

CONFIRMED

Minutes of the monthly meeting of Paeroa College Board of Trustees
held in the B1 at 4.45pm on Monday 31 July 2023

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

Apologies: Grant van de Wetering

In Attendance: Maureen Jackson (minute taker)

Larn opened the meeting with a karakia.

Confirmation of Minutes

"THAT the Minutes of the monthly meeting held on Monday 26 June 2023 be confirmed as a true and correct record with the noted amendments."

Amy / John

– Carried

Matters Arising

1. Christmas function date has been set for 24/11/23.
2. Radio station interview process – Amy will circulate interview dates for trustees.

Presiding Member's comments

None

Health & Safety Events / Issues

None

Key Strategic Matters

1. External Wellbeing provider – on hold
2. Disciplinary process – can now be removed from key strategic matters.

Principal's Report (incl Annual Plan & Term 2 Attendance Report)

1. Amy noted some very unpleasant student behaviour issues currently happening.
2. Strategic Plan should now be 2 year plan to align with current Board member cycle.
3. Advertising a fixed term generalist position.
4. Attendance – need to identify families most at risk, and providing those services that can assist the students to get to school. Discussion occurred around reasons for the ongoing unsatisfactory attendance, and possible options to create a role to focus on this problem. Possibly create a joint role with proposed school counsellor; provide a carrot? Suggestion that all students with 100% attendance for week go into draw for a McDonalds voucher(s) (up to \$50 per week, possibly split junior/senior school). Amy will consult with student leader, senior leadership team etc before proceeding with Board approval.
5. Our Kids Online – brochure is currently being created by a student.

Moved 'that the report be received'

Amy / Chrissie

- Carried

RTLB Report

1. A staff member will be retiring, which is particularly relevant due to potential head count decrease resulting from Ministry review of staffing.
2. Still waiting for discussion with Ministry re surplus funds.
3. Amy, along with Chris, to mitigate anxiety of possible job loss due to RTLB staff restructure by reiterating the process being followed and assuring them of potential deployment opportunities if staff number are reduced.

Move 'that the report be received'

Amy / Conall

- Carried

Staff Comment (Grant) – absent.

Student Comment (Hayden)

Students are generally feeling positive. House Chant competition was a good opportunity for Junior / Senior school to work together.

Strategic Monitoring

TVAL Update and Reports

Taken as read. Students engaged from all 3 contributing schools.

Te Ao Māori strategy (Amy)

Draft document circulated and discussed at length.

Larn/Chrissie noted some additional requirements.

Next steps

- Identify the base line.
- Include a 5th objective to identify information needed and clarity for future Board members.

Any further feedback appreciated.

Community Engagement – Strategic Working Group

HSP and whānau hui to be used to gather community voice.

Interim Progress towards Targets

Taken as read.

Policies

- | | | |
|------|------------------------------------|---|
| 3.3 | Appointment Policy | Approved with change.
Correction to 1(b) Change to “....Presiding Member (or delegate) where...” |
| 3.4 | Financial Planning Policy | Para 2 – Change to ‘Budgeting will reflect Annual Plan, risk....’ |
| 3.22 | Pandemic Policy | Approved with changes.
Changes:
‘1. Appointment of a Pandemic Manager
The Principal, or delegate appointed by the Board,’
2.1 Change ‘Waikato District Health Board’ to Te Whatu Ora
5.1 Last bullet point – Change ‘local DHB’ to ‘Te Whatu Ora’ |
| 3.23 | Traumatic Incident Response Policy | Approved with changes.
Change all Guidelines – ‘The Principal’ to ‘The Principal, or a delegate appointed by the Board, ...’
(6) Change to ‘family involved in the traumatic incident.’ |

2.15.2 Meeting Policy – to be tabled at August meeting.

Move ‘that we approved the amendments to policies as recorded’

Larn / John - Carried

The Use of School Facilities Policy

Move ‘that we adopt this Board policy’

John / Amy - Carried

Finance

Moved ‘that the report be received’

Jo / Amy - Carried

The Board requests that the Health and Safety committee consider other options for minimising speed in the school carpark.

School lunch surplus funds - the Principal has received repeated advice that unspent School Lunch monies will not be required to be returned to MOE and can be used for other projects. This situation is a result of the model adopted by the Board of having an ‘in house’ supplier of lunches.

Recommended that these funds be ring fenced for ‘well being’ purposes. Finance committee to consider options to achieve this.

Moved ‘That payments for June totalling \$244,414.74 be passed for payment and that the June accounts be adopted as a true and correct record as discussed at the Board Finance Meeting July 2023’.

Jo / Amy - Carried

Move ‘That payments for RTLB June totalling \$34,224.56 be passed for payment and that the June accounts be adopted as a true and correct record as discussed at the Board Finance Meeting July 2023’.

Jo Amy - Carried

Property

Moved ‘that the report be received’

Amy / Larn - Carried

Quotes will be required at some point in the future for painting outside of school building. No requirement to retain the current colour palette.

Health & Safety

Nothing further

Discipline

Nothing further

Sport

Items to be discussed In Committee

Administration

Nothing further

Move 'that the Board move into Public Exclusion' @ 7.30pm
Larn / Jo

- Carried

Correspondence In: Sally Dustow - Leave request
Carol Walker – Leave request
Basketball Prems – Palmerston North
Amy Hacker – Leadership opportunities

Move 'that the Board move out of Public Exclusion' @ 8.21pm
Larn / Jo

- Carried

Correspondence Out: Sean Koller – Leave Request
Probus Request for school van use
Vicki Martin Request for school van use
Owen McLeod and Co. Ltd – Audit Management
2023 Appointment of Delegate NZSTA

General Business

1. Voting has been completed for NZSTA Board Election 2023.
2. Fundraising opportunity - planting native trees with Tirohia marae. Amy to talk with Larn.

Items for the next agenda

1. Te Ao Māori strategy
2. Use of 'well-being' funds

Conall closed the meeting with prayer.

Next Meeting Monday 28 August @ 4.45pm Meeting Closed at 8.24pm