

Prebbleton School Board
Minutes of Meeting
Held on Monday 19th February, 2024, 6.00pm at Prebbleton School, Blakes Rd, Christchurch

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

Karakia Timatanga:

Spoken together

Appointment of Presiding Member:

As is required at the start of the year, nominations were sought for the Presiding Member position. Simon Thompson was nominated by Bron and seconded by Richie.

Moved that Simon Thompson is elected as the Presiding Member

Carried Unanimously

Apologies:

Mandy arrived 6.04pm

Related Party Declarations:

Nil

Minutes from the Previous Meeting:

Moved that the minutes of the meeting held on Monday 4th December be accepted as a true and correct record

M Liu/R Cawthorn

Carried

Matters Arising:

Nil

Correspondence:

Inwards

Letter from Alli Williams - resignation from Kāhui Ako Across School Lead position

Outwards

Nil

Principal's Report:

Kim presented her report.

2024 Annual Implementation Plan

Kim presented the 2024 Annual Implementation Plan which replaces the previous Annual Plan and explained the Ministry's new requirements for it.

2023 Student Achievement Targets Analysis of Variance

The four Team Leaders' reports for the 2023 Student Achievement Targets Analysis of Variance were reviewed. The Team 5/6 focus was on Writing and Teams 1/2, 3/4 and 7/8 focused their targets on Mathematics.

2023 Student Achievement Reports

John presented the end of year summary reports for student achievement in Mathematics, Reading and Writing, and the achievement report for Māori students. These reports will now be included in the 2023 Annual Report as per the Ministry's requirements.

2024 Student Achievement Targets

The targets have been set and all teams are focusing on Writing this year. The Team Leaders will have their reports ready to present to the Board at the March meeting.

Schedule of Delegations

A schedule of delegations has been prepared for when Alli is acting principal while Kim is on her 20 week sabbatical this year.

PTA Events

Planning is well underway for the Family Fun Day being held on Sunday March 3rd.
The PTA AGM will be on March 12th at 7.00pm.

Whānau Hui

A Whakawhanaungatanga Hui will be held on March 19th for the first Whānau Hui of the year.
Anton from FUSH will be bringing one of his food trucks and taking a te reo lesson for parents and whānau.

Year 6 and 8 Camps

The Year 6 camp was unfortunately cut short on the first day due to an evacuation because of the Port Hills fires. A rescheduled date has been booked on May 21st for 2 days and 1 night. The EOTC documentation already presented and approved by the Board will stand for this new date.
Due to the large number of Year 8 students this year, there will be 2 groups going to Hanmer Springs in March.

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

That the Board approves and adopts the 2024 Annual Implementation Plan

That the Board approves and adopts the 2024 Student Achievement Targets

That the Board approves and adopts the Schedule of Delegations for Alli Williams, while acting as Principal from 25/3/24 to 6/9/24

*That the Board approves the Year 6 camp to Living Springs on the 14th-16th February, 2024 (ratification of prior email approval) *Change of date now as noted above*

That the Board approves the Year 8 camps to Hanmer Springs on the 4-6th and 6-8th March, 2024

*S Thompson/O Hunter
Carried*

Finance Report:

Bron presented the report.

The draft annual report has been received showing the 2023 year ended with a surplus of \$7,782 compared to a deficit budget of \$64,164.

The Ministry will be invoiced soon for their contribution to the Sheds and 5YA projects.

Major capital expenses proposed for this year include a field gear shed and new hall seating.

Banked staffing won't reach a zero budget by the end of March but is still gradually decreasing.

The school's current photocopier contract expired in February. After considering proposals from four of the All of Government companies, Ricoh was chosen and a new 60 month contract has been drawn up. Having this new term as an AoG contract will save the school a considerable amount annually.

The school donation amount was reviewed and recommended to stay the same as 2023.

The interim audit report from BDO has been received and reviewed. Kim has responded to the auditor regarding the two minor issues raised.

The draft 2024 budget is now ready to be finalised.

Bron moved that the Finance report be accepted with the following recommendations:

That the Board approves and accepts the new copier lease contract with Ricoh

That the Board approves and adopts the final 2024 budget

That the 2024 family donation amount requested remains at \$180 for 1 child or \$300 for 2 or more children in a family

*N Crawford/S Thompson
Carried*

Property Report:

Naomi presented the report.

Site work on the Sheds project is now complete. They can be used once final inspections have been made and the Code of Compliance has been issued. The school will then be able to submit the final invoice for claims to the Ministry.

Kim, Simon and the principals and presiding members from Ladbrooks and Broadfield Schools attended a Ministry meeting for an update on the local school network.

The hall extension is still on hold as the school has not heard back from the Ministry regarding permission to go ahead. Now that the sports equipment can be moved out of the hall storeroom, this can be used for chair storage which will free up a bit of space in the hall. A discussion was held on whether the hall extension proposal should still be considered and the Board agreed that Kim should follow up with the Ministry for their response and then move forward with the proposal later in the year.

Naomi moved that the Property report be accepted

*R Cawthorn/M Liu
Carried*

Health and Safety Report:

No major accidents to report.

Principal's Sabbatical

The Board wished Kim well for her sabbatical this year as this is her last Board meeting before she finishes on March 22nd.

Karakia Whakamutanga:

Spoken together

Meeting closed at 8.10pm. Next meeting Monday March 25th, 2024 at 6.00pm