pakiri school
Forward Together • Kō Tahi te Hīkoi Whakamua

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Board of Trustees Meeting Minutes

Wednesday, 10 June 2020 at 5:30 p.m.

1. **Administration:**
   - 1.1. Present: Jacqui Settle, Myles Deighton, Tara Southgate, Kelly Ayres, Di Greenwood, Ingrid Stewart, Cherie Williams, Jill Corkin, Jarred Balle, Belinda Weber (NZSTA), Kirsty Ross (MoE).
   - 1.2. Apologies: None.
   - 1.3. Opening prayer and welcome.
   - 1.4. Confirmation of Previous Minutes 13 May:
     - 1.4.1. Jacqui moved to pass these minutes. **Carried.**
   - 1.5. Confirmation of Special Meeting Minutes 20 May, 27 May & 3 June:
     - 1.5.1. Jacqui moved to pass these minutes. **Carried.**
   - 1.6. Jacqui confirmed that all meetings will be at 5:30 going forward.

2. **Review / Monitoring**
   - 2.1. Board Process: Code of Conduct/governance role:
     - 2.1.1. Belinda took the opportunity to say well done to the Board for getting the policies and procedures, and charter in place.
     - 2.1.2. She reminded the Board about what 'hat' we wear at Board meetings and the importance of coming to meetings with our Board hat on and focus on our governance role. She acknowledged how difficult this can be, especially when we're also parents. She talked about the importance of kotahitanga (unity) and whakaute (respect), as well as looking after the wellbeing of Board members.
   - 2.2. Principal's Report:
     - 2.2.1. Ingrid talked through the Principal's Report.
     - 2.2.2. The Annual Report has been submitted via the MoE Portal. Jacqui mentioned that the Annual Report needs to be tabled at the next Board meeting.
     - 2.2.3. Ingrid has told the teaching staff to keep COVID-19 Level 2 procedures in place until the Level 1 plan is in place. She has some related comms with Jill for approval.
     - 2.2.4. Kelly would like the COVID-19 team to meet ASAP.
     - 2.2.5. Jacqui moved to pass the Principal's Report. **Carried.**
   - *2.3. Principal's Assurances: Deferred to next meeting.*
   - 2.4. Financial Report May:
     - 2.4.1. We reviewed the May Financial Report.
     - 2.4.2. Jacqui moved to pass these minutes. **Carried.**
   - *2.5. Priority Learners and Special Needs Report: Deferred to next meeting.*

2.6. Curriculum Delivery Report: Health & PE:
2.6.1. Jacqui moved to defer this report until the next meeting. **Carried.**
2.7. Policy Reviews: Employer Responsibility Policy:
2.7.1. Jacqui moved to pass this policy as it stands. **Carried.**

3. **Strategic Discussions / Decisions:**
3.1. Feedback on Extension of Trial MoU:
3.1.1. Montessori Pathway Parents - 15 parents support the extension and there are two parents remaining to be contacted. Some common feedback was:
3.1.1.1. They don't want the review to take a whole year. **It's the Board's intention to get the review done in less than a year.**
3.1.1.2. They don't want the extension to stop the procurement of a classroom.
3.1.1.3. One family thought it was important to get a 'decision in principle' from the Pakiri School BoT; that the Montessori Pathway has a future at Pakiri School, regardless of its shape, or form. **It's the Boards intention to work towards a permanent place for the Montessori Pathway at Pakiri School.**
3.1.2. Pakiri Pathway Parents:
3.1.2.1. They support the extension.
3.1.3. Staff:
3.1.3.1. One staff member was worried about job security. Ingrid and Jill have both talked to that staff member about the offer of a permanent contract.
3.1.3.2. Jill talked about how there is a one-year grace period if the roll drops below 26 (the number that triggers two teachers) and there is a Surplus Staffing Process to work through as outlined in the Primary Teachers Collective Agreement.
3.1.4. Te Whānau o Pakiri:
3.1.4.1. Most people would like to see it not rushed. Most support the extension.
3.1.5. Jacqui moved to extend the current MoU trial period for one year with a review and decision to be made by July 2021 at the latest, with a five-month notice period (ending in December 2021). **Carried**.
3.2. Returning students from the Pakiri Hall and space allocation in response to roll growth.
3.2.1. Di talked through the staff feedback.
3.2.2. One staff member wanted to know if the parents of the three Pakiri Pathway students have been consulted about Option 1/2. She was also worried

about splitting the Montessori Community with option 5/6 and would like autonomy over the teacher and space.

3.2.3. Jacqui wants to talk more with staff and then for the Board to make a decision by the end of the weekend via a special Board meeting.

3.3. Permission to undertake a project to procure our own building:

3.3.1. Kelly moved to give Tara permission to start this project and report back to the board. Seconded by Jacqui. **Carried**.

Kirsty Ross (MoE) arrived at 7:00 p.m.

4. Progress Updates:

4.1. SIP Funding and 5Y Property Plan update:

4.1.1. Kelly talked through the concept drawings for the breakout space connected to the library. It would increase the floor plan to 63 sq m.

4.1.2. Jacqui would like to compare this to the idea of the staff room/resource room conversion. Jarred offered to look into this.

The Board had a break for Supper and reviewed the LSM Scoping document and Outcomes Plan.

5. Public Excluded Session

Jacqui moved to shift the meeting into a Public Excluded Session. **Carried.**

The meeting moved into Public Excluded Session at 8:34 p.m.

The public is excluded from the discussion of confidential items relating to personnel and student issues, due to their sensitive nature. This conforms to Section 48 of the Local Government Official Information and Meetings Act 1987.

Jacqui moved to shift the meeting out of a Public Excluded Session. **Carried.**

The meeting came out of Public Excluded Session at 9:41 p.m.

6. Correspondence In:

6.1. NZSTA - Teacher - Aide Pay Equity Claim Update.

6.2. NZSTA - School Use 12th, 13th,19th September for General Election.

6.3. MoE - Position on Capping.

7. Correspondence Out

7.1. None.

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8. **Actions:**
   - 8.1. Jacqui to draft letter of thanks to Hall Committee. Kelly to provide Jacqui with contact details of who the letter should go to.
   - 8.2. The Annual Report needs to be tabled at the next Board meeting.
   - 8.3. The COVID-19 team needs to meet to create the Level 1 plan.
   - 8.4. Property committee to cost up the staff room/resource room conversion so we can compare that to the break-out space on the library.

Meeting closed: 9:41 p.m.

Next meeting: Wednesday 22nd July, 5.30 pm.

Signed as a true and correct record of proceedings:

..... 22/7/20

Jacqui Settle, Chairperson Pakiri Board of Trustees