

CONFIRMED

Minutes of the monthly meeting of Paeroa College Board of Trustees  
held via Zoom at 3.30pm on Tuesday 28<sup>th</sup> April 2020

**Present** Amy Hacker, Ursula Johnson, Amia Tissingh, Conall Buchanan, Bill Tissingh, Jo Tilsley, Steven Hill, Larn Wilkinson

**Apologies** N/A

**In Attendance** Yolande Lowe

Tissingh opened the meeting with a prayer

**Declaration of Interests**

**N/A**

**Confirmation of Minutes**

“THAT the Minutes of the monthly meeting held on Tuesday 17 March be confirmed as a true and correct record.”

Hill / Hacker – Carried

**Matters Arising**

Evaluation of meeting to go into a board pack – to be emailed to board members after each board meeting instead.

The breakfast date for Term 2 will be unable to go ahead because of Covid-19

School vans as discussed for school business only, the motion needs to be changed to include in exceptional circumstances –

“ the board moves the vans are only be used for school business, however the Principal and Board Chair may allow the use to outside parties in exceptional circumstances” Tissingh / Hacker - Carried  
Hacker is going to create a new policy around use of school property.

*“the board moved into committee” 3.35pm A Tissingh left the zoom meeting*

**Confirmation of Minutes**

“THAT the Minutes of the monthly meeting held on Tuesday 17 March be confirmed as a true and correct record.”

Tissingh / Hill – Carried

**Matters Arising**

N/A

*“the board moved out of committee” 3.37pm A Tissingh re joined the zoom meeting*

**Chairperson’s comments**

N/A

**Health & Safety Events / Issues**

Good Health & Safety meeting last week

**Principals Report**

As read. “THAT the Principal’s Report be adopted”

Tilsley / Wilkinson – carried

Discussed the current student situation around internet / devices etc with Covid -19. Hardpacks have been put together by staff for parents/ students to collect from school.

Larger number of students this year than 2019. What is our ideal number of students?  
Counselling for staff – is there a service available – EAP is available.  
“the board moves to approve the draft 10YPP budget to go to the Ministry for approval”  
Buchanan / Johnson - Carried

Hacker left the zoom meeting at 3.40pm

#### **Final report of SLT performance management**

Tissingh outlined the report from the Vicky McLennan – Hacker’s appraiser.  
Tissingh to send out a brief report around the points made and to be worked on by the board.

Hacker re-entered the zoom meeting at 3.50pm

#### **Staff report**

Johnson discussed going forward around staff working hard and are also learning how to get around this learning from home / distance learning.  
This is a learning curve for a lot of staff.

#### **Student Report**

Overall most students embracing the current situation. Doing their best with online learning, teachers have been really supportive around issues and questions. The workload appears to be bigger than if at school.

#### **NCEA External Moderation Report**

This was read and discussed.

#### **Specialised Inclusive Education & ESOL programme**

This was read and discussed.

#### **Policy Review**

2.5 Reporting to the Board - add Health & Safety Report	Buchanan / Hacker	carried
2.13 The Relationship between the Chair and the Principal	Accepted	
2.2 Responsibilities of the Principal	Accepted	
** New Pandemic Policy – Adopted - change to annual review		

#### **Finance**

“the board moves that payments for March totalling \$177119.00 be passed for payment and that the March accounts be adopted as a true and correct record as discussed at the Board Finance Meeting 23 April 2020” Buchanan / Tilsley – Carried

Some budgets have not had a lot of movement, we need to encourage this spending to happen.

“the board moves to pay POET \$12,000 as agreed in our 2020 budget” Hacker / Tilsley - Carried

“as a Board we have adapted and refined our processes to ensure that all conflicts are declared and that the person involved in declared conflict leaves the room and the discussion is held without them and that we will seek prior approval for projects exceeding \$25,000 as required by the Ministry.”  
Tissingh / Wilkinson - Carried

**Property**

Currently waiting for the plan to come through from Awnzing NZ Ltd, as to remediation of the quad shade sails.

Lester & Ron have made the school to look beautiful after lockdown, have worked hard.

Asbestos management plan – Hill to forward to Hacker.

**Health & Safety**

Nothing to report other than the Principal's report

**Discipline**

Nothing to report other than the Principal's report

**Sport**

Sporting bodies have shut down sport for the time being.

**Administration**

N/A

**Correspondence In**

Year 9 Camp report was read and discussed

**Correspondence Out**

Denise Grimmer – Sabbatical deferment

RTLb

EOI

10YPP

**General Business****Items for the next agenda**

A 20min discussion around how do we celebrate / report success at Paeroa College – data v story.

Wilkinson closed the meeting with a karakia

Next Meeting Tuesday 26 May 6.30pm

Meeting Closed 5.00pm