



Parkside Specialist School Board of Trustees Meeting Minutes

Tuesday 29th October 2024 11:00 AM Start, 1:00 PM Finish

Attendees:

- Allan Edmondson (Presiding Member)
- Mel Foote yes |
- Sacha Johnston
- Carol Willard (Principal)
- Craig Serenge (Staff Rep - CrS)

- **Apologies: None**

Minute Taker: Santa Van Zyl

1. Welcome and Apologies

- Confirmation of attendees and apologies received.

2. Approval of Previous Minutes

- Review of minutes from the September 2024 meeting.
 - **Motion:** To approve the minutes of the September 2024 meeting.
 - Moved by: AE
 - Seconded by: CrS

3. Board Work Plan

- Review of the [Board Work Plan](#)
 - Discussion and updates CW:

CW shared the outcome of the strategic plan staff meeting (Elements addressed, Progress made, Next Steps). Staff knows and understand the plan as driven by the P and SL's.
 - Review strategic plan; [PMLD](#) (SG), [Mathematics](#) (CS), transitions (SdJ) [BOT doc Transitions](#), Initial Information re initiatives following PD (CW) [Sustainable Leadership and the Development of New Initiatives at Parkside School](#)

CW shared and discussed all the documents.

4. Financial Reports (15 minutes)

- Review of [August Financial Report Parkside BOT Reports September 2024.pdf](#)
- **Motion:** To approve the August financial report.
 - Moved by: MF
 - Seconded by: SJ
- Discussion of financial matters:

Tracking well with most areas. CW will share the provisional budget with the BOT as soon as it is completed.

Fuel reimbursements are high because of the high number of therapists that claims for fuel reimbursements.

5. Student Population Update

- Review of [current student population data](#).
 - Discussion of any trends or concerns – no concerns

6. Behaviour and Incident Report

- Review of behaviour and incident reports. [BOT Monthly report October 2024 -1.docx](#)
 - Discussion (CrS) of any patterns or required actions – No concerns, will always have repeated minor incidents. Had a behaviour staff PD this term.

7. School Docs Policies

- Board Assurances – see attached document on BOT google shared drive
- Review of School Docs policies
 - - Moved by: AE
 - Seconded by: CS
 - Discussion and decisions on policy updates.

8. Staff Movement

- Update on teacher, teacher aide, therapist, and administrative staff changes.
 - Teacher - 1 Teacher returned from ML - Advertised to fill positions 3x Interviews
 - Teacher aides - 1 x Resignation Leaves in November TA interviews being arranged (now wishes to be reinstated)
Needs to follow the process and look at legalities before reinstating the person
 - Therapist - Advertised for 1 x OT and 1 x PT, Additional PT two days per week to current contracted PT Services.
 - Admin staff - 1x Property administrator appointed for 3 days per week

9. Action Items

Review of action items from previous meetings.

- ~~AE discuss long term ACC with BOT as soon as info received from NZSTA~~

- ~~AE~~ sign documents for fencing.
 - ~~CS~~ contact AV regarding property quotes for steps at Chameleon room and share it with AE. **(Addressed and proceeding)**
 - ~~CS~~ Let AV know that the BOT approved the tinting of windows at Intermediate, outside carpet on deck at WSC (Charcoal colour), shading at Valley **(all addressed and proceeding)**
 - ~~MF~~ report back to BOT in the next meeting about PD attended about expectations and responsibilities of BOT.
 - ~~SvZ~~ Get in touch with AV in regard to property hazard entries: colour code, add resolved/progress timelines. Bring in Professionals to resolve high level risks.
 - ~~SvZ~~ follow up on remote for front door to be used in case of a lockdown.
- TA wishing to become teacher - BOT support? CW to have conversation with TA?

10. General Business

- Open forum for discussion of any other business.
 - Health and Safety - [Hazard and risk report](#)
[School Camp](#)

Seniors will have a day camp only at Kokako Lodge – PHS 5 December, TWT 6 December

Property Report [Fencing quote 1](#) [Fencing quote 2](#) [Boundary map](#) [Property Report](#)

Use the same people who did the previous fence, they are more expensive but then it will all look the same. As soon as quote is accepted, they can start in 1 weeks' time and it will take them 15 working days to complete it. They are also going to work during weekends.

Audit 2024 (date for onsite visit moved to 21st November)

- Hydro pool update (cf property report)

Problems with the roof and waiting to hear if the building can be demolished. Also waiting for the plans and to hear what the next steps are. Then information will be shared with the BOT.

- Christmas gifts for staff and families? (Gift baskets/ vouchers/ both or nothing. Is it necessary every year??)

No gift baskets this year – only every 2-4 years

Vouchers to staff – No vouchers this year

- Term dates 2025 [Term Dates 2025](#)
- Christmas function at the Cosi club. BOT contribution Christmas function to be confirmed. Currently awaiting costs.
- Currently have a waitlist of approximately 30
- Intercom system - The BOT have approved further investigation into costings for an intercom system

- 7 Habits of Highly Effective People – Franklin Covey

CW suggested to BOT to do the course as well.

- **11. Next Meeting**

- Confirmation of the date and time for the next meeting.
 - Monday December 2nd @ 11am (to be followed by BOT end of year lunch?)

12. Action Items

- **From previous meeting:**

TA wishing to become teacher - BOT support? **CW** to have a conversation with TA?

- **Current Actions**

CW will share the provisional budget with the BOT as soon as it is completed

CW to investigate (possibly ask AV) if it is better to buy a new car or to reimburse staff

CW to look at legalities before reinstating a TA who resigned previously and wants her job back again. Process needs to be followed.

CW to talk to TA wishing to become teacher - BOT support? CW to have conversation with TA?

CW to talk to R about availability of 7 Habits of Highly Effective People course for BOT

CW to communicate with the property administrator to look into costings for an intercom system at WSC

