

CONFIRMED

Minutes of the monthly meeting of Paeroa College Board of Trustees  
held in B1 at 5.30pm on Monday 24 February 2025

**Present:** Conall Buchanan (Presiding Member), Andrew Cameron, Jo Tilsley, Grant van de Wetering, Chrissie Te Tiera, Seth Seerup, John Dustow (part only)

**Apologies:** None

**In Attendance:** Maureen Jackson (minute taker), Miah Williams, Tina Youngman & Ilana Western arrived at 5.30pm & left at 6.15pm, Aimee Dunn

**Senior Leadership team** presented 'Key Focuses' (presented to all staff on Day 2) – Pedagogy, connections, consistency, along with underlying Te Ao Māori foundation.

Seth opened the meeting with a karakia.

**Election of Presiding member**

**Andrew took the Chair**

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

1. Presiding Member – Andrew chaired this part of the meeting  
Conall Buchanan indicated that he was not available for nomination. Presiding Member changeover will take effect as of end of this meeting.

Nominations received for: John Dustow, Jo Tilsley

Jo Tilsley appointed by vote. 3 votes to 2 votes

**Conall resumed the Chair**

Co-opted Member of Board of Trustees

Move 'that Aimee Dunn be co-opted to the Board of Trustees until the next Board of Trustees Elections in September 2025'

Conall / Seth

- Carried

Induction will be required.

2. John Dustow tendered his resignation, effective immediately.

3. Sub Committees

Disciplinary – Jo, Chrissie

Finance and Property – Jo, Conall, Andrew

Health and Safety – Grant (noted that this is a school staff committee)

4. Authorisations

Move 'that the Principal's Delegation carry on as stated without change except for removing Kieran Udy and replacing with Andrew Cameron'

Conall / Chrissie

- Carried

### **Confirmation of Minutes**

"THAT the Minutes of the monthly meeting held on Monday 25 November be confirmed as a true and correct record."

Jo / Grant

– Carried

### **Matters Arising**

1. Key Strategic Matters – funds still available for 'right' resource to promote Te Ao Māori strategy
2. Funding for additional resources – Board continues to be supportive if any additional resources required.

### **Presiding Member's comments**

Conall noted that it had been a privilege to serve as Presiding member and sees an exciting future ahead for the College.

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

N/A

## **Key Strategic Matters**

### **2024 Analysis of Variance Tabled and Approved**

Due with MoE later in the year.

- Two of the three targets 'not met'. Te Ao Māori strategy will positively impact this, but this will take time.
- Attendance levels still very disheartening. 'Key Focus' for teachers will hopefully encourage student attendance in class.

### **Principal's Report**

Move 'that the report be received'

Andrew / Chrissie

– Carried

1. Amendments to 2025 BOT planner
  - added External moderation report (February)
  - Senior NCEA Progress – moved to August
  - Careers/Gateway/Trades – numbers in April, report at end of year
  - Curriculum Integration Report – no longer required
  - Sport Strategic Plan (2023) Analysis of Variance – no longer required. Needs to be replaced by new report (to be determined)

Andrew to include various unofficial reporting in 'Principal Report' as appropriate

2. Uniform policy
  - 2.31 Review the current uniform policy to reflect the following changes.
3. Attendance – awaiting direction from Ministry of Education
4. Literacy and Numeracy report – commended quality of this report, and the mahi these teachers are doing in this area
5. Staff numbers looking solid
6. March 1<sup>st</sup> roll return will provide final numbers. Short on classrooms, upgraded pavilion will be useful to have back as teaching space.
7. School Formal April 12<sup>th</sup> 2025,
8. Internal vaping will be reported as an 'incident'.
9. School lunches going very well (provided internally).
10. 'Well being' fund – will be used by Andrew to get local accommodation when required to reduce inappropriate travel to his home after long days due to meetings etc. Approved by Board.

### **RTLB Report**

Move 'that the report be received'

Andrew / Seth

– Carried

Fully staffed.

Move 'that the RTLB concurrence be transferred to the principal Andrew Cameron'

Conall / Jo

– Carried

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

Good start to year following a very special pōwhiri

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

Getting back into routine. Year 9 camp was enjoyable. Has been a busy couple of weeks

## **Strategic Monitoring**

**SLT – Key Focus for 2025** – refer above presentation by SLT

### **Summative Junior Literacy and Numeracy 2024**

Information for trustees. Literacy and Numeracy requirements need to be lifted over time

32 students out of 82 achieved both Reading & Writing CAAs in Year 10 (2024).

Working with Kahui Ako to support primary schools.

- may be able to address some issues with additional staffing resourcing, although 'no reserves on the bench'.

### **Junior AMPS**

Reflects issues with Art in 2024.

### **2024 External Moderation Summary**

Andrew and Tina will meet with each HoD to determine where improvements can occur.

## **Policies**

1.1 Board Roles and Responsibilities

1.9 Presiding Member Role Description

1.19 Paeroa College Delegations List – amended above

1.19.1 Principal's Delegation

1.21 Trustee Register – to be amended as per Election of Officers above

1.22 Board Annual Work Plan – amended as per Principal's Report (1)

2.31 Uniform Policy

- Uniform Conventions to now cover the following groups: Junior; Year 9 – 10. Senior; Year 11 – 13
- Include black Birkenstocks as an approved form of footwear

Move 'that the Board adopt the policies above with the changes noted.'

Grant / Seth

- Carried

## **Finance and Property**

Move 'that the minutes for the Finance and Property Committee held 19 February be received'  
Grant / Jo - Carried

Move 'that payments for November/December totalling \$704,136.57 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 2025.

Grant / Jo - Carried

Move 'that payments for RTLB November/December totalling \$154,706.62 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 2025.

Grant / Jo - Carried

Move 'that the Board adopt the draft Paeroa College 2025 budget'.

Andrew / Seth - Carried

1. Cyclical maintenance completed in 2024 is approved.
2. Funding has been allocated for a van replacement in 2025.
3. Board approves the increase in regular contributions to the cyclical maintenance bank account to \$5000 per month.
4. Note that additional Audit costs were incurred in relation to Paeroa College Community Trust.
5. SAAR report (summary of all wage and salaries paid to all staff). Board give approval for the Principal and Presiding Member to sign off this report.
6. Board approved old rubbish bins being donated to Paeroa Golf Course.
7. Board to walk around campus at next meeting.
8. PCC Trust.

Move 'that Conall Buchanan become a member of the PCC Trust'

Jo / Chrissie - Carried

## **Cultural Audit**

Only summary has been distributed to the local iwi to date.

Move 'that the Principal can share the full report with the working group members, the three local iwi, and to any other individuals that may be appropriate'

Chrissie / Jo - Carried

Andrew will need assistance with identifying appropriate individuals.

Next hui meeting planned for 13<sup>th</sup> March.

## **BoT Hui Timing**

No change required to meeting dates and start time.

## **Health & Safety**

Nothing more to report.

## **Discipline**

Expected increase as term progresses.

## **Sport**

Nothing yet to report

Move 'that the Board move into Public Exclusion' at 8.47 pm. Aimee Dunn left the meeting.  
Grant / Chrissie

Move 'that the Board move out of public exclusion at 9.19pm  
Seth / Grant

**Correspondence In:** Penny Cox – Leave 2025  
Penny Cox – Study Leave Request 2026  
Melba Pakinga – China Trip  
Emma Black – Letter to BoT  
24/7 Youth Work Report

**Correspondence Out:** Debbie Gould – Leave Request 2025  
Teresa Kedzlie – Refreshment Leave 2025  
Mara Gumbley - Fundraiser

### **General**

Conall closed the meeting with prayer.

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

Meeting Closed at 9.32pm