

CONFIRMED

Minutes of the monthly meeting of Paeroa College Board of Trustees
held in the B1 at 5.30pm on Tuesday 29 October 2024

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

Apologies: John Dustow

Moved 'That the Apologies be sustained'
Grant / Kieran

- Carried

In Attendance: Andrew Cameron (Principal elect), Maureen Jackson (minute taker), Simon Hill,
Aimee Dunn. Simon and Aimee left at 7.55pm

Seth opened the meeting with a karakia. Conall welcomed Andrew, Aimee and Simon.

Confirmation of Minutes

"THAT the Minutes of the monthly meeting held on Monday 23 September be confirmed as a true
and correct record with the noted amendments."

Jo / Seth

- Carried

Matters Arising

1. Procurement– Paeroa College could use the 'all of government' procurement process which
would save in region of \$10,000 for a replacement van. Would be committed to a contract
period, but can withdraw.

Move 'that Paeroa College sign up for procurement process for the intended purchase of a
replacement van.'

Kieran / Grant

- Carried

Move 'that Paeroa College be added to the list immediately to purchase a Toyota Hiace van
suitable for transportation of students."

Conall / Grant

- Carried

As soon as this process is underway, ask Darren van de Wetering to investigate options for
community funding.

2. Waikato Eastern Schools Principals proposal - cost to Paeroa College approximately \$8000.
Unlikely to proceed.

Presiding Member's comments

1. Encouraged Simon and Aimee to attend the next couple of meetings so they could
determine their ongoing interest in a trustee position.

Health & Safety Events / Issues

None

Key Strategic Matters

Kieran has asked Gill Gibb for any additional options to encourage attendance as all known options
are now being utilised.

Cultural audit

- Melba Pakinga has documented the story of the carving situated in the school foyer. A
plaque and story board will be added to the display.
- Next hui scheduled for 5th November.
- Full report to be tabled at next meeting.

Principal's Report

Presiding member has received the annual endorsement of Keiran's professional growth cycle.

Move 'that the report be received'

Kieran / Chrissie

– Carried

1. Additional policies required for international students – see 'Policies' below.
2. Gateway / Careers / Trades – Denise will attend next meeting to speak to the report.
3. Auditor still progressing through audit.
4. Enrolment scheme has been circulated. Out of zone enrolments set at zero.
5. NZCER – NZ Council for Educational Research. Survey in relation to student well being.
6. Attendance report – will give full report using final results from MoE to next meeting.
7. BOT end of year BBQ – Friday 6th December from 5.30pm, to be hosted by Kieran.
8. Roll has declined from approximately 380 at start of year to 343 at time of report (normal trend).

Technology Education Provision

Kieran tabled a report outlining the current situation, and three possible resourcing models for the future.

Need to utilise existing space and equipment resource, and somewhat depends on available teaching resource. Some equipment upgrade scheduled for 2025.

Discussion indicates that Paeroa College need to retain and maintain hard material resources.

Programs to continue as is in the foreseeable future and that further review of Technology provision be considered in the Work Plan for the next three years.

RTLB Report

Move 'that the report be received'

Grant / Chrissie

– Carried

Staff Comment (Grant)

1. Senior prizegiving Wednesday 30th October.
2. CAA assessment implementation has been challenging.
3. Priority as Year 11 Dean to identify students returning in 2025.
4. Fiesta week was very positive.

Student Comment (Seth)

1. End of term for senior students this week.
2. Fiesta week – was good to see student getting involved, and the creative costume ideas etc.
3. Top Team results still pending (but all students have been involved throughout the year).

Strategic Monitoring

Term 3 Attendance Report

- Pending for next meeting.

Policies

Draft policies tabled for International Student management – should be reviewed annually

1. International Student Fee Protection Policy (annual review)
2. International Student Refund Policy (annual review)
3. Paeroa College Pastoral Care Policy for International Students (biennial review)

Move 'that these polices be adopted subject to addition of police vetting requirements to the Pastoral Care policy.'

Jo / Seth

– Carried

Draft policy tabled for RTLB cluster owned vehicles

4. RTLB Cluster Owned Vehicle use
 - 'home -Lead School – home' – 'reword – professional use – home'
 - para 2 – correct calculations
 - para 3 – 'off street parking' adequate
 - 'The Cluster Manager will ensure the vehicles...' - reword to 'The Cluster Manager will ensure the vehicles are maintained in safe working order with current Warrant of Fitness, registration, and insurance'
 - Cleaning is the responsibility of the driver – need to ensure at minimum the inside of the car is clean after use

Move 'that the policy be adopted subject to noted changes to the RTLB Cluster owned vehicles'
Jo / Seth - Carried

Finance and Property

Move 'that the minutes for the Finance and Property Committee held 23 October be received'
Grant / Jo - Carried

Move 'that the Board moves that payments for September totalling \$430162.55 be passed for payment and that the September accounts be adopted as a true and correct record as discussed at the Board Finance Meeting October 2024'
Conall / Grant - Carried

Move 'that the Board moves that payments for RTLB September totalling \$46,729.26 be passed for payment and that the September accounts be adopted as a true and correct record as discussed at the Board Finance Meeting October 2024'
Conall / Grant - Carried

1. RTLB end of year surplus will need to be returned if not utilised.
Move 'that the Board support the Finance Committee recommendation in principle for utilisation of the surplus RTLB funds.'
Conall / Kieran - Carried
2. Budget continues to show expected of surplus at end of year. This will roll forward to counter the projected deficit for 2025.
3. Draft 2025 budget circulated today. Budget will need to be adopted March 2025.
4. Move 'that Paeroa College accept the offer of the Blue Light car donation to Paeroa College'
Kieran / Jo - Carried
Cost will be absorbed into Gateway / Careers budget
5. Some additional unexpected costs have been encountered during planned site upgrades. Total spend for the fence replacement will be approx. \$40,000. Upgrade for some sites have been deferred to ensure no cost overrun.
6. School lunches (until end of 2026 only) – Kieran circulated the two options (1) internal allowing \$4 per student (2) external model using Compass (sub contracted to Lidell). Another possible Option (3) students provide own lunches.
7. Pavilion upgrade scheduled to be completed by end of year. C2 room tidy up also to be completed.

Health & Safety

Nothing to report

Discipline

Reported vaping issues has decreased

Sport

Nothing to report

Administration - BoT 2025 Work and Reporting Plan confirmed.

Correspondence In: Touch Team Fundraiser Request
Ramai Gurnick – Leave Request 2025
Miah Williams – Leave Request 2024
Amy Hacker – Days of leave
Narissa King - Complaint

Correspondence Out:

None

Move ‘that the Board move into Public Exclusion at 7.57 pm ‘
Grant / Seth – Carried

Move ‘that the Board move out of Public Exclusion at 8.51 pm’
Grant / Chrissie – Carried

General

Agenda Items for next meeting

1. School lunch option decision
2. Review Complaints Policy

Conall closed the meeting with prayer.

Meeting Closed at 8.53pm

Next Meeting **Monday 25 November @ 5.30 pm**