

CONFIRMED

Minutes of the monthly meeting of Paeroa College Board of Trustees
held in the B1 at 4.30pm on Monday 31 October 2022

Present: Amy Hacker, Conall Buchanan (Presiding Member), Larn Wilkinson, Jo Tilsley, Grant van de Wetering, Hayden Lance, Chrissy Te Teira, John Dustow

Apologies: None

In Attendance: Maureen Jackson (Minute taker)

Larn opened the meeting with a karakia

Election of Presiding Member

Amy opened the meeting by welcoming new trustees and calling for nominations for the election of the Presiding Member. Only one nomination was tabled, that being Conall Buchanan.

Moved 'that Conall Buchanan be appointed the Presiding Member'

Larn / Jo

Carried

Whakawhanaungatanga

Time was devoted to the introduction of everyone present.

Trustees Code of Behaviour Policy Signing – document was circulated for new trustees to sign.

Declaration of conflicts of interest – John Dustow declared that his spouse is an employee of Paeroa College managing student lunches.

Establishment of standing committees

| | |
|-----------------|---|
| Personnel | ad hoc as required |
| Disciplinary | Jo Tilsley, Larn Wilkinson (Grant van de Wetering backup as appropriate), John Dustow, Chrissy Te Teira. |
| Sport | ad hoc as required |
| Health & Safety | Board member on the school committee –Grant van de Wetering, John Dustow |
| Finance | Jo Tilsley, Conall Buchanan, Amy Hacker (Larn Wilkinson as alternative) |
| Property | Grant van de Wetering, Larn Wilkinson, Conall Buchanan, Amy Hacker |

Confirmation of Minutes

"THAT the Minutes of the monthly meeting held on Tuesday 27 September be confirmed as a true and correct record."

Amy / Larn

Carried

Matters Arising

Nothing that will not be dealt with elsewhere.

Presiding Member's comments

No additional comments

Health & Safety Events / Issues

None

Key Strategic Matters

1. (Amy) Rumaki vacancies– no applicants for vacancies as yet. Amy provided background information. Need to convene hui urgently with whanau. PLD application for facilitator to work with other teaching staff to embed mātauranga Māori. Have a graduate profile, but gaps in expertise to meet the key achievements goals e.g., school haka and Waiata needs to be embedded for whole school. Needs to be our maori community who leads this campaign. Need to ensure authentic experience for the Rumaki students as priority rather than simply ‘filling the role’. Whanau hui scheduled Tuesday November 22nd, from 5.00pm for 5.30pm start (include kai – Grant has volunteered for this).

Principals Report (Amy)

1. HR addition – The Board supported Miah Williams in total immersion study 2023 application, and this has been successful (to be announced Wednesday 3rd November).
2. Board approved that Susan Impey be the Principal’s appraiser for the next 12 months.
3. Additional English Literacy teaching position starting Term 1 2023 should be possible through MoE funding based on predicted minimum staffing calculations. Noted the risk that if staffing level not be approved, funding would need to come from operational funds. Board has approved recruitment of new role.
4. Te Wananga O Aotearoa –secondary tertiary partnership (STP) is being discontinued for the existing 12 placements.
5. Conall encouraged Board members to subscribe to He Pitopito Kōrero/School Leaders Bulletin (School number 113).
6. New trustees should be receiving emails from NZSTA. Only Grant not yet receiving these.
7. Attendance – still having challenges. Refer Principal’s report.
8. 20% of students indicated that they do not have an adult person in the school environment that makes them feel supported. More discussion next meeting.

Amy / Grant

Carried

RTL B Report (Amy)

Principal School for Hauraki RTL B cluster (52 schools)

Amy / Grant

Carried

Staff Comment (Grant)

No further comments

Student Comment (Hayden)

Recommendation from Principal to make literacy compulsory in Year 11 – totally supportive.

BoT Work Plan and Reporting Plan for 2023

Draft circulated for last meeting. Will confirm at next meeting.

Gateway / Careers / Trades Report (Amy)

Information supplied by Denise Grimmer. Te Wananga relationship will be discontinued. VTEL will be providing a barista course. Board thanked Denise for her report.

Strategic Aim Progress

Tabled and discussed.

Charter 2023

(Amy) Highlighted Achievement targets.

- SEN = special educational needs.
- Attendance – exploring change next year to ‘vertical’ attendance class.
- Curriculum levels – aspirational goals. Expected progress is 2 sub levels per year (3 sub levels: basic, proficient, advanced).
- Targets need to be finalised at the February 2023 Board meeting.
- How do we partner with families that are reluctant to engage? Need to be present in local events that are happening e.g., Hauraki Festival (19th November); understand the family story etc.
- Discussion regarding aspirational goals will be considered as the Charter is reviewed.

Policies

3.20 Managing Challenging behaviour and physical restraint policy

Read

Approved with amendments

Add ‘Where practicable....’

Grammatical change noted – ‘Teachers, and staff members.... ‘

Also noted – John is able to provide teacher training

Leave request *Procedure* – Agreed that this be reviewed so that this procedure only refers to ‘discretionary leave’ (outside collective agreement) e.g., Discretionary Leave for six (6) days or more: (or 1 day or more with pay)

Finance

Move that the minutes be received.

Conall / Larn

Carried

That “the Board moves that payments for September totalling \$ 257712.56 be passed for payment and that the September accounts be adopted as a true and correct record as discussed at the Board Finance Meeting 27 October 2022”.

Amy / John

Carried

That “the Board moves that payments for RTLB September totalling \$ 41481.81 be passed for payment and that the September accounts be adopted as a true and correct record as discussed at the Board Finance Meeting 27 October 2022”.

Amy / John

Carried

Property

Move that the minutes be received

Conall / Larn

Carried

1. Science block defect reparation – still waiting.
2. Pavilion – 3rd priority in 5YA; unable to start.
3. Caretaker’s garage – email expected with invoice tomorrow (includes November special pricing). Will progress using volunteers once exams are completed.
4. Waharoa
Move ‘that we start the process of establishing committee’
Conall / Grant Carried
Significant number of trustees interested; staff and student representative – Amy to progress. Hui date for working group to establish framework for consultation – Tuesday 29th November.
5. LED update, flooring improvement – in progress.
6. Pavilion will get a heat pump.

7. Electrical usage has not been monitored this year, so will need to wait until after next winter to progress new transformer (if required).
8. Roofing – 3rd quote required.
9. Netball courts upgrade – progressing. Thanks to Larn for the work invested in this.
10. Move ‘that we accept the quote from Adam’s Electrical for installation of security camera”.
Grant / Chrissy Carried

Health & Safety

No further update

Discipline

No further update

Sport

Touch team training, two teams in 7’s finals.

Move ‘that we move into public exclusion’ @ 7.15pm
Conall / John

Carried

Correspondence In:

1. TVAL Trip – TVAL EOTC Owhanga Adventure (DOC) 21st – 25th November 2022.
Approved in principle pending a thorough review of all RAMS and safety procedures by the Board of Trustees.

Correspondence Out: RTLB Cook Island Proposal
Yolande Lowe
Carol Walker

General Business

1. Date and time of Board Meetings going forward – Monday 4.45 pm start.
2. Move ‘that we adopt the Board Meetings as per the Calendar circulated’.
Conall / Grant Carried
Sub committees will be added to the calendar.
3. Request for Board papers to be circulated Thursday prior to Board meeting.

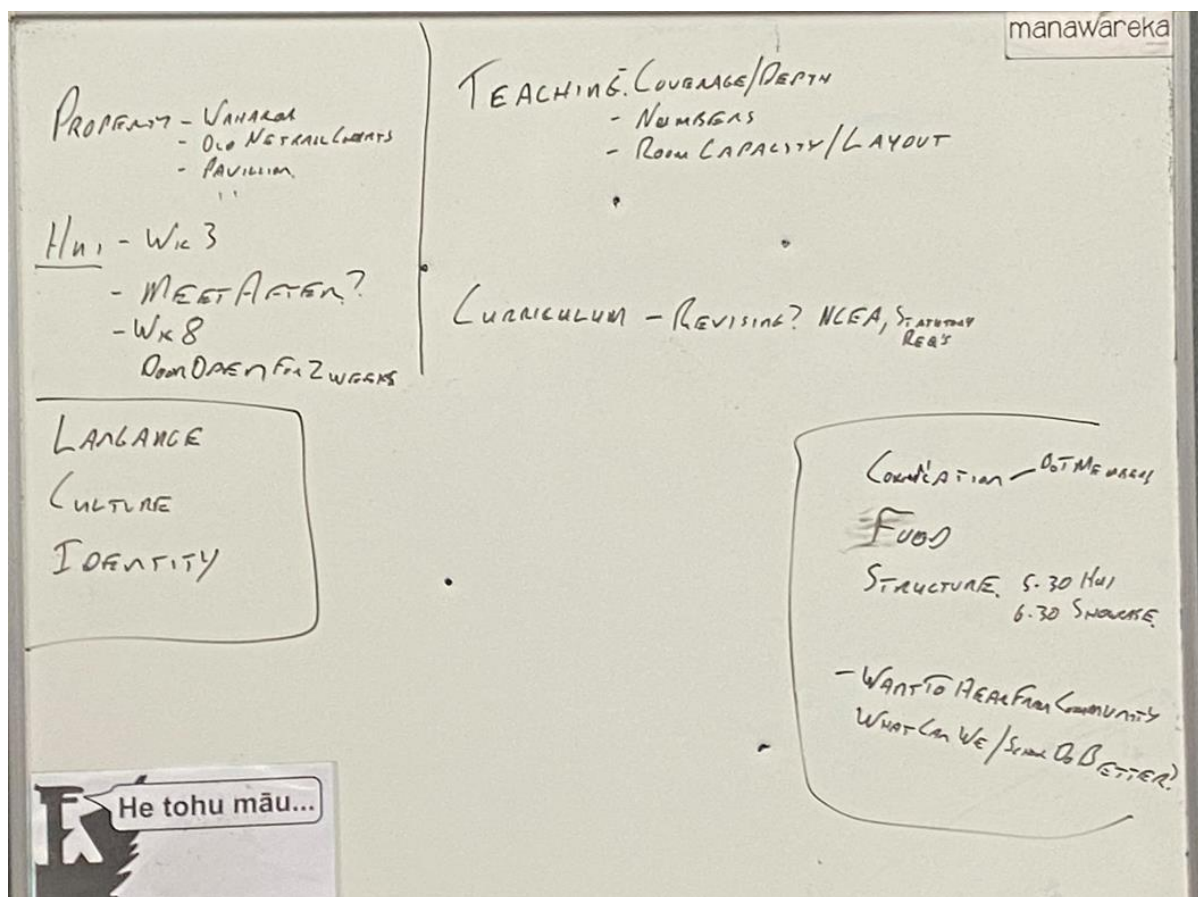
Items for the next agenda

1. BoT Work Plan and Reporting Plan for 2023 – to be confirmed.

Conall closed the meeting with prayer

Next Meeting 28th November 2022 Meeting Closed at 7.45 pm

Strategic Direction discussion notes



1. Property

- a. Waharoa
- b. Netball courts
- c. Pavilion

2. Hui

- a. Week 3 – if this is led by the BOT, what does this look like?
 - i. Principal component
 - ii. BOT component
 - iii. Opportunity for engagement (options), culturally sympathetic
- b. Week 8 follow up / feedback
- c. Ongoing follow up

Hui planning

- Kai – to be determined when trustees have some idea of numbers
- Communication – Amy to send out email; trustees to follow up on invitations, facebook, Nga Iwi
- Structure/agenda
 - 5.00 (for 5.30 start) whanau hui – focus on developing relationships, finding out what is important to families; focus on language/culture/identity (use sticky notes to gather input)
 - 6.30 showcase – presentation from each department re learning
- Amy following up with HOD re best space to use
- Karakia – Larn will find someone
- Mihi
- Waiata

3. Inclusivity
 - a. Language
 - b. Culture
 - c. identity

4. Curriculum
 - a. NCEA change
 - b. Numeracy / literacy deficit addressed using all teaching opportunities
 - c. Continual review of curriculum

5. Teaching
 - a. Capacity/depth e.g., Rumaki
 - b. Numbers
 - c. Room capacity and layout