

CONFIRMED

Minutes of the monthly meeting of Paeroa College Board of Trustees  
held in the B1 at 4.45pm on Monday 25 March 2024

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

**Apologies:** Chrissy Te Tiera

Moved 'That the Apologies be sustained'  
Grant / Jo

- Carried

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

Grant opened the meeting with a karakia.

**Confirmation of Minutes**

"THAT the Minutes of the monthly meeting held on Monday 26 February 2024 be confirmed as a true and correct record with the noted amendments."

John / Grant

- Carried

**Matters Arising**

1. Key Strategic Matters – refer to 'Key Strategic Matters'.
2. Bike shed survey (Seth / Grant) – pending.
3. School bell – ability to hear on courts and D Block issue resolved, Duty Roster updated; no further action required.
4. Board vacancy – two individuals have been contacted re vacancies on the Board; both considering the request.  
Co opting another person to the Board also potentially an option if deemed appropriate.  
Note that when 'co opt'ing resources to the Board, the period will default to three years if not specified in the recruitment.
5. Attendance Report update (Kieran) – pending.
6. Policies requested by Auditor (Kieran) – pending. Some of those requested are included in existing policies e.g. Credit Card Policy  
\*\* from auditors - Local Travel Policy, Credit Card Banking policy, International Student Fee Protection Policy and Internet Banking Policy and approval.
7. Wall Walk – opportunity for Kahui Ako to consider for the future. Kieran will raise with Kahui Ako to consider for 2025.

**Presiding Member's comments**

None

**Health & Safety Events / Issues**

1. Welding bay – quotes being sought for this space.

## **Key Strategic Matters**

1. Pōwhiri review – inter dependency with cultural audit. Need to identify area of responsibility before progressing. Benefit in documenting run sheet of what should happen, communications which need to be circulated in advance of Pōwhiri etc, in conjunction with developing the protocols.
2. Māori Excellence Awards – Tuesday 26<sup>th</sup> March. Some Board members will be attending. The Board noted that several celebrity events should be added to the Board calendar, and communicated (in Term 4 of the preceding year if possible) along with other critical dates.
3. Cultural Audit – Dr Mike Paki available at end of Term 1 (max cost \$14,000 budgeted cost). Board agreed to progress with the audit. Kieran to liaise with Dr Paki.

**School walk** – Board undertook a tour of the school premises

### **Principal's Report**

Tabled

1. Pastoral support role (new) - job description being finalised. Will free up teaching staff to concentrate on their own roles. Will start a beginning of Term 2.
2. Concern with literacy and numeracy levels. Good support already in place.
3. Budget is completed. Further funds are likely to come in over the year.
4. Melba Pakinga – continue to further define her role and title to reflect her expertise. Some administrative functions will need be done elsewhere. Board endorse this approach.
5. Stand down being used where required for students vaping. When staff resource is in place, there can be a return to alternative measures.

Kieran / Conall

- Carried

### **RTLB Report**

Tabled

Kieran / Conall

- Carried

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

Significant behavioural issues now starting to appear. Challenging term for all staff.

### **Student Comment** (Seth)

Formal went very well, enjoyed by everyone.

## **Strategic Monitoring**

### **Summative Junior Literacy and Numeracy 2023 Report**

- A large number of students are below the required level.
- Students are arriving at Paeroa College below expected level. Kieran noted that there is a difference in reporting between primary and secondary schools. Current interventions are very good but still not achieving sufficient positive progress. Focus currently is on literacy.
- Current situation described as 'very sad' and disheartening.
- Additional intervention is possible, but don't want to remove students from subjects that they enjoy.
- Students need to attend school regularly to achieve progress.

### **Final NCEA Results 2023**

- Return of Deputy Principal and resolution of other staffing issues should assist with improvement in 2024
- School is proactive around students transitioning off the roll before being included in the statistics.
- Significant challenges in staffing for Art, Te Reo, and Music in 2023.
- Processes are in place to mitigate identified contributing factors.
- Increasing school roll will impact some staff capacity / roles.

### **Final 2023 Head of Learning Area Reports**

Not circulated. To be included in next meeting

### **Sport Strategic Plan ( Analysis of Variance )**

Will develop a report for 2024

### **Strategic Plan / Charter 2024**

Information only

### **Policies**

Future consideration - 'school docs' could be used, ensuring all policies are regularly updated with change to legislation. Advantage of the current Paeroa College process is that Board members are required to review the policies as per the schedule.

- 1.2 Responsibilities of the Principal
- 'Charter' to be replaced with 'Strategic Plan'
  - Add 'The Principal will develop a calendar of key events for the following year in Term 4, for circulation before the start of the new year'
- 1.11 The Relationship between the Board and the Principal
- No change
- 1.22 2024 Work Plan
- No change
- 2.21 Bullying Prevention
- consistency required with use of full stops
  - should encompass staff and students.
- John to review format and ensure requirements of the policy are undertaken. Any reporting expectations should be included in work schedule. John and Kieran to rewrite and send back to the BoT for the next meeting.
- 2.28 Privacy Policy
- needs to include what happens when a breach is identified.
  - needs to list identifiable breaches.
- John to review.
- 2.30 Inclusivity Policy
- No change

Move 'that the above policies not under review be adopted with the changes noted'  
John / Grant - Carried

### **Draft: Cell phone Policy**

Interesting feedback from whānau has been received. Noted that the policy only covers the period 9am to 3pm during a school day, with exemptions possible for medical reasons.

Move 'that the Cell Phone Policy be adopted after considering feedback'

John / Jo - Carried

### **Finance**

Move 'that payments for February totalling \$439981.22 be passed for payment and that the February accounts be adopted as a true and correct record as discussed at the Board Finance Meeting February 2024'

Conall / John - Carried

Move 'that payments for RTLB February totalling \$23941.41 be passed for payment and that the February accounts be adopted as a true and correct record as discussed at the Board Finance Meeting February 2024'

Conall / John - Carried

1. Financial Provider is currently PKF (Tauranga). It may be time to review alternative providers  
Move 'that we review our financial service provider'.

John / Seth - Carried

2. Paeroa College Trust – a meeting will be arranged soon.

### **Draft 2024 Budget**

Budget needs to be submitted by 31 March 2024. Kieran to review some of the noted concerns, and redistribute to Board members. Approval will be concluded by email.

### **Draft RTLB 2024 Budget**

Move 'that the RTLB budget be approved'

Conall / Jo - Carried

Noted that the RTLB surplus will be spent appropriately .

### **Property**

1. Opening of upgraded courts progressing.
2. Welding bay – getting quotes for solution to fume problem.
3. Archgola will be installed between Term 2 and Term 3.
4. Painting – Board will ask Kieran and Debbie Gould to confirm the quote from Marshalls that has been received, using a staged approach. Need to ensure the colour is consistent across all external buildings. Board agreed to retain the current colour.

5. B Block internal doors.

Move 'that the Board install the bifold doors in B block'

Conall / Kieran - Carried

6. Gazebos (4) have been ordered; potential funds for further functional seating.

7. Move 'that the Board seek providers to develop an overarching physical school plan'.

Conall / John - Carried

### **Enrolment Scheme**

Once scheme is adopted, it will be implemented in the following year.

Boundaries as circulated were discussed.

Move ‘that we apply to implement an Enrolment Scheme, and that the boundaries match our feeder school zones except where the transport zone extends beyond those zones. The application will include the Karangahake Yr7 and Yr 8 zones.”

Kieran / Seth

- Carried

### **Health & Safety**

Nothing to report

### **Discipline**

One meeting; student has self-removed from the school

### **Sport**

Winter sport activity beginning to get underway.

### **Administration**

1. NZSTA Meeting 28 May at Paeroa College – PD for trustees.  
Jo highly recommended some PD for LGBTQ provided by Rainbow Hub (Hamilton. Scheduled for Term 2).
2. Projected Roll Increases – refer Enrolment Scheme.
3. Bus Route Optimisation – ongoing.
4. 2024 Reporting plan – nothing additional to report.

### **Correspondence In:**

Thank you letter – Chris Patten  
Paeroa Basketball Association Statements 2023

### **Correspondence Out:**

Sheree Dunlop – Leave Request  
Chris Patten – RTLB PD – Las Vegas

Move ‘that the Board move into Public Exclusion’ at 8.45pm

Jo / John

Move ‘that the Board move out of Public Exclusion’ at 8.55pm

Jo / Grant

### **General Business**

1. Move ‘that the Board formally records their sympathy to Amy Hacker on the recent loss of her husband’.  
Grant / Seth

- Carried

### **Items for the next agenda (from previous minutes)**

1. Attendance Report update (Kieran).
2. Review Work Schedule (in relation to Bullying Policy review).
3. Options to evaluate Technology provisions.
4. International Students options.

Conall closed the meeting with prayer.

Next Meeting Thursday 2 May @ 4.45pm

Meeting Closed at 9.00pm