	Completed		
1.6 Speaking Rights					
1.7 Sign off e-resolutions	BluSky & Grassroots Funding	KP	Completed		
1.8 Confirmation of September Minutes	Taken as read	MM	In 1.6 Amend Dave Robertson's name.	MM Completed	

	Accept September Minutes Minutes are a true and accurate record. All Agreed				
1.9 Correspondence	Nil				
2 Guest Speakers	Nil				
3 Discussions 3.1 NZCER Wellbeing survey Results	Students: BC discussed results which are very positive. NZCER will be used for 2024 as it's proven to be effective. Teachers: KP created Survey Summary. AM asked if the results are common with other schools? Yes. Will results be shared with staff? Yes. DR asked what happens next with the information? BC advised that SLT will meet and analyse & build an action plan.	BC KP	BC to contact NZCER to request Support Staff and management surveys to be created if possible. KS to look for a possible suitable alternative survey.	BC KS	
3.2 NZSTA Health & Safety workshop	ST covered responsibilities as a board. Board queried: Is a new committee required? If students offsite, afterhours representing PPS is the board still responsible for risk management?	ST/KP KP	BC to put School Risk Register into board docs. KS to follow up.	BC KS	
3.3 Advertising proposal	CM covered criteria for advertising, business values etc... Possibilities for Gwendoline & Wharf Roads. Does the board agree with the outline? The board is interested in pursuing the advertising proposal as outlined by CM.	CM	BC to check with MoE on feasibility of signage.	BC	

<p>3.4 Pool committee reporting back</p> <p>3.5 Community consult update/next steps</p>	<p>Board discussed.</p> <p>Data to be reviewed by the Board before the next strategic meeting.</p>	<p>CM/AM/KP</p> <p>KP</p>			
<p>4 Board Work Plan 4.1 Achievement Data</p>	<p>Approximately 20% increase.</p> <p>KS asked on reporting info re Pasifika & Māori. BC to compile.</p> <p>The Board is pleased with the academic progress of the school.</p>	<p>BC</p>	<p>BC to compile data.</p>		
<p>5 Monitoring 5.1 Principals Report</p>	<p>Report Taken as Read. BC called for questions.</p> <p>BC recommends that we offer 6 Out of Zone placements overall in 2024 with 0 places in Term 1 as per 2023 with further enrolment periods for terms 2, 3 and 4. KS 2nd ALL IN FAVOUR</p> <p>The board delegates authority to the Principal in consultation with teachers to allocate Classroom release time (CRT) guidelines. AM 2nd ALL IN FAVOUR</p> <p>The board discussed Keeping Ourselves Safe. The importance of this course will be advertised to the community. Board discussed MoF's bilingual report.</p> <p>Board agrees to \$50 per staff member in the form of gift cards as an End of Year gift. ALL AGREED</p>	<p>BC</p> <p>BC</p> <p>BC</p>		<p>BC</p>	

	<p>Resolution to exclude the public from meeting under Section 7(2) (A) Local Government Official Information & meeting Act 1987 to protect the privacy of a staff member.</p> <p>Board entered In Committee at 8.34pm</p> <p>In Committee finished at 8.45 pm</p>				
<p>8. Meeting Closure</p> <p>8.1 Identify agenda items for next meeting</p> <p>Preparation for next meeting</p>	<p>Meeting closed 8.50pm</p> <p>Next Meeting is 30 November 2023</p>	KP			