

Prebbleton School Board
Minutes of Meeting
Held on Monday 14th August, 2023, 6.00pm at Prebbleton School, Blakes Rd, Christchurch

Present: Kim Alexander, Richie Cawthorn, Simon Thompson, Naomi Crawford, Mandy Liu, Bron Hunter, Owen Flattery, John Russell, Alli Williams, Tegan Thornley(Minutes)

Karakia Timatanga:

Spoken together

Apologies:

Nil

Related Party Declarations:

Nil

Minutes from the Previous Meeting:

Moved that the minutes of the meeting held on Monday 19th June be accepted as a true and correct record

*S Thompson/N Crawford
Carried*

Matters Arising:

Nil

Correspondence:

Inwards

Ministry of Education - (Confidential)

Ministry of Education - (Confidential)

Outwards

Ministry of Education - (Confidential)

Principal's Report:

Kim presented her report

Strategic Planning

Kim attended an MoE workshop about the new planning requirements for schools' Strategic Plans. She presented a one page draft of how the Strategic Plan could be presented. The Ministry has advised that the current plans schools are working on will be for 2024-2025. These will then be updated every three years to align with triennial Board elections.

The Ministry has developed a Toolkit for Draft School Planning and Reporting. The Board viewed and discussed a community network map and potential groups who could be included in the future consultation process. Kim will draft questions on a google doc, and board members will contribute ideas and comments.

Strategic Plan Consultation Hui with Runanga

The Kāhui Ako schools will be having a combined evening hui to undertake consultation with Te Taumutu. Prebbleton School will be hosting this on September 20th, 6pm in the staffroom.

Curriculum Programme Update

Alli presented her Curriculum Plan and Prebbleton Pathway progress report. The Prebbleton Pathway

goals have now been introduced. Seventeen of the new badges were presented to students in last week's assembly.

Ski Trip

The annual Year 6-8 ski trip to Mt Hutt has been planned for August 31st. The Board has been given the EOTC documents to review.

Principal's Professional Learning Report

Kim thanked the Board for the opportunity to attend the APPA Principals Conference in Hobart recently. She was able to learn a lot from a variety of excellent speakers and shared some of her favourite slides with the Board.

Whānau Hui

On Wednesday, August 16th, there is a second parent/caregiver hui from 5.45-7.00pm in Roto. This will be to gather feedback and input on the draft Strategic Plan.

2024 Dates

Kim has set the potential term dates for 2024 for the Board to review.

SchoolDocs Policy Reviews

1. Reviews for Term 3, 2023: The topics for review this term are the Learning Support section, Inclusive Education and Māori Educational Success. Kim has sent out the review instructions.
2. Reviews from Term 2, 2023: Schools reviewed topics in the Education Outside the Classroom (EOTC) section. Schooldocs is now collating and considering the review feedback and will make recommendations for any changes shortly.
3. Policy alteration for Consideration: Police Vetting Requirement
This policy is not up for review until Term 2, 2024. Kim has brought it to the Board's attention now to consider a policy change as the current one is quite heavy handed. Kim will check how the other Kāhui Ako schools' police vetting policies compare and will report back to the Board. New Zealand Police is bringing in new vetting regulations in September which will result in an increased workload for the office staff.
4. Implementation and Audit Reports for Term 3, 2023:
Risk Management - Identified hazards are being monitored/controlled (including risks to student safety and well being) and measures are being re-evaluated to check their adequacy. This includes sun protection.
Safety Management System and Worker Engagement, Participation and Representation - An internal audit of health and safety compliance and practices has been conducted by the school health and safety committee.
Minimising Physical Restraint - All procedures relating to physical restraint have been followed, and all requirements to notify, monitor, and report have been met. Non-teaching staff have been authorised in writing. Staff authorised to apply restraint receive appropriate training and support.
Stand-down, Suspension, Exclusion, and Expulsion - The school complies with the correct procedure and reporting requirements relating to stand-down, suspension, exclusion, and expulsion.

Kim moved that her report be accepted with the following recommendations:

RECOMMENDATION: That the Board approves the Ski Trip to Mt Hutt Ski Field on 31st August 2023

RECOMMENDATION: That the Board adopts the term dates for 2024

*O Flattery/M Liu
Carried*

Finance Report:

Bron presented the report.

Banked Staffing is currently \$63,000 in overuse. The three budgeted staffing codes 1758, 1770 and 1795 will all be overspent resulting in a variance to budget. With the help of a plan from a banked staffing advisor, to manage this overuse, it is hoped the school can still achieve a zero banked staffing balance by the end of March, 2024.

Kim will soon start on the draft budget for 2024.

Bron moved that the finance report be accepted

*S Thompson/R Cawthorn
Carried*

Property Report:

Naomi presented the report.

Consents have now been issued for the sheds, concrete has been poured and progress is finally underway.

Logic has provided a revised QS estimate for the proposed hall extension. As the Ministry owns 65% of the hall, Kim will continue to advise them of the school's plans to extend it and find out exactly what the guidelines are before proceeding.

Selwyn District Council met with the property sub-committee on July 21st about community hall usage in Prebbleton. They are gathering data for the district's Long Term Plan.

A GaGa dodgeball pit and artificial grass area are the next big projects. The PTA has agreed to fund half of the costs.

Naomi moved that the property report be accepted

*S Thompson/M Liu
Carried*

Health and Safety Report:

Taken as read

Moved into committee at 7.25pm under Schedule 2 Section 9 Subsection 2 of the LGOIM Act 1987

Meeting resumed at 7.30pm.

Karakia Whakamutanga:

Spoken together

Meeting closed at 7.30 pm. Next meeting Monday September 11th, 2023 at 6.00pm