

CONFIRMED

Minutes for the monthly meeting of the Paeroa College Board of Trustees  
to be held in B1 on Monday 23 February @ 5.30pm

**Present:**

Jo Tilsley, Melissa Tonkin, Andrew Cameron (Principal), Seth Seerup, John Dustow, Larn Wilkinson, Samantha Lee and Aimee Dunn

**Apologies:**

None

**In Attendance:**

Sybil Woolmore (minute taker)

*Seth opened the hui with karakia.*

**Conflict of Interest:**

None

**Election of Officers & Sub Committees:**

Election of Presiding: Jo Tilsley was nominated.

Moved: John    Seconded: Larn

-Carried

*Jo Tilsley was re-elected as Presiding member.*

*Sub Committees as below:*

Finance & Property committee: Aimee (Chair) Jo and Melissa

Discipline & HR committee: John (Chair) Jo and Larn

**Confirmation of Minutes:**

'THAT the Minutes of the monthly meeting held on Monday 23 November be confirmed as true and correct'.

Moved: Jo    Seconded: Melissa

-Carried

**Matters Arising:**

Confirmation that funding has come through for TVAL for 2026. Thames High School has taken the service for their students back in-house.

**Presiding Member's comments:**

Very happy to see everyone at the table, looking forward to a great year.

**Health & Safety Events:**

No issues

**Strategic Priorities:**

**Curriculum**

**Principal's Report:**

'THAT the Principal's report be received and accepted'.

Moved: Larn    Seconded: Samantha    -

Carried

### **RTLB Report:**

'THAT the report be received and accepted'.

Moved: John    Seconded: Seth

-Carried

### **Staff Comment (Melissa)**

Great start to 2026. New staff are settling in well.

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

Great start to the year (Seth's final year at Paeroa College).

It was great to reconnect again. Excellent camp at Kauaeranga Valley.

### **Strategic Monitoring**

#### **Junior Literacy and Numeracy Progress Report February 2026:**

'THAT the report be received and accepted'.

Moved: Melissa                      Seconded: Larn

-Carried

Jo extended thanks to Melissa and Suzie for producing such a comprehensive report.

#### **2025 EOY AMPS Report February 2026:**

'THAT the report be received and accepted'.

Moved: Larn                              Seconded: Samantha

-Carried

Jo offered thanks to Ilana for compiling this report. The 'next steps' included in the report are very helpful for the Board.

#### **2025 External Moderation Summary:**

'THAT the report be received and accepted'.

Moved: Jo                                      Seconded: Aimee

-Carried

Jo extended her thanks to Tina for the report. It's encouraging to see better results for external moderation.

### **Gateway Report:**

'THAT this report be received and accepted'.

Moved: Melissa                      Seconded: John

-Carried

Jo thanked Denise for a great report. The level of detail contained is very helpful and greatly appreciated by the Board.

### **Policies**

1.1: Board Roles and Responsibilities - no change

1.9: Presiding Member Role Description - no change

1.18: Paeroa College Delegates - changes as below

- Amend to 1.18 and committees to be finalised at the February BOT hui.
- Members of the committees Disciplinary. Delegated authority is given to the committee to deal with all HR/employment relations issues, in conjunction with the Principal, within this school.
- Take out full stop after members of the discipline committee. Take out "....." starting with action".
- The H & S committee has been reabsorbed into the operational structure and the members being Andrew Cameron, Darcy Knyvett, Michael Moroney, Lester Te Ohaere Fox, Felise Tai'i
- Include the role of 'Chair' for the Finance/Property committee (Aimee Dunn)

1.18.1: Principals Delegation - changes as below

- The Board delegates the Principal's authority to any one of the three listed deputy principals, at the discretion of the Principal at the time to undertake their duties in his absence.
- 1.18.1: add in.... and/or any other entitled leave under the collective agreement. (unpaid and paid)

1.20: Trustee Register- changes as below

- Amend to 1.20 add leaving dates for Board members for last term and add new board members.

1.21: Board Annual Work Plan - changes as below

- Feb NELP2 Summary Lit and Num should read 2025 not 2024.

2.42: Sports Sponsorship/Grant Policy- changes as below

- Change the wording to remove the word "Gambling" out of the policy

'THAT all amendments be accepted'

Moved: John

Seconded: Samantha

-Carried

### Discussion:

#### **Finance:**

Update the dates (October)" Recommendation of Approval of Payments" needs to be updated to current months.

'THAT the minutes for the Finance and Property Committee held 16 February 2026 be received'

Moved: Larn

Seconded: Amiee

- Carried

'THAT the Board moves that payments for November/December totalling \$837,695.23 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 16 February 2026.

Moved: Larn

Seconded: John

-Carried

'THAT the Board moves that payments for RTLB November December totalling \$51,431.13 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 16 February 2026.

Moved: Larn

Seconded: Amiee

-Carried

#### One Foundation Funding Resolution:

On Monday 23 February 2026 it was resolved that a request be made to The Foundation for funding for the amount of \$3500 to be used for the purpose of purchasing 10 x paddleboards for our school Outdoor Education programme.

Moved: Seth

Seconded: Melissa

- Carried

'THAT the SAAR Report/Leave Liability & Payroll Error Report be accepted''

Moved: Melisa

Seconded: Samantha

-Carried

Final 2026 draft budget has been updated with 3-4 changes per the Principal's notes to the finance committee. Increase in staff BOT wages of \$30k / Increase in BOT Gifts and presentations to include EAP budget- JD recommended this be raised to \$5K per annum

'THAT the 2026 draft budget be accepted and adopted'

Moved: Larn

Seconded: Melissa

-Carried

'THAT the Disposal Asset Schedule be received and accepted'

Moved: John                      Seconded: Samantha                      -Carried

NOTE: The trustees would like to minute that they have no say in what is on the asset register but still have to sign off on this.

**Property:**

'THAT the 2026/2027 cyclical maintenance painting of C Block, C5, D Block, Gym and School house be approved'

Moved: Melissa                      Seconded: Seth                      -Carried

'THAT the quote from Marshalls for \$21193.00+GST be accepted and that the high roof on the gym be repainted in the April holidays'

Moved: Larn                      Seconded: John                      -Carried

C4 is in need of refurbishment. Clarification required on best option moving forward- some urgency required due to upcoming shortages in timber and price increases. Andrew to get clarification from Carl Rogers re costing etc. within 2 weeks of upgrading C4 to lab.

**Health & Safety:**

Nothing to report

**Discipline:**

Nothing to report

**Administration**

"THAT the Board moves to approve the Kiwi Sport Report for 2025.

Moved: John                      Seconded: Aimee

Correspondence In:      Employment Relations – Concurrence Andrew Cameron

Correspondence Out:      Alice Priest – Enrolment of son 2026

**Identify additional agenda items for next meeting:**

Nothing identified.

Larn closed the hui with karakia

**Meeting closed: 8.30pm**

**Next Meeting: Monday 23 March 2026 @ 5.30pm**