



**Tuesday 17th June 2025**  
**PLEASANT POINT PRIMARY SCHOOL BOARD OF TRUSTEES MEETING**  
**HELD IN THE MEETING ROOM**  
*A Head and a Heart for Learning and Life –*  
*A Backpack for the Journey*

**ADMINISTRATION**

**Meeting Opened:** 6.02pm

**Present:** Hayden Cartwright, Lorraine Frances-Rees, Deborah Jacobs, Khan Adam, Hami Taite, Rachael Proudfoot, Jo Williams

**Apologies:** Suze Kelliher, Rae Gaskin

**Conflict of Interest:** None

**Administration**

*Accept minutes of previous meeting 13th May - Hayden/Lorraine*

*DPS Jo Williams and Hayden Shaw are at the meeting and have been granted speaking rights.*

**Mid Year Data**

Yr 4-6 has been an area of concern that the school is working on. There is no assessment data to match the new curriculum as yet and we are waiting for the government to decide on how we move forward with this. Teachers have made an overall judgement (below/at/above) for the current mid year reports that are due to go out.

**Maths** - There has been a jump in expectations with what is to be achieved with maths within the curriculum.

**Reading/Writing** - There is a difference between girls and boys of about 15%. The reading records from iDeal is a direct reflection of the child's skill as a reader and gives an accurate account of where they are as a reader for decoding. The Asttle tests cover a broader implementation as reading as process for learning.

The lifting of expectations and children rising to them is working. Improvements are being made as we go.

Agreed next steps - In yr5 area - What is the purpose of reading - a tool for learning. Swapping from learning to read to reading to learn. Keep adding information and data as we get another piece of the puzzle.

*Move to accept reports - Lorraine/Hayden*

### **Literacy Intervention Report**

The government has rolled out support for structured literacy for students in Years 0-2 and is hoping to extend this to Year 3. Kirsty McKerracher is our specialist teacher, with her position funded jointly by the government and the Board of Trustees. She's responsible for Tier 2 intervention, where she works with students individually or in small groups to support their literacy. The program has seen success in Years 0-2; out of 22 students assessed at the start of the year, 11 have already graduated, and there have been improvements in data and classroom performance. Parents have provided positive feedback. We have two students who require a more specialized Tier 3 program. Kirsty has begun her Tier 3 training, and Jo has requested an additional two hours per week for 20 weeks to provide the necessary support. If approved, parents would be involved to ensure consistent support at home.

*Move to accept report - Lorraine/Deb*

*Move to increase literacy teacher's hours for the remainder of the year at a cost of \$2,280 - Hayden/Hami*

*The board would like to be updated on the progress of the students who are receiving the tier 3 intervention.*

### **Principal's report**

*Move to accept Principal's Report - Lorraine/Hayden*

### **Student Wellbeing@School Survey**

Report taken as read - O3 will get re-surveyed due to the disruptions within that class this year.

*Move to accept report - Lorraine/Deb*

### **Staff Wellbeing Survey**

The survey results have shown where staff feel there is a need for change. Changes are in the process of being implemented and the staff are happy with the way the results are being handled.

*Move to accept report - Lorraine/Khan*

### **Health Curriculum Statement**

No feedback was received from the community on our Health Statement when it was shared with them.

*Move to accept the Health Statement as it stands. - Lorraine/Hayden*

### **Reading Inquiry**

The focus of the teachers' reading inquiry is on increasing reading achievement, particularly addressing the differences in engagement between boys and girls. While junior school results are strong, there's a noticeable drop-off in the middle school.

Teachers are actively engaged in questioning and testing, "hunches" on the possible causes of reading drop off in the year 4-6 area.

There has been an emphasis on fluency. Moving forward, the use of Sheena Cameron comprehension strategies is being considered. The Year 4-6 team is dedicated to improving reading achievement and specifically to reducing the gender disparity in reading outcomes. To achieve this, we are in the process of reintegrating a balanced reading program into all classrooms

*Move to accept Reading Inquiry Report - Lorraine/Deb*

### **Senco Report**

Our Tier 2 students are making great progress towards their curriculum SMART goals, with 86% showing progress by Term 2, Week 3, exceeding our 80% target. This positive trend follows focused meetings in late February where SMART goals were set based on existing data.

78% of our teachers effectively set and measured against these goals in Term 1, demonstrating growing confidence in data-driven approaches. They've already set new goals for Term 3. This emphasis on SMART goals significantly helps school leaders understand student progress and guides effective resource allocation. Supporting teachers will continue to refine this process, informing future support strategies for our Tier 2 students.

*Move to accept report - Lorraine/Hayden*

### **PPPS BOT Response to Request Consultation for TBHS/TGHS Zone Implementation**

Include the communities deep connections to Timaru (sport/work/health) in the letter and emphasise that when the high school closed, the community were told that they would always have the option of choice for high schools.

*The board are happy for Lorraine to go ahead with tidying up the doc to send to the ministry on behalf of the board - Hayden/Deb*

### **Feedback Re: Buses**

The board received an email from a member of the school community regarding the buses and request that the board survey the community to see how they feel now to inform future bus reviews. There are no planned bus reviews at the present time. The board discussed how to move forward - Lorraine will respond.

### **Finance Report**

The nominated budget expenditure for teachers and teacher aides is likely to be higher than what is in the budget but that this is for specific purposes and has been matched by extra income.

*Move to accept finance report - Lorraine/Deb*

*Move to opt into MoE School Donations scheme for 2026 - Lorraine/Deb*

### **Property Report**

*Move to accept the property report - Deb/Lorraine*

*Accept quote for interior painting in Opihi Block. - Lorraine/Deb*

*Board to top up quote to the amount of \$791 in order to complete all the interior joinery painting - Lorraine/Deb*

### **Employment & Personnel**

*The board went In-Committee - 8.20pm*

*The board went Out-of-Committee - 8.30pm*

*Hayden Cartwright left the meeting at 8.33pm Deb Jacobs will be sitting in as board chair.*

### **Policy Review**

No feedback received from SchoolDocs.

**Property**

*Move to accept playground tidy up quote \$4,400 to tidy up areas - Lorraine/Deb*

**Succession Planning**

Khan Adam will stepping down from the board of trustees at the upcoming election.

**Correspondence**

*Move to accept correspondence - Lorraine/Deb*

**Meeting Closed - 8.39pm**

**Date of Next Meeting - Tuesday 29th July, 2025**

Signed



Date

