

CONFIRMED

**Minutes of the monthly meeting of Paeroa College Board of Trustees
held in the B1 at 4.45pm on Monday 27 November 2023**

Present: Conall Buchanan (Presiding Member), John Dustow, Jo Tilsley, Chrissy Te Teira, Amy Hacker, Grant van de Wetering, Seth Serrup

Apologies: None

In Attendance: Maureen Jackson (minute taker)

Seth opened the meeting with a karakia.

Confirmation of Minutes

"THAT the Minutes of the monthly meeting held on Tuesday 24 October 2023 be confirmed as a true and correct record with the noted amendments."

Amy / John

– Carried

Matters Arising

1. Alternative disciplinary action for vaping is being trialled (student to prepare a research project under supervision on school grounds, followed by presentation to whānau and Deputy Principal). So far positive feedback, albeit a small sample.
2. Clarification - Key Strategic matters Te Ao Māori Strategy.
'John tabled his disappointment with this resignation' – refers to resignation of Larn Wilkinson
3. Opening of Courts – awaiting decision on fencing.

Presiding Member's comments

1. Casual Vacancy on Board of Trustees for a Parent representative. Options to fill this are
 - a. By Election, or
 - b. Selection

Correct notification process must be followed (refer School Trustees website)

Preferred option for the Board is (b) Selection

Amy / Chrissie to consider possible names for selection following notification to the community, to follow up in the New Year.

Skill set: active engagement with BoT, liaison with local Māori community, property management skills.

2. Paeroa College Charitable Trust – trustees are appointed by Paeroa College BoT. Must be a minimum three, and no more than five trustees. Current trustees are Jo Tilsley along with two community members (Rino Wilkinson and Ursula Johnson) with assistance from Debbie Gould. Main function is to raise funds for Paeroa College. AGM pending.
Moved 'that John Dustow and Chrissie Te Teira are appointed as trustees of the Paeroa College Charitable Trust'.

Amy / Jo

- Carried

Health & Safety Events / Issues

1. No issues to report.
2. WorkSafe will be visiting the school on 1 December and making recommendations.

Key Strategic Matters

Te Ao Māori road map – short term actions:

- Improve pōwhiri – initial meeting as been held, with another meeting scheduled with senior leadership later this week.
- Review Māori Awards night.
- Wall Walk – with HDC – a presentation of the history of our local Māori.

The Paeroa College Board of Trustees supports principles of co design, co construct, and co implement.

Board Strategic Planning meeting – three outcomes recorded to progress (refer Draft Plan below).

Principal's Report

Move 'that the report be received'

Amy / Grant

- Carried

1. Late resignation of Technology teacher has resulted in a current vacancy with automotive, welding skills etc.
2. Have 'hired' two teachers from overseas, but Paeroa College still needs to become an accredited employer, and follow appropriate process before formal recruitment can proceed.
3. Resignation of Student Centre (Deb Berry) - recruitment pending.
4. Student Formal – move 'that the BoT allows Year 11s to attend the ball in 2024 to ensure the cost effectiveness of this event'.
Amy / Chrissie - Carried
5. Move 'that the Board approves the appointment of Acting Principal - Kieran Udy in 2024'
Conall / Grant - Carried
Kieran is hoping to be available from 15th January 2024. He is still looking for accommodation. The Board is comfortable for appropriate documents to be shared with the incoming principal prior to the start of this appointment period.
6. Move that 'Tina Youngman has Principal delegations 4 January to 20 January 2024'
Amy / Conall - Carried
7. Projected roll numbers for 2024:

Actual	March 1 2023	334
Projected	March 1 2024	369
8. Roll increase projections – noted that new classrooms will only be considered by the Ministry when an enrolment scheme has been put in place.

2023 NCEA Achievement report

Biggest challenge continues to be attendance. All courses were completed prior to the Senior Prizegiving, with the exception of Visual Arts (which has now been completed).

RTL B Report

Move 'that the report be received'

Amy / Chrissie

- Carried

1. RTL B currently recruiting for Practice Leader

Staff Comment (Grant)

Nothing to report.

Student Comment (Seth)

Nothing to report.

Strategic Monitoring

Strategic Aim Progress

Draft 2024-2025 Strategic Plan (Amy)

Summary points

- provide ākonga with an aspirational, integrated and localised curriculum.
- empower all ākonga to engage meaningfully in education through regular attendance.
- prioritise identity, belonging and wellbeing for all ākonga.

The Draft will need to be officially adopted by the Board prior to March 1 2024.

Time frame – the Board acknowledges that it may take longer than two years to achieve the goals outline in the Strategic Plan.

Bike shed – this was suggested to encourage students to ride to school knowing that the school can ensure that their bikes are secure when the students are in class.

Conall thanked Amy for developing this draft. Amy will continue to work on this with Kieran Udy during January 2024.

Draft Analysis of variance against targets

Concern that some of the targets are not attainable. Need to review targets that are achievable 2023 targets are unlikely to be met.

Policies

- 3.27 Timetabling of Teaching Staff Policy (Amy developing draft)
- Amy is generally in agreement with the PPTA responses, but some suspected typos that should be checked
 - Policy included: Teachers are required to be at the school during their timetabled non-contact time unless leave has been granted to perform their duties elsewhere.
 - not all recommendations for 'good practice' may be adopted; noted that these recommendations relate to 'procedure' rather than 'policy'.
 - policy should be reviewed at end of 2024.
1. Board are interested in receiving a report showing use of relief staff throughout the year.
 2. Letter to be sent to PPTA by the Principal to acknowledge which of their recommendations have been adopted.

Finance

Amy / Grant

- Carried

Move 'that the Board moves that payments for October totalling \$339,149.36 be passed for payment and that the October accounts be adopted as a true and correct record as discussed at the Board Finance Meeting November 2023'

Amy / Grant

- Carried

Move 'that the Board moves that payments for RTLB October totalling \$35,428.96 be passed for payment and that the October accounts be adopted as a true and correct record as discussed at the Board Finance Meeting November 2023'

Amy / Grant

- Carried

1. Surplus funds from allocation for School Lunch funds (\$168,500 for 2023 year)
 - a. Finance minute amendment – should read ‘purchase of six stoves, approx. cost \$12,000’
 - b. Verbal assurance was given earlier this year that surplus funding for School Lunches would not be asked for repayment.
From October 2023 accountant report - ‘Potentially Ministry could ask for these funds to be refunded if the funds haven’t been spent on the purpose they were provided for.’ Assumed that this is ‘opinion’ only.
 - c. Could use some of these funds for a covered eating area – fixed roofing/ gazebos and tables. Quotes are being sought.
Moved ‘that the Board would like to provide an appropriate shelter for students to eat their lunches, and that the cost for this resource can be up to the amount of \$150,000’.
Grant / John - Carried
Further information to be provided to the Board, and further decisions to be made electronically as required.
2. Fencing for turf / court area –
Move ‘that the quote received from Hill Engineering for \$18,000 - \$20,000 (which will include timber around bottom of the fence) be approved’
Grant / Seth - Carried
Seth noted that students have difficulty hearing the school bell when in that area.
3. Programmed Maintenance contract will end in December 2023, and will not be renewed.
4. Finance committee recommend that we do not replace the old van.

2024 Draft Budget

1. Garden Shed will be erected at the school house before end of year. Noted that the new garage was slightly smaller than originally intended, hence the need for the garden shed
2. Final budget will be completed in March 2024 when actual student and resourcing numbers are confirmed.

Moved ‘that the draft budget 2024 be approved by the Board’.

Amy / Conall

- Carried

Property

Refer ‘Finance’ for notes on Property decisions.

Health & Safety

Student and Staff Wellbeing Report

1. Health and Safety staff rep will be elected at start of the year.

Discipline

Conall noted his sincere thanks to the members of the Disciplinary committee for the significant effort that they have attributed to this role over the year.

1. Has been a recent Exclusion.

Sport

1. A Caltex nationwide initiative has provided \$1000 petrol vouchers to support rangitahi in sport.
2. Touch team and Sevens team will be attending national championships.

Administration

In Committee

Move 'that the Board move into Public Exclusion' at 8.07pm

John / Jo

- Carried

Move 'that the Board move out of Public Exclusion' at 8.49pm

Jo / John

- Carried

Correspondence In:

Diane Watton – Leave Request 2024
Revisit Penny Cox Leave Request
Darcy Knyvett – Leave Request (email)
Stuart Price – Resignation
NZQA – Managing National Assessment Report
2024 Ball Committee – Social Media
Sharlene McNeil – Leave Request 2024
Geri Allen – Leave Request 2024

Correspondence Out:

Penny Cox – Leave Request
MOE – RTLB Staffing 2024
Catherine Schuler – Leave Request 2024
Andrew Cameron – Leave Request
Darren van de Wetering – Leave Request (email)
Larn Wilkinson – Resignation from the BoT
Kelvin Davis – Reply
Denise Grimmer – Leave Request
Darcy Knyvett – Leave Request (email)
Joanne Adams – Sabbatical Approval

General Business

None

Items for the next agenda (from previous minutes)

1. Consider projected roll increases and building capacity of Paeroa College
2. Enrolment scheme consideration

Conall closed the meeting with prayer.

Next Meeting Monday 26 February @ 4.45pm Meeting Closed at 8.50pm