

CONFIRMED

Minutes of the monthly meeting of Paeroa College Board of Trustees held in B1 at 5.30pm on Monday 25 November 2024

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

Apologies: None

In Attendance: Andrew Cameron (Principal elect), Miah Williams (left at 6.30pm), Denise Grimmer (left at 5.50pm), Aimee Dunn, Maureen Jackson (minute taker)

Seth opened the meeting with a karakia.

Confirmation of Minutes

“THAT the Minutes of the monthly meeting held on Tuesday 29 October be confirmed as a true and correct record with the noted amendments.”

Grant / Seth

– Carried

Matters Arising

1. ‘All of government’ procurement for a new van – in progress.
2. Community funding opportunities – refer ‘Funding Application’ below.

Presiding Member’s comments

1. Conall on radio with Reno Wilkinson today. Good community liaison provided by Nga Iwi FM. This enables students to develop interview skills etc. The Board thanks Nga Iwi FM for their interest in the school and students. Kieran checking if there is a possibility for this thank you to be included in the Year book.
2. Possible new trustees – Aimee Dunn regularly attending meetings; Simon Hill not available right now but interested in a future opportunity.
3. Minute taker will need to be replaced early 2025 – trustees to consider any options.
4. Enrolment Scheme
Confirm earlier decision made by e-mail.
Move ‘that Paeroa College provides up to 5 ballot places in Year 9 for the start of the 2025 school year.’
Conall / John
5. Trustee dinner – Friday 6th December 5.30pm hosted by Kieran.

– Carried

Health & Safety Events / Issues

None

Key Strategic Matters

Update on whānau hui

1. Low attendance at second hui which was attempting to set the vision for the strategic plan. Five pou (pillars) identified. Cannot progress plan further until the vision approved and this will take time. Not appropriate to action recommendations from the report until the vision is identified.
2. Will circulate ideas at appropriate opportunities eg Junior Prizegiving to gain wider voice.
3. The Hui discussed options for a Te Ao Māori focused building, its appearance and possible names. The discussions include impact on all students, utilising some previous work done as the Rumaki developed.
4. Board discussed options around using BoT funds to employ ‘right’ teacher resource to support work with school leadership team to progress this Te Ao Māori strategy and work with our students. Skills required - Te Reo Maori, tikanga, ability to teach students the

values, ability to identify strengths of current students and staff. Board approved discussion with any leads that may fit this role.

Principal's Report

Move 'that the report be received'

Kieran / Jo

– Carried

1. Move 'delegations for the Principal are given to Andrew Cameron from 23rd December 2024.'

Kieran / Chrissie

– Carried

2. Wellbeing funds spending has been reviewed by the Board.
3. Pavillion needs additional funding due to unforeseen issues encountered during the upgrade.

Move 'that \$47000 funds from the 5YA fund be moved to the pavilion upgrade project.'

Kieran / Grant

– Carried

RTLB Report

Move 'that the report be received'

Kieran / Jo

– Carried

1. Excess funds will be spent.
2. Re advertising to recruit for the Thames vacancy.

Staff Comment (Grant)

1. Parent feedback – the parent of a student who has just completed Year 13 albeit with ongoing attendance issues, has thanked Paeroa College for the support given to this student throughout their time at Paeroa College.

Student Comment (Seth)

1. End of exam season.
2. Will be attending Yr 8 day as part of the student leadership team for 2025.
3. 11th December Junior prizegiving – will present Presiding Member's comment on behalf of Conall, who has a prior commitment.

Strategic Monitoring

Careers / Gateway / Trades Report (Denise)

2025

- ACA is discontinued so Career Education will be absorbed in other school offerings.
- WTA (Waikato Trades Academy) limited to 22 students. Accountability process in place for students not attending as expected.
- Gateway – funded for 46 students. Recommended that businesses be included in training requirements at start of year.
- SSEP (Secondary School Employment Partnership) – hoping to bring this back.
- 'Careers Central' – interactive program for students which will be introduced through the Gateway program.

Denise recently attended the CATE conference.

TVAL Update

1. Currently 9 students.
2. Recently introduced swimming in the curriculum (will follow Paeroa College EOTC policy).
3. Literacy and numeracy support provided for staff.
4. Andrew commended the TVAL team for the great work they are doing for these students.

Senior NCEA progress report (Miah)

1. Year 11 achievement – expect ongoing low levels of achievements for some time.
 - Requirement now for students to have numeracy and literacy achievement via CAA process (available twice per year starting Year 10) prior to achieving any other credits.
 - E-asTTle results for incoming Year 9 students indicate low levels of literacy and numeracy.
 - Yr9 and Yr10 students now receive 100 minutes Numeracy and Literacy every day.
 - Senior numeracy and literacy classes (Yr11 and Yr12) for those needing assistance to achieve CAA
2. Year 12 and Year 13 results similar to previous years (high correlation between attendance and achievement).
3. Goal vs Actual credits
 - Many students have high hopes at start of year, but don't fully understand the commitment required to achieve these. Need to set up a good plan, and teachers to follow up to ensure credits can be achieved.
4. Education for whanau on CAA is available (website, HSP sessions etc). May need to be more intentional whanau education.

Great to see literacy achievement on par for our Maori students compared to non Maori students. Smaller class sizes more beneficial (BoT continues to employ additional staff to enable this). Additional relevant training equipment would be helpful. Teaching staff still need to fulfil potential in building relationships with students, and need to continue to be proactive with changes that have recently been implemented.

Wellbeing report

Kieran discussed the presented survey results, reminding trustees that the results do depend on the day or time of year students completed the survey. Need the ability to identify trends over time.

General theme is the importance of relationships between students and staff.

Kieran will consider best way to share these results with teaching staff.

Analysis and Variance (draft)

Noted that draft includes attendance data only to end of Term 3.

Attendance report for Term three

Attendance still low, but there is an improved shift.

Policies

Pastoral Care of International students (draft) – Approved subject to correction of typo (...The Homestay Coordinator will ensure that a Police check is completed on all adults **in** homes ...)

2.19 – Complaints Policy – the following changes are required in the 'Making a Complaint' section:

- Add 'Where practicable' prior to (1) – (4)
- (3) Add 'Complaints of a serious nature must be made in writing to the principal'
- (4) Add 'If, after genuine engagement there is no satisfactory resolution....'
Change 'Friday' to 'Wednesday'.

Finance and Property

Move 'that the minutes for the Finance and Property Committee held 20 November be received'
Jo / Grant - Carried

Move 'that the Board approves the payments for October totalling \$388,674.07 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 2024.'
Jo / Grant - Carried

Move 'that the Board approves the payments for RTLB October totalling \$50,029.28 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 2024.'
Jo / Grant - Carried

1. Changes to budget – Kieran asked MoE to recalculate guaranteed funding based on 361 students enrolled at start of 2025 year. New calculation was accepted.
 - a. Now \$2000 projected surplus for the year
 - b. Staffing allocation – now on budgetWill return to Board for sign off next year.
2. John asked Board consider that additional funding go to 'newer' sports trophies for sports prizegiving 2025. May be other gaps that should be identified prior to final sign off. John to send list to Kieran and Conall cc Jo.
3. Paeroa College Trust (PCCT) – answers to questions now required. Jo to action.
4. Projected surplus for 2024 expected to be around \$50000.
5. Financial Accounts - will be distributed to the Board.
Move 'that Kieran, Conall, Jo and Grant review the financial accounts, and will approve the financial accounts on behalf of the Board when satisfied.'
Seth / Grant - Carried
6. Move 'that the Acceptance letter for the proposed auditor fees be left to discretion of Kieran and Conall.'
Move Chrissie / Grant - Carried
7. Master plan – received as draft. This is a living document that the school can use going forward. Board noted an incorrect name used by the architect which needs to be amended
8. POET 2025 – information only.

Funding Application:

It was agreed at this Paeroa College Board of Trustees meeting held on 25th November 2024 to apply to ONE Foundation and NZCT for \$13,000 to cover the costs of Youth Worker service in school next year.

I certify that this is a true and correct record of the resolution passed at this meeting.

Conall Buchanan / Kieran Udy Carried

School Lunches - Decision needs to be notified tonight (can be changed later)

Move 'that Paeroa College continue with the internal model for school lunches'

Kieran / John Carried

Kieran to circulate updated budget for trustee comment, after which staffing can confirm staffing.

Health & Safety – Minutes for 2024

Minutes for the year have been tabled. No issues identified.

Discipline

Has been one incident. This is now resolved.

Sport

Nothing to update.

Administration

Calendar invitees for trustee meetings have already been sent to trustees for 2025. Kieran will circulate calendar to all trustees again.

Move ‘that the Board move into Public Exclusion’ at 8.30pm

Seth / Kieran

- Carried

Move ‘that the Board move out of Public Exclusion’ at 8.40pm

Seth / Grant

- Carried

Correspondence In:

Debbie Gould – Leave Request 2025
Schooled Information – Election 2025
Teresa Kedzlie – Refreshment Leave 2025
Mara Gumbley - Fundraiser

Correspondence Out:

Touch Team Fundraising Request
Ramaï Gurnick – Leave Request 205
Miah Williams – Leave Request 2024
Narissa King - Complaint

General

Agenda for next meeting

1. Formal recruitment for resource to lead Te Ao Māori strategy.
2. Identify possible funding for newer sports trophies for prize giving 2025. Jo to draft request to community for possible donations.

Conall closed the meeting with prayer.

Next Meeting **Monday 24 February 2025 @ 5.30 pm**

Meeting Closed at 8.45pm