



## Parkside Specialist School Board of Trustees Meeting Minutes Tuesday 5th Augusts 2024

**Meeting opened: 11:00 AM**

Monday, 5th August 2024 11:05 AM Start Finished 12:20 PM

### **Attendees:**

- Allan Edmondson (Presiding Member)
- Mel Foote yes
- Sacha Johnston
- Catherine Sherrard - CS (Acting Principal)
- Craig Serenge – CrS (Staff Rep)

### **Apologies:**

- Carol Willard (Principal) - UK

**Minute Taker:** Santa Van Zyl

### **1. Welcome and Apologies**

- Confirmation of attendees and apologies received.

### **2. Approval of Previous Minutes**

- Review of minutes from 25 June 2024 meeting.
  - **Motion:** To approve the minutes of the June 2024 meeting.
    - Moved by: MF
    - Seconded by: AE

### **3. Board Work Plan**

- Review of the [Board Work Plan](#) (CS).

The following points were discussed (See supporting document on BOT google shared drive):

- Māori student focus
- Student wellbeing
- Curriculum
- WSC update

### **4. Financial Reports**

- Review of [June financial report](#).
  - **Motion:** To approve the June financial report.
    - Moved by: CrS
    - Seconded by: SJ

- Discussion of financial matters, including the van quote and Schedule of Property Services
  - **Motion:** To approve the [van quote](#).
    - **Cancel the agreement with Toyota, AE to follow this up with Pukekohe Toyota**
    - Moved by: CrS
    - Seconded by: SJ
  - **Motion:** To approve the slimline stormwater tanks for the Canopy at WSC:
    - Moved by: MF
    - Seconded by: SJ
  - **Motion:** Scheduled/Programmed Property Services – Exterior Paint and maintenance to continue
    - Moved by: CrS
    - Seconded by: SJ
  - **Motion: Swimming pool at WSC** - Demolition, Re- construction, Re-design plan to be continued with – Demolish the old and redesign the building as discussed by AE and CW:
    - Moved by: MF
    - Seconded by: SJ

## 5. Student Population Update

- Discussed [current student population data](#).

## 6. Behaviour and Incident Report – CrS (See supporting document on BOT google shared drive)

- Review of behaviour and incident reports.
  - Discussion of any patterns and required actions.

## 7. School Docs Policies – SvZ (See supporting document on BOT google shared drive)

- Board Assurances
- Review of School Docs policies
  - [Performance Management Policy](#),, [Concerns and Complaints Policy](#), [Protected Disclosure Policy](#)
  - Discussion and decisions on policy updates.

## 8. Staff Movement

- Update on teacher, teacher aide, therapist, and administrative staff changes.
  - Teacher Aides: 4 FT TA's appointed.  
2 TA resignations
  - Therapists: 1 SLT appointed
  - Other: Kapa Haka Tutor resignation. TA at TWT to support with Kapa Haka.

## 9. Audit Response

- Confirmation of end-of-year documents received and sent for sign-off.

## 10. Action Items

- Review of action items from previous meetings.
  - Financial matters
  - IT service provider
  - BOT meeting minutes format
- Assignment of new action items:
  - **AE** - Cancel the agreement with Toyota Pukekohe and negotiate to get the deposit back.

- **CS** - Serge to get new quote for an electric vehicle from Ebbetts Pukekohe - VW van?
- **CS** – Serge to continue with the design of the stormwater tanks.
- **CS** - Let the people know to go ahead with swimming pool planning.
- **AE** - Sign contract to continue with redesign of swimming pool.
- **AE** - Sign contract to continue with Programmed Property Services
- **CS** - Ask Alida to get 2 quotes for exterior shutter blinds that can be opened and closed from the inside for Intermediate classrooms.
- **AE** - Organise monthly meetings with SvZ (Wednesdays or Thursdays)

## 11. General Business

- Open forum for discussion of any other business.
  - Property Hazard Summary and register shared and discussed and uploaded on shared docs.

## 12. Next Meeting

- Confirmation of the date and time for the next meeting.
  - Monday 9th September 11am
- Additions to the next meeting's agenda
  - Electric vehicles – VW van?
  - Lease vehicles because it is more cost effective?

A handwritten signature in black ink, appearing to be 'Alida', with a long horizontal line extending to the right.