



## Minutes of BOT meeting 31 July 2023

- **Meeting opened: 11.07am**

- **Present**

- Allan Edmondson – Presiding member.
- Necia Rickit - Member
- Carol Willard - Principal
- Craig Serenge - Staff Representative
- Gina Ward – Minute taker

- **Absent / Apologies**

- Alexis Jensen - Member
- Mel Foote - Member

- **Minutes from 12 June 2023 meeting – Moved, 2<sup>nd</sup> NR, AE**

- **Financial May, June 2023 Report – Moved, 2<sup>nd</sup> AE, CS**

Discussion regarding capital purchases – we will need to make some purchases to use additional monies we are still accruing

Chameleon room looking at costing \$100K+. WE will wait to see what prside is being asked to pay towards this and how much is covered by the MOE

- **Personnel:**

- 1 TA joining
- 3 Teachers Leaving
- 1 OT leaving
- 2 Teacher joining

Discussion regarding options to present staff with an agreed term of employment with us if we have brought them to Parkside from overseas and incurred costs for this (most recent is teacher and OT from Ireland for whom we also paid quarantine costs)

- **School Doc Policies for Review**

- Learning Support
- Inclusion Education
- Māori Educational Success *All approved*

### Strategic Plan/ NELPS

- Learning environment focus: SL research project update. FB - Appreciate the opportunity for this learning. Beneficial learning for all of us, and for future projects within our environment.

Main outcomes:

1. Employ a Parkside project manager who will understand out specific needs and requirements
1. Prepare a property committee for each build who comprise skill set for the project at hand (eg. OT for equipment adjustments and developments, Literacy lead for library development, health and safety for all),

### Senior Leader Presentation:

CS – Behavior support

- support students with challenging behaviour, in class. teachers have reported that they see the benefits in class and this is being confirmed through eTAP incident report decreases

- eTAP - ongoing review and work with staff to ensure ALL incidents are lodged.
- Behaviour team share knowledge, growth and ideas across the school. Support with strategies, and focus on prevention, de-escalation and wellbeing,
- Whole team approach, therapist, class staff
- Part of induction programme and ongoing support for staff
- Growing Team Teach capacity across staff team – confidence and protection for staff and students. Collaborative teaching and learning is major focus of behaviour team
- Parkside is on a Trauma understanding journey with PD and this is becoming well embedded across school.

- **Matters arising:**

**BOT Code of Conduct** – This does not need to be signed but to be agreed. *Will be revisited at next meeting*

**BOT Annual plan**, Format and guide for BOT. Not additional work, different format. Will work for ERO. *Will be revisited at next meeting*

**Appointment of new AP – NR**

- Three candidates interviewed. 1 post available

The position has been offered to one candidate. Verbally accepted, awaiting paperwork

Appoint of additional AP can be made as there is a further vacancy - CW to investigate with NZSTA how to start the process to ensure it is fair and equitable. *Approved by all*

**Car purchase:**

CW - Toyota attached quotes

AE - Ebbitt PUKEKOHE keen to partner up with us, ZS EV \$54000, Rebate \$5K electric same size as smaller than outlander Charging \$4k quote cost \$ lasts 3 weeks on charge. Range is 5.3ks Ebbitt maintenance and service they give loan car. Rego and tyres, Road user maybe same as diesel with reduced cost of running.

Partner with us, we put small Ebbitts sign on vehicle.

MG4 \$52000K?

Potentially two start with the principal car the critical area of need is STOS, Toyota availability is end of year, Ebbitt, availability is 6 weeks.

Looking at mid-range, all approved, go for 2 and STOS first.

Approved NR, 2<sup>nd</sup> CW

**Build update** – We are in the building. Multispace development options discussed with all staff, artwork, Discussion regarding opening ceremony

**Bank and increase of Credit Cards / limits change of signatories.**

- BOT to investigate a move to ASB (advantages?).
- Letter from Jill re: grace period
- AE and CW go to ASB to apply for Credit Card rep Term 4

**Parent evening**, not such a big turn out something to look at how to do better. Great feedback staff uplifted by it and all that did come enjoyed.

**TOD – 18 August**

Behaviour Team: Team Teach and Positive Behaviour Support for TA'

Learning Architects: IT focus for TAs

Curriculum Team – New curriculum focus for Teachers (unpacking the new curriculum)

CW – ASB Travelling Fellowship Award Application. Final round upcoming.

**ERO**

- We have been informed an ERO review will take place in Terms 3 and 4 2023

- All Specialist schools are negotiating with MOE as the learning journey process that has been put in place for all schools is not being followed for SEN schools
- CW has no concerns regarding Parkside processes and outcomes but joins all SEN schools in commitment for a fair process that is equable with that of mainstream schools.

**AOB**

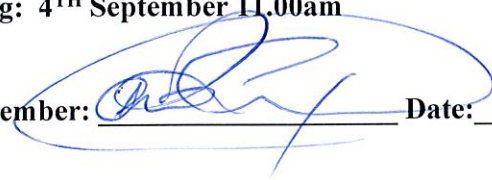
- CW & MOE discussing Parkside proposal to support induction for Mainstream teachers. Teacher induction, we really get a foot in the door with mainstream school as have better understanding, and better inclusion with our students. Ongoing discussions with FPA.

**General Business**

- AE – Insurances. To be reviewed as insurances come to their end.
- AE – Suggested possibility of engaging a business manager. Discussion to continue.

**Meeting Closed: 12.56pm**

**Next Meeting: 4<sup>TH</sup> September 11.00am**

**Presiding Member:**  **Date:** 18/10/25