

CONFIRMED

Minutes of the monthly meeting of Paeroa College Board of Trustees  
held in the B1 at 4.45pm on Monday 26 February 2024

**Present:** Conall Buchanan (Presiding Member), John Dustow, Jo Tilsley, Chrissy Te Teira, Grant van de Wetering, Kieran Udy, Seth Seerup

**Apologies:** None

Kieran opened the meeting.

**In Attendance:** Maureen Jackson (minute taker)

Seth opened the meeting with a karakia.

**Election of Officers, Sub Committees and Authorisations**

1. Presiding Member – Moved ‘that Conall Buchanan continue as Presiding Member’  
Jo / John - Carried

Conall took over presiding the meeting.

2. Sub committees – all trustees agreed that committees would carry over as per last year without change.
3. Authorisations
  - a. Move ‘that the Principal’s Delegation carry on as stated without change except for removing Amy Hacker and replacing with Keiran Udy.’  
Conall / Jo - Carried

**Confirmation of Minutes**

“THAT the Minutes of the monthly meeting held on Monday 27 November 2023 be confirmed as a true and correct record with the noted amendments.”

Grant / Seth - Carried

**Matters Arising**

1. Bike shed proposal – referred to Property and Finance committee. Grant and Seth to survey students as to student needs.
2. Inability to hear school bell at new courts (not always a teacher on duty). Bells are being checked; Grant and Seth to check out the area for ability to hear bell; Duty Roster updated to ensure teachers are being proactive.
3. BoT member vacancy – Chrissy / Conall / Kieran to bring recommendation to next meeting. Also need to have discussion with Linda Keogh who could assist Board as a cultural advisor.
4. Projected roll increases at Paeroa College – refer Agenda for next meeting
5. Enrolment scheme consideration – Kieran to do some research, and bring to next meeting so trustees can consider if an enrolment scheme is of benefit to the school.

**Presiding Member’s comments**

1. Further 10% increase in roll – a significant positive change from 5 – 6 years ago. Trustees need to be very conscious of the consequences of the increasing roll – change in culture, physical space requirements etc.
2. Continued need for Board to focus on attendance.

## **Health & Safety Events / Issues**

Nothing additional to report.

## **Key Strategic Matters**

1. Pōwhiri reflection  
Kieran was impressed that all students and staff were included. Chrissy very impressed.  
Great that it was held outside.
  - a. Need to document what was done in 2024, and note suggested improvements for 2025.
2. Kieran and Chrissy to work with a small advisory group to record details of this year's event for future reference and identify possible improvements for the future. Also, to identify the ideal Pōwhiri for Paeroa College (Group makeup possibly; Chrissy, Kieran, Melba Pakinga, Miah Williams, Larn Wilkinson). Also need to consider the process for welcoming any staff and students joining the school community during the year.
3. Māori Excellence Awards – format will be similar to 2023 (ceremony will happen later this term). Chrissy noted some concerns from last year that need to be improved this time, particularly in honouring the students appropriately, and inviting the participation of their iwi in the ceremony.
4. Cultural Audit proposal  
Kieran spoke to his draft proposal, which he has had experience in from previous schools. General support that this progresses, but very important that recommendations seriously considered and implemented as appropriate. This document could become a key consideration for future strategic planning and other decisions being made by the Board. Keiran to progress further, and report back to the next meeting with who would be contracted to do this audit, terms of reference, timeline, cost etc.

## **Principal's Report**

Move 'that the report be received'

Keiran / Grant

- Carried

Trustees noted their appreciation for the detailed report. Surplus funds are available to spend now. May need to reassess some of the spaces in the school (e.g. teaching vs breakout).

## **RTL B Report**

Move 'that the report be received'

Jo / Chrissie

- Carried

Move 'that we receive the RTL B Annual Report for 2023, and the RTL B Strategic Report and Annual Plan'

Jo / Keiran

- Carried

## **Staff Comment** (Grant)

Has been to visit Hauraki Māori Trust Board in order to learn more about our local iwi. Very keen to include the local 'stories' in our teaching curriculum by including iwi in this process.

Staff team has started this year very positively.

## **Student Comment** (Seth)

Students are very positive, and more showing up to school. Yr 10 Camp end of 2023 was very good. Heard that the 2024 Yr 9 camp has gone well. School Ball on 16<sup>th</sup> March - students know about help with hair, makeup, nails etc, and need to be reminded about gowns and suits being available for this event.

## Strategic Monitoring

### Summative Junior Literacy and Numeracy 2023 Report

Will be circulated for next meeting.

### Junior AMPS Summary 2023

Identifies impact of (a) attendance, and (b) mental health issue on achievement. Board encourages the Principal to engage early with truancy services. Māori achievement results are heartening.

### Paeroa College 2023 Attendance Report (emailed separately)

Received and discussed. Kieran to report on next steps to the next meeting.

### Draft 2024-2025 Strategic Plan / Charter

Quantitative Baseline Data - confirmed 2023 results need to be included – Kieran will circulate indicative results.

Move 'that the Board adopt the draft 2024-2025 Strategic Plan / Charter'

Grant / Seth

- Carried

## Policies

### 1.1 Board Roles and Responsibilities

No changes required

### 1.9 Presiding Member's Role Description

No changes required

### 1.19 Paeroa College Delegations List

- Finance committee / Property committee are now combined into 'Finance and Property Committee' – Jo Tilsley, Conall Buchanan, Keiran Udy, Grant van de Wetering

- Disciplinary committee - Jo, John, Chrissy

- Deputy Principals are Andrew Cameron, Miah Williams, Tina Youngman

- No BoT Health and Safety committee, but a Board delegate sits on the school Health and Safety Committee - John Dustow

- Sport committee – No longer required.

### 1.19.1 Principal's Delegation

No changes required

### 1.22 Board Annual Work Plan – Kieran to present 2024 work plan to the March meeting

Move 'that the above policies be adopted with the changes suggested'

John / Chrissy

- Carried

**Policies requested by Auditors** – Kieran to bring drafts to next meeting

Local Travel Policy,

Credit Card Banking policy

International Student Fee Protection Policy

Internet Banking and Approval Policy

### 2.27 Timetabling of Teaching Staff Policy

Moved 'that this be amended to reflect collective agreement relating to contact time for first year teachers (15 hours), and second year teachers (17.5 hours) '

Grant / Jo

- Carried

Cell phone ban policy (Draft) – community consultation is required. No educational reason for students to have mobile phone at Paeroa College. Yondr solution option demonstrated. Board noted that the policy should include smart watches.

Move' that the Board endorses Option B of the draft Cell Phone Plan document'  
Chrissie / Grant - Carried

### **Finance and Property**

Move 'that the report be received'  
Jo / Grant - Carried

Move 'that the Board moves that payments for November/December totalling \$485230.18 be passed for payment and that the November/December accounts be adopted as a true and correct record as discussed at the Board Finance Meeting February 2024'  
Jo / Grant - Carried

Move 'that the Board moves that payments for RTLB November/December totalling \$73692.34 be passed for payment and that the November/December accounts be adopted as a true and correct record as discussed at the Board Finance Meeting February 2024'  
Jo / Grant - Carried

Surplus funds from allocation for School Lunch funds (\$150,00 approved for spending)

- a. Principal to explore options for provision of sheltered areas (shade cover and seating options)

Noted that there is opportunity to upgrade furniture etc within the Rumaki space. Consideration to be given to future location and space for Rumaki.

2024 Draft Budget – final draft will be presented to the next meeting.

SAAR Report – Board noted

Payroll Error Report– Board noted

Leave Report – Board noted

TVAL reports Board noted

Kiwsport - Board noted

### **Property**

1. Board approved cyclical maintenance done in 2023. Property Committee to consider future maintenance options and bring discussion to next BoT meeting.
2. WorkSafe directive letter – 'that Paeroa College was not effectively managing the risks to workers health and safety associated with substances hazardous to health – namely welding fumes.' Is being addressed.

### **Health & Safety**

Committee has not yet met. No matters raised.

### **Discipline**

Discussion on general matters being addressed.

## **Sport**

Athletics Day, Swimming Sports completed.

Winter sport planning underway.

Te Aroha Principal has raised improving the co-ordination of Thames Valley Secondary School activities.

## **Administration**

Nothing to report

Move 'that the Board move into Public Exclusion' at 8.00pm

John / Jo

Move 'that the Board move out of Public Exclusion' at 8.10pm

Keiran / Jo

**Correspondence In:** Amy Hacker – Annual Endorsement – Te Kōwhai School - Received  
Sheree Dunlop – Leave Request  
Education Review Office – Report  
Funding Agreement – Healthy School Lunches 2024  
WorkSafe Directive Letter

**Correspondence Out:** Diane Watton – Leave Request 2024  
Revisit Penny Cox Leave Request  
Darcy Knyvett – Leave request (email)  
2024 Ball Committee – Social Media  
Sharlene McNeil – Leave Request 2024  
Geri Allen – Leave Request 2024  
PPTA – Michael Moroney – Timetabling Policy

## **General Business**

1. Jo has completed the Wall Walk PD and recommends this to all trustees. Grant concurs the value of this experience for staff also. May be an opportunity for Paeroa College to coordinate for schools in the Kahui Ako (Kieran to investigate for the future, possibly 2025).
2. Board requests a report from Principal on use of relief staff for 2023 for next meeting.

## **Items for the next agenda**

1. Building capacity review, including walk around early in the meeting.
2. Bus route optimisation – review where students live, check whether MOE bus routes can be extended given student numbers and home locations.

Conall closed the meeting with prayer.

Next Meeting Monday 26 March @ 4.45pm

Meeting Closed at 8.15pm