

CONFIRMED

Minutes of the monthly meeting of Paeroa College Board of Trustees held in the B1 at 4.45pm on Monday 1 May 2023

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

Apologies: Jo Tilsley, Larn Wilkinson arrived at 5.30pm

In Attendance: Maureen Jackson (minutes)

Conall opened the meeting with a prayer

Confirmation of Minutes

"THAT the Minutes of the monthly meeting held on Monday 27 March 2023 be confirmed as a true and correct record."

John / Hayden

– Carried

Matters Arising

None

Presiding Member's comments

Health & Safety Events / Issues

1. Karangahake gorge closed today – some staff and students caught on Paeroa side of gorge
2. Minor outbreak of hand, foot, and mouth disease

Key Strategic Matters

1. Hui 17th April. Notes have been circulated
 - a. Potential for external provider to assist with students. Not progressed as yet
 - b. Board disciplinary committee meeting with staff – arranged for next week
 - c. (John) Need to lock in date for cyber safety event meeting (recommended Wednesday 11th October); zoom hui with Amy, Jo and John in next few days (John to arrange with 'Rob the entertainer'). Intending to involve wider schools and community; possibility of students doing the marketing for the event. 'The internet and us - keep our children safe'.

To review notes from the hui at the next Board meeting

Principals Report

Moved Amy / Grant

- Carried

1. SENCO report (Special Education Needs Coordinator) – new coordinator. Report to be presented at the next Board meeting.
2. HR update – police vetting every 3 years.
3. Industrial action – Teachers are no longer covering for colleague's absences if this means forgoing their non-contact entitlement. There is a rolling action planned starting 4/05/23 – 8/06/23 inclusive. Full Strike day 11 May There is a large impact on non-PPTA staff and student learning as well as PPTA members
 - Staff requesting discretionary leave– unless extraordinary circumstances, then unlikely to be approved (must come to the Board for approval).
 - Principal not to approve any additional Professional Development Leave at this point.

- Staff with discretionary leave already approved – no appetite at this stage to review this.
- PLD leave that has not already been paid for to be reviewed and possibly cancelled.

Move 'that the Paeroa Board of Trustees communicate concerns to local Member of Parliament, Minister of Education, and the Secretary for Education'

Conall / Chrissie

- Carried

Move 'that the year level being excluded from teaching be rostered home on the appropriate day of industrial action, and that the school be closed on the 11th May for national strike action'

Chrissie / John

- Carried

Noted that supervision will be offered to Year 9 by request.

4. Offer has been made for a new HoD Science.
5. Fire alarms have been upgraded
6. Changes to new NCEA roll out period have been announced. Staff comments indicate that Paeroa College is well placed for the changes. Tina Youngman has been instrumental in the thorough planning for this implementation.
7. Discipline incident numbers unfortunately running well ahead of 2023

RTLB Report

Report tabled.

Move 'that the final budget for RTLB be approved'

Chrissie / Larn

- Carried

Move 'that the Paeroa Board of Trustees approve the Strategic Plan'

Larn / John

- Carried

Formal thanks made to Chris for the thoughtful and thorough development of this Strategic Plan.

RTLB funded the Treaty training (provided by 'Treaty People') for staff last week. This was very much appreciated.

Staff Comment (Grant)

1. Reiterate PD on Te Tiriti O Waitangi was very positive.
2. New home / school partnership process being implemented shortly. Vertical form classes implemented now to ensure students form a meaningful relationship with at least one adult during their time at Paeroa College.
3. Positive student start to Term 2.

Student Comment (Hayden)

1. HSP gives parents opportunity to understand how the student is operating at school.
2. Industrial action – students are struggling with any clash with assessments etc. Significant impact on learning when the normal teacher is not in the class to assist students. Need to provide students with expectation of what should be happening at home on rostered days.

Strategic Monitoring

Confirmed Specialised and Inclusive Education & ESOL programmes in place

In place. Full report next month.

Careers & Vocational education progress

Report tabled. Resources will be available to teaching staff when fully developed. Thanks to Denise Grimmer for her work in this space.

Policies

- | | |
|-------|---|
| 2.13 | The Relationship between the Presiding Member and the Principal
Read
Approved |
| 3.1 | Curriculum Delivery Policy
Read
Approved with the following changes:
Need to add National Education and Learning Priorities (NELPs); add macron |
| 3.11 | Behaviour Management Policy
Read
Approved with the following changes:
Add: Staff are to update and/or use the pastoral notes for a student in the appropriate way. Accurate notes and information will be kept by teachers and / or parents. These notes should be held in a manner that concurs with the school privacy policy. |
| 3.29 | Attendance Policy
Read
Approved with the following changes:
- (7) change 'MoE Truancy Service provider' to 'Attendance Service provider'
- (11) Change from 85% to 90% |
| DRAFT | Managing Challenging Behaviour and physical restraint policy ** on HOLD for review by Amy
Noted that is should include 'Where practicable, the use of physical restraint is limited to teachers or authorised staff members and only where:....' |
| 3.2 | Personnel Policy – some confusion as to whether this was the intended Policy for review.
Review due 2023 |

Finance

Moved 'that the report be received'

Conall / Grant

- Carried

That “the Board moves that payments for March totalling \$399712.55 be passed for payment and that the March accounts be adopted as a true and correct record as discussed at the Board Finance Meeting April 2023”

Conall / Grant

- Carried

That “the Board moves that payments for RTLB March totalling \$48215.35 be passed for payment and that the March accounts be adopted as a true and correct record as discussed at the Board Finance Meeting April 2023”

Conall / Grant

- Carried

Board members reminded that some of the surplus funds are tagged; untagged fund is to be used at the discretion of the Board

RTL B has an accumulated surplus.

Move 'that RTLB hire an additional resource for 1 day per week, to be paid from banked staffing funds'

Amy / John

- Carried

Term deposits maturing in August 2023

Board approved an additional 3 or 4 CCTV cameras (depending on recommendation from provider)

Property

Move 'that the report be received'

Larn / Amy

- Carried

1. Conall has talked to Steven Richards, Tony Richards, re new/replacement vans. New vans are now 10 seater, waiting list over 12 months. Cost \$50 - \$60K range for good 2nd hand van. Recommend that purchase should be made as soon as we hear about the funding application, and purchase should be made regardless of funding outcome (funding from surplus funds).
2. Caretaker sheds – may need to extend or change these. Site planner advise would be useful. Could use some existing 5YA funds.
3. (Larn) – refer email on courts. Basketball hoops should be ordered now (imported). Fence will also need replaced as soon as possible following the laying of new surface.

Health & Safety

Nothing to be added.

Discipline

Outstanding disciplinary matters to be addressed in next few days.

Sport

Amy to ensure coaches and managers meetings occur ASAP.

Numerous teams - Girls rugby, mixed social netball, boys football etc . Good number of students involved in sport.

Administration

1. Fitness camp and PE camp have been moved due to industrial action. New dates to be advised.
2. HSP coming up.

Correspondence In:

1. 2022 National RTLB Satisfaction Survey - very good results.
2. NZQA – Digital learning letter
 - students prefer typing responses, but prefer hard copy question papers
 - requires good digital infrastructure to support fully digital learning
3. Year 11 camp June 2023. Approved in principle.
 - H&S 'significant risks' – will require more detail in final submission
 - 4 hire vans cheaper than hiring a bus (plus driver)

Move 'that the Board move into Public Exclusion' @ 7.00pm

Conall / Grant

- Carried

Move 'that the Bard move out of Public Exclusion' @ 7.12pm

Grant / Chrissie

- Carried

Correspondence Out:

None

General Business

None

Items for the next agenda

1. Review notes from hui 17th April at next Board meeting

Larn closed the meeting with karakia

Next Meeting Thursday 1 June 2023 @ 4.45pm

Meeting Closed at 7.17 pm