

UNCONFIRMED  
Minutes of the monthly meeting of Paeroa College Board of Trustees  
held in B1 at 4.30pm on Thursday 2 June 2022

**Present:** Larn Wilkinson, Hamish Buchanan, Conall Buchanan (Presiding Member), Jo Tilsley (via zoom), Ursula Johnson, Amy Hacker (via zoom)

**Apologies:** Steven Hill

**In Attendance:** Maureen Jackson (Minute Secretary), Sue Austen, Tina Youngman

Larn opened the meeting with a karakia.

Tina reported on Year 9 camp. Reported that some children were not aware of who she was at outset. Huge positive behavioural shift during camp; no one sent home. Unfortunate incident on the bus home. Extremely beneficial – needs to happen as early as possible in the year.

**Confirmation of Minutes**

“THAT the Minutes of the monthly meeting held on Monday 2 May be confirmed as a true and correct record.”

Moved: Larn    Seconded Hamish

Carried

**Matters Arising**

1. Ursula continuing to source a coffee machine. Waiting for quotes
2. Mufti day held for world peace. Donation made to Red Cross
3. Vaping solution – students will continue to be stood down. Before returning, a family/school korero being held regarding attendance in drug and alcohol rehab program.

**Presiding Member's comments**

1. Working closely with insurance company through the PG process
2. Staff Report and Student Report – should be considered ‘comments’

**Health & Safety Events / Issues**

1. Identified that areas of the school require better access to telephones in case of emergency. Budget exists

**Principals Report**

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

Moved Amy    Seconded Larn

Carried

Great time at Principal's conference

Rumaki sustainability – need to look at another staff member to assist with continuity. Developing model is key. Need to embed Te Reo Maori throughout the whole school. May need wider consultation. See agenda items for next meeting.

Move ‘that the Board extends a vote of thanks to Tina Youngman for stepping up to Acting Principal role while Amy on holiday’

Moved Conall    Seconded Ursula

Carried

Move ‘that the Board extends a vote of thanks to Yolande Lowe for minute taking over a long period of time’

Moved Conall    Seconded Ursula

Carried

### **RTL B Report**

As read " THAT the RTL B Report be adopted"

Moved Amy      Seconded Larn

Carried

### **Staff Comment** (Ursula)

Feeling like 'Business as usual'. Teaching staff now encompassing literacy and numeracy throughout the curriculum. Huge win from work Tina and Loretta Goodhue have been doing.

### **Student Comment** (Hamish)

Normality good. Some mufti and themed weeks to raise some funds and to develop Paeroa College brand. Also MasterChef. Students liking new science block. Winter sports in full swing with large numbers involved. Extra curricular clubs happening at college – pottery club under way, expressions of interest for other clubs (robotics; darts, chess, visual/fine arts club); each club will sort out how to finance these.

### **Senior NCEA Progress**

1. Attendance having a big impact on achievement.
2. Teachers are required to have one modulated credit standard achieved by end of Term one.
3. Hamish raised a perception that students were feeling they needed to cram standards by end of term one, and lots of 'not achieved' being received. Conversation around reasons for extensions to deadlines now being considered more seriously.

### **Year 9 Literacy and Numeracy baseline** (Tina Youngman)

All skills below average. Worse than previous years

- Hand writing poorest performance – some children equivalent Yr 2. Only 6 children at or above where they should be from cohort of 79
- Reading – slightly better. Large number will require intensive 1 on 1 work
- Maths – slightly better again, but still disappointing

### **Remedial**

Some teachers need literacy teaching skills so that the learning can be applied across all learning areas. Writing major focus. 12 children on Toe by Toe program, with a focus on phonics. Some students changed to 'extra literacy' class. Trialling other programs to determine efficacy. Secondary teachers aren't trained in literacy and numeracy; primary teachers are.

Long term strategy required, however current cohort also need immediate help. Challenge to find teacher aides. Continuing to teach the required curriculum. Primary schools are aware of the situation.

Tina Youngman left the meeting at 5.08 pm

### **Update on Junior and Senior Rumaki progress**

1. Smaller number in senior Rumaki due to Yr 12 students leaving school for employment.
2. Attendance about same with Rumaki and other students.
3. Draft graduate profile – Jo noted her congratulations to all those involved with this. Should this be an aspirational document for all Paeroa College Students? Would provide guidance for achieving the outcomes for all staff. May need to clarify the purpose of the outcomes of 'literate and numerate'.
4. Also need to ensure teaching staff have time to develop expertise required for all subject areas required.

### **Future Strategy Discussion - Session for open discussion 18<sup>th</sup> June 2.00 pm**

How can the board support the staff? What do we want the big picture to look at? Driver being to reduce incidents where staff are pulled out to address issues other than teaching.

### **Policies**

2.10	Staff/Student Trustee Role Description Policy	Read	Approved
2.12	Principal's Performance Management Policy	Read	Approved
2.14	Meeting Process Policy	Read	Approved with amendment
	2.14(1) change from 'noticeboard' to 'website'		
2.15	Meeting Procedure Policy	Read	Approved with amendment
	Review schedule – change to 'annual'		
2.15.1	Public Attending Board meetings Procedure	Read	Approved
3.13	Sensitive Expenditure Policy	Read	Approved
DRAFT	Inclusivity Policy		
	6. Change to 'We will not accept language and behaviour that is threatening.....'		
	7. Change to 'To provide non-gendered toilet and changing facilities accessible to all students.'		

Frequency of review – Annual

Adopted as amended

### **Finance**

Moved 'that the Board approve the audited accounts'

Moved Conall    Seconded Larn

Carried

Moved 'that the Board moves that payments for April totalling \$497,845.78 be passed for payment and that the April accounts be adopted as a true and correct record as discussed at the Board Finance Meeting 26 May 2022'

Moved Conall    Seconded Ursula

Carried

Moved 'that the Board moves that payments for RTL B April totalling \$32,986.99 be passed for payment and that the April accounts be adopted as a true and correct record as discussed at the Board Finance Meeting 26 May 2022'

Moved Conall    Seconded Ursula

Carried

It was agreed at the Paeroa College Board of Trustees meeting held on Thursday 2 June, 2022 to apply to Akarana Community Trust for a grant of \$3500.00 to cover the costs of accommodation for the UNISS netball competition. I certify that this is a true and correct record of a resolution passed at this meeting.

Moved: Amy

Seconded: Larn

Carried

### **Property**

Move 'that the property report be received'

Moved Amy    Seconded Larn

Carried

Science block now completed, and being used. Blessing 3<sup>rd</sup> June 8.20am

Amy presented other property matters from the Property Committee minutes. High priority - heat pump for Pavillion

Security cameras – initial quote received just under \$40k for installation of 20 cameras.

Move 'that the Paeroa College Board of Trustees review the need for installation of security cameras again in three months'

Moved Larn    Seconded Hamish

Carried

### **Health and Safety**

Nothing noted

## **Discipline**

Ongoing incidents

## **Sport**

1. Thames Valley rugby / Waikato Secondary Schools – some schools are unable to field a team with current pupils, so have allowed past pupils (under 18) to be allowed to play for the school team.
2. Move 'that Paeroa College BOT send a letter to Waikato Secondary Schools Sports Association expressing that they do not support this decision as a continued policy'  
Moved Ursula    Seconded Larn    Carried  
The Board will ask Miah Williams to write this letter
3. Larn will be the Paeroa College representative on the Ohinemuri Sports Hub.

## **Administration**

1. Move 'that Yolande Lowe be appointed as returning officer for triennial elections'  
Moved Amy    Seconded Larn    Carried
2. Moved 'that the Board authorises disposal of historical school records according to the retention and disposal schedule as advised by the MOE'  
Moved Amy    Seconded Jo    Carried

## **Correspondence In:**

Cameron Frethy – Receipt of Charter  
Owen McLeod & Co. Ltd  
Science Camp – Sire Peter Blake Marine Education  
Touch Nationals – December  
Te Pai o Hauraki Marae Overnight  
Year 9 Camp 31 May – 2 June  
Year 11 Camp 20-23 June  
Leave request – Taylor Wanakore & Winara Levi  
Leave request – Andrew Cameron  
Leave request – Ursula Johnson  
Kylie Finch – Study leave request  
Chris Patten – Response to study request Kylie Finch  
Carol Walker – Study leave request  
Kahui Ako Teacher – Loretta Goodhue  
Ministry of Education – Concurrence Amy Hacker

1. General approval for science camp
2. General approval touch nationals
3. Te Pai O Hauraki 30<sup>th</sup> June – 1<sup>st</sup> July – approved
4. Year 11 camp (Papamoa). Budget shortfall \$500 Approved

## **Correspondence Out:** Tina Youngman - Leave

## **General Business**

1. Determined that zoom should be available for all future meetings (courtesy of HDC).
2. Funding will move from the decile model to a deprivation index model next year.

Sue Austen left the meeting

#### **Items for the next agenda**

1. Further discussion on (a) use of te reo Maori throughout whole school, and (b) whether Maori culture could be better embedded throughout the school.  
**Larn** to provide a discussion paper on both of these for the next meeting
2. **Hamish** to provide a comprehensive list of the registered clubs for the next meeting.
3. A number of recommendations were received from the auditor. **Amy** to report back on any operational changes at next meeting

#### **Item for August meeting**

1. Review need for security cameras

Conall closed the meeting with prayer

Next Meeting 27 June 2022

Meeting Closed at 8.19pm

**Future Strategy Discussion - Session for open discussion 18<sup>th</sup> June 2.00 pm**