

CONFIRMED

Minutes of the monthly meeting of Paeroa College Board of Trustees
held in the B1 at 4.45pm on Monday 26 June 2023

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

Apologies: Chrissy Te Teira

In Attendance: Maureen Jackson (minute taker)

Grant opened the meeting with the Paeroa College karakia.

Confirmation of Minutes

"THAT the Minutes of the monthly meeting held on Thursday 1 June 2023 be confirmed as a true and correct record with the noted amendments."

Grant/ Hayden

– Carried

Amendments

Staff Comment – should read 'PLD still requires Board approval'

Administration

- Amend to '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.'
- Amend to 'NCEA Moderation Report – move to the July meeting.'

Matters Arising

None

Presiding Member's comments

Conall thanked everyone who provided feedback on previous meeting.

1. Future meetings will be more structured. Responsibility for the agenda lies with the Presiding Member.
2. Agreed that student presentations will occur immediately prior to the official meeting start, with notification of these presentations and starting time given to trustees 1 week prior to meeting date.

Health & Safety Events / Issues

None

Key Strategic Matters

1. Progress with external provider for well being – hoping to have on site in Term 4. Funding for this being determined.
2. Disciplinary Meeting process – no discussion required
3. Rob from Our Kids Online (**presenting 11th October, 6pm**) – need to have high an attendance as possible. The presentation will include plenty of opportunity for Q&A. Board will ensure the advertising message is very clear, and delivered via a number of channels. An invitation will go out to local primary schools and neighbouring secondary schools.

Principal's Report

Taken as read. Also noted:

1. PPTA industrial action has been suspended for now.
2. Move 'that the Board agree to restore delegation to Amy for approved discretionary leave, including PLD assuming no further disruption'
John / Larn -Carried
3. Administration – has been a request to include black scarf with Paeroa College logo. Board saw no reason to amend the school uniform policy.

4. Move 'that the Board approve Tina Youngman as Acting Principal for the period 18 September to 6 October 2023'
Amy / Grant -Carried

Move 'that the report be received'
Amy / John

- Carried

Principal's Nominee BOT Report 2022 to 2023 (Sean Koller) – included in Principal's Report
Amy clarified the content of the report. Grant commended Sean on the useful analysis provided.

RTLB Report

1. Have received a surplus staffing notification from Ministry of Education.
2. Have a received a request for surplus funds from the start of 2021 to be returned.

Move 'that Paeroa College BoT writes to Ministry of Education stating that this an unreasonable request'

Conall / John

- Carried

Move 'that the report be received'
Larn / Hayden

- Carried

Staff Comment (Grant)

A recently departed exchange student mentioned how very caring the Paeroa College teachers have been during her time here.

Student Comment (Hayden)

Good that the industrial action has ended.

Strategic Monitoring

Te Ao Māori Report (Rosalie Nathan, Tina Youngman, Amy Hacker)

The Board appreciated the update included in this report.

Curriculum Integration Report (Darren van de Wetering)

The Board endorsed the value of this report.

Policies

2.18 Committee Policy

Approved with amendments:

- Education Act 1989 Section 66 should be updated to Education and Training Act 2020
- reference to 'Principal's Appraisal Committee' should be deleted

2.18.1 Review Committee Terms of Reference

Approved with amendments:

NOTE This Committee is not constituted as at 26th June 2023

- Meets:....The Chairperson of this committee...

2.18.2 Student Disciplinary Committee Terms of Reference

Approved

2.18.3 Finance Committee Terms of Reference

Approved with amendments:

- 13. Should read 'Finance Committee minutes '

- Finance Committee Annual Calendar

- should list by month only

- February – add 'Final budget approved'

- May – add 'Confirm option re Government Donation Scheme'

- "Revised annual budget....." to be moved from October to November.

NOTE – All policies in Section 2 should include 2 in their heading, e.g. 2.18.1, 2.18.2 etc.

All policies in Section 3 should include 3 in their heading, e.g. 3.1, 3.2 etc.

3.14 Media Policy

Approved with amendment:

- Aims: Update The Privacy Act 1993 to 2020

2.6 Trustee's Code of Behaviour Policy

- Add (15) Abide by the 'Code of Conduct for State Schools Board Members'
- Append 'Code of Conduct of State schools Board Members' to this policy

Move 'that we approved the amendments to policies as recorded'

Jo / Amy

- Carried

Finance

Currently reviewing the terms of investments.

Reviewing the homestay criteria for international students.

Auditors have found a loss in the Uniform account. Will review accounting processes going forward.

Moved 'that the report be received'

Jo / Grant

- Carried

Move 'that the Board moves that payments for May totalling \$368,548.99 be passed for payment and that the May accounts be adopted as a true and correct record as discussed at the Board Finance Meeting June 2023'

Jo / Grant

- Carried

Move 'that the Board moves that payments for RTLB May totalling \$73,334.80 be passed for payment and that the May accounts be adopted as a true and correct record as discussed at the Board Finance Meeting June 2023'

Jo / Grant

- Carried

Board approves the letter to be sent to the auditor.

Property

Board is hopeful that the new courts will be opened before end of year. A policy regarding community access to all facilities needs to be drafted – John will draft this.

Application for funding for a van has been made with no response as yet. Have recently received two requests for use of the school van – both declined, as per the vehicle policy.

Moved 'that the report be received'

Amy / Conall

- Carried

Health & Safety

Nothing to report.

Discipline

One meeting has been adjourned for mutually agreed reasons.

Sport

1. An incident occurred at a recent Paeroa College game concerning a non-teaching parent team manager. A judicial hearing will be held at the rugby union office later this week.
2. Te Rau Aroha kura has aligned with Paeroa College for student inclusion in sports teams for 2023.

Administration

1. Move 'that we appoint Sharlene McNeil to be Returning Officer for the Student Election'
Amy / Grant - Carried
2. Next meeting will be postponed one week to 31st July
3. Board / Staff Xmas date – still awaiting confirmation of date (late November, early December)
4. Radio Station interviews – discussion on how to include the Trustees being part of the interview schedule with Nga Iwi FM. Amy will ask Yolande Lowe to circulate interview date / times for next term.
5. NZTSA AGM proxy – move 'that Paeroa College BOT delegate to the Chairman of the Waikato NZ Trustees Association'
Conall / John - Carried

Move 'that the Board move into Public Exclusion' @ 7.20pm
Grant / Larn

- Carried

Move 'that the Board move out of Public Exclusion' @ 7.35pm
Grant / Amy

- Carried

Correspondence Out:

Jo Adams – Sabbatical Leave

Darren van de Wetering – Study Leave

Amy Hacker – Sabbatical Leave

General Business

None

Items for the next agenda

Conall closed the meeting with prayer.

Next Meeting Monday 31st July 2023 @ 4.45pm

Meeting Closed at 7.40pm