

CONFIRMED

Minutes of the monthly meeting of Paeroa College Board of Trustees
held in the Opukeko room at 5.30pm on Monday 23 September 2024

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

Apologies: Grant van de Wetering (lateness)

Moved 'That the Apologies be sustained' - Carried

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 Monday 26 August be confirmed as a true and correct record with the noted amendments."

Kieran / John - Carried

Matters Arising

1. Draft school master plan – Kieran awaiting response from the architect.
2. Enrol growth classrooms – no further action required now that the Enrolment scheme is in place. Kieran has email trail to confirm this situation.

Presiding Member's comments

1. Interviews for prospective principals due early October. Trustees asked to be well prepared for this day.

Health & Safety Events / Issues

Nothing further to report

Key Strategic Matters

1. Community hui was postponed. Two hui are scheduled for Term 4.

Principal's Report

Move 'that the report be received'

Kieran / Jo - Carried

1. Pavilion project will begin in school holidays.
2. Quote for new van – should be some savings if purchased through an "All of Government Contract". 12 month backlog on delivery. Recommend 'All of Government' contract sign up for 5 years (includes confidentiality clauses). Vehicle needs to be retained for 3 – 5 years. Kieran to circulate contract with BoT members. Decision to be made at the next meeting.
3. Enrolment Scheme – BoT need to determine number of placements from outside the zone for 2025. Noted that school needs to follow the priority rules for allocation of out of zone spaces (priority one – Rumaki students, priority two – siblings of current students etc.).
Kieran to identify likely number of Year 8 siblings of current 'out of zone' students.

Move 'that Paeroa College set the number of 'out of zone' places for 2025 to zero'

Conall / Seth - Carried

This decision can be revisited at any BoT meeting.

4. Kieran has reported Principal's annual leave use to MOE as requested. Noted that this needs to continue to be reported monthly to the Board.

5. Secondary tertiary pathways (STP).
Kieran to check that site visits have been undertaken.
6. Effective Teacher Profile (ETP) – draft circulated. This was developed in collaboration with all staff.
Requirements around deadlines (and ‘extensions’) for assessments is defined as part of the assessment process.
Congratulations to Kieran and the staff for getting this document developed.
7. CAAR tests – results will not be available until November at earliest, most likely next year.
Recognise that, with the removal of internal assessment options, it is now much harder to get many students ‘across’ the line’ on literacy and numeracy.

RTLB Report

Move ‘that the report be received’

Kieran / Chrissie

– Carried

1. Interviews today for vacancies. High calibre applicants will ensure both vacancies will be filled.
2. Some funds will need to be returned to MOE – this is funding allocated for 2023 but not used.

Staff Comment (Grant)

Student Comment (Seth)

Some students do not have enough passes to pass NCEA level, and new assessments are much harder than previous years.

Personally busy with all assessments. Has been re elected as Student Rep on BoT and has applied for Head Student role for 2024.

Strategic Monitoring

1. Strategic Plan (two year cycle) – circulated.
 - a. Pass rates (pg 5) will need to be updated in February 2025.
 - b. Have added measures / actions for Attendance and Well Being.
 Moved ‘that the BoT adopts the 2024 / 25 Strategic Plan as presented pending NCEA attainment results’.
Conall / Jo

– Carried

Health & Safety Report

Very few incidents recorded. First Aid certificate updates for staff will be done at beginning of year.

Stand -down and suspension Report

None since last BoT meeting.

Policies

- | | |
|------|---|
| 1.22 | Work Plan 2025 <ul style="list-style-type: none"> • remove (May) Board/Staff Xmas Date Set • BOT 2025 Work and Reporting Plan– change to 2026 (September and October) |
| 2.24 | Education Outside the Classroom EOTC <ul style="list-style-type: none"> • Add cell phone ban requirement Noted that there is an expectation that all pre requisites are provided in a timely manner although this time limitation is deliberately not recorded in the policy |

Move ‘that the above policies be endorsed with recorded changes’.

John / Grant

- Carried

Finance and Property

Move 'that the minutes for the Finance and Property Committee held 21 September be received'
Conall/ Kieran - Carried

Move 'that the Board moves that payments for August totalling \$328,022.95 be passed for payment and that the August accounts be adopted as a true and correct record as discussed at the Board Finance Meeting September 2024'
Conall / Kieran – Carried

Move 'that the Board moves that payments for RTLB August totalling \$25,011.59 be passed for payment and that the August accounts be adopted as a true and correct record as discussed at the Board Finance Meeting September 2024'
Conall / Kieran – Carried

1. Good financial reserves for incoming Principal.
2. Separate account to be set up for 5YA MOE Project funds as per MOE requirements.
3. Surplus lunch funds are close to being used.
4. Operating surplus (approx. \$100k)
Surplus funds accumulated from additional roll numbers, reduced spending, some additional funding though STP funding (more funding, less staff costs).

Finance and Property committee recommend that the school purchase some additional resources, and address some H&S issues

- Toilet block near turf (including plumbing etc) approx. \$10000 <- H&S
- Laser printer \$16000 (\$4000 grant already receive; another pending) <- previously approved
- CNC router \$18000
- Vape detectors \$14900
- School perimeter wooden fencing \$12430 for timber, plus contractor to erect (\$10000 already allocated but not yet spent).
- Cobblestones need to be repaired / replaced \$ 6500 <- H&S issue
- Staff courtyard – fencing needs to be repaired \$ 6200; replacing concrete \$ 12600 <- need to improve environment for staff.

Total recommended spend \$102000.

Move 'that the Board proceed with these recommendations'
Grant / Seth – Carried

Health & Safety

Nothing more to report

Discipline

No further suspensions since previous board meeting.

24-7 YW Living Well Trust Report (Michael Wilkes)

This has been a positive experience for some students. Michael has found some additional funds to enable this to continue in 2025. Board endorses continuation of this program for 2025.

Sport

1. Waikato Eastern Schools Principals proposal – to coordinate and pool sports offerings. Proposal will include funding model. Kieran to circulate for discussion at next meeting.

Administration

None

Move 'that the Board move into Public Exclusion' 7.52 pm
Kieran / Grant – Carried

Move 'that the Board move out of Public Exclusion' at 7.58 pm
Kieran / Seth – Carried

Correspondence In: None

Correspondence Out: Loretta Goodhue – Maternity Leave
Penny Cox – Study Award application
Paeroa College Basketball
B-Safe Electrical Testing Report

General

1. Possible new BoT members - Darby Tuhaka (Conall to follow up). Simon Hill has expressed interest in attending the next meeting.
2. 2025 School uniform change – this was introduced in an attempt to minimise unnecessary whanau expense. Only negative reaction from Yr 12 students.
3. Paeroa College staff supported colleague Lester Fox visiting the Kerepehi Marae after school prior to the tangi for his wife Ngaire. Some staff were able to attend the burial the following day.

Agenda Items for next meeting

1. Adopt draft school master plan
2. Review 'All of government' contract for vehicle purchase.

Conall closed the meeting with prayer.

Next Meeting **Tuesday 29 October @ 5.30 pm** Meeting Closed at 7.59pm