

CONFIRMED

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

**Present:** Amy Hacker, Conall Buchanan (Presiding Member), Grant van de Wetering, Hayden Lance and John Dustow

**Apologies:** Chrissy Te Teira, Larn Wilkinson and Jo Tilsley arrived at 4.50pm

**In Attendance:** Yolande Lowe (minutes), Tina Youngman presenting, Darcy Knyvett presenting with Kylie Harris and Lexi Farrell.

Conall opened the meeting with a prayer.

**Confirmation of Minutes**

“THAT the Minutes of the monthly meeting held on Monday 1 May 2023 be confirmed as a true and correct record.”

Amy / Jo

– Carried

**Matters Arising**

None

**Presiding Member’s comments**

None

**Health & Safety Events / Issues**

None

**Key Strategic Matters**

- 1 An external well-being provider has made contact with Amy and a meeting has been arranged to discuss the requirements of Paeroa College.
- 2 The staff meeting with the Board Disciplinary Committee went well.
- 3 Work is still ongoing with “Rob the Entertainer” for our community presentation on cybersafety.

**Principals Report**

Taken as read.

Conall / Grant

- Carried

“the Board of Trustees approves for Paeroa College to be part of the Government Donation Scheme for 2024”

Amy / Jo

- Carried

**RTLB Report**

The MoE have advised there may be a reduction of staffing in the RTLB structure across schools.

“the Board of Trustees approves Hauraki RTLB to continue with arrangements to send two staff to Niue.

“the Board of Trustees approves the Niue trip in principle with a budget of \$10,000.00 or less.”

Amy/ John

-Carried

John Dustow left the meeting at 6.44pm.

### **Staff Comment** (Grant)

There is some confusion within the teaching staff around applying for PLD. PLD still requires Board approval.

### **Student Comment** (Hayden)

Students are concerned around NCEA work and with the industrial action it is making it harder. The Board will put together a statement around the industrial action and get it sent to families.

The policy requiring 90% attendance for the week for participation in sport has really had an impact on students. Many students are now trying harder to be at school on time and mindful of their attendance.

## **Strategic Monitoring**

### **Senior NCEA Progress**

Taken as read.

### **Year 9 Literacy and Numeracy baseline**

Tina Youngman presented to the Board the Year 9 Literacy and Numeracy report. A discussion was held around extra tools that can be purchased to help our lower-level students improve. The Board would like to thank Tina, Suzy and Melissa for their report.

### **Senco Report**

The Board would like to thank the team for the preparation of this comprehensive report.

### **Attendance Report**

Taken as read. Attendance for Term 1 2023.

### **Annual Plan Update**

Taken as read.

### **Policies**

|        |   |          |
|--------|---|----------|
| 2.3    | Disciplinary Process in relation to the Principal Policy                          | accepted |
| 2.4    | Principal Professional Expenses Policy  | accepted |
| 2.15   | Meeting Procedure Policy  |          |
|        | (Time of meeting – Meetings are to be 3 hours, and can be extended when motioned) |          |
|        | (Meetings are held with dates confirmed each December)                            |          |
|        | (The agenda is to be collated with the agenda items placed in agenda order.)      |          |
|        | Insert Nominated by Deputy Principal in reference to absence of Principal.        |          |
| 2.15.2 | Meeting agenda changes  |          |
|        | (Change the time at the top and the year)   |          |
|        | (Insert 20xx)   |          |
|        | (Insert Key strategic matters)  |          |
|        | (Staff and Student report – change to Staff Board Member comment)                 |          |
|        | (Remove the word appraisal the 3 <sup>rd</sup> section)                           |          |
| 2.15.3 | Evaluation of Meeting – please continue to complete                               | accepted |
| 3.13   | Sensitive Expenditure Policy  | accepted |
|        | New Policy – Responsible Motor Vehicle Use  | accepted |
|        | Modified Policy – Physical Restraint  | accepted |

## **Finance**

Moved 'that the report be received'

Jo / Conall

- Carried

"the Board moves that payments for April totalling \$258000.14 be passed for payment and that the April accounts be adopted as a true and correct record as discussed at the Board Finance Meeting May 2023"

Jo / Hayden

- Carried

"the Board moves that payments for RTLB April totalling \$24895.83 be passed for payment and that the April accounts be adopted as a true and correct record as discussed at the Board Finance Meeting May 2023"

Jo / Hayden

- Carried

"the Board moves to approve the Paeroa College 2022 Audited accounts and annual report"

Conall / Jo

- Carried

## **Property**

Moved 'that the report be received'

Conall / Amy

- Carried

"the Board moves that the 5YA project Floor and Wall lining and the Science Block are signed off.

Amy / Jo

- Carried

Lester's shed is now down. Dean Innis is happy to come and evaluate the transformer. Discussion to be had when the new turf courts are completed on how we open them and how we are going to manage the facility. A policy is to be created around use of school grounds / property. Next finance and property meetings to add to agenda purchasing of vans.

## **Health & Safety**

Nothing additional to the Principal's report.

## **Discipline**

Nothing additional to the Principal's report

## **Sport**

"the Board approves Penny Cox to apply to Grassroots Trust for funding on behalf of the Paeroa College Girls Lacrosse Team to the value of \$6000.00"

Conall / Jo

- Carried

## **Administration**

Mr Knyvett along with Kylie Harris and Lexi Farrell from the Enviroschools Group presented to the Board around proposals to mitigate waste resulting from the school lunch programme. More ideas were given around options for our School Lunches containers. \*\* this was presented at the start of the meeting\*\*

Principal Professional Growth Cycle (PGC) and Professional Learning Group (PLG) – Amy has joined a PLG for her PGC as required by legislation and the teaching council.

Returning officer for Student Election – Move to the July meeting.  
NCEA Moderation Report – move to the July meeting.  
Board / Staff Xmas date set – move to the July meeting.

Office relief required for Debbie Gould in September. This carries some current risk. Amy to email the Board for ideas of people in the community who have the skills.

Move 'that the Board move into Public Exclusion' @ 8.10pm  
Conall / Grant - Carried

**Correspondence In:**

Move 'that the Board move out of Public Exclusion' @ 8.22pm  
Grant / Hayden - Carried

**Correspondence Out:**

None

**General Business**

None

**Items for the next agenda**

Grant closed the meeting with a karakia.

**Next Meeting** Monday 26 June 2023 @ 4.45pm Meeting Closed at 8.45pm