

MINUTES (in Review)

JULY MEETING

Name:	Paeroa College
Date:	Monday, 27 July 2026
Time:	5:30 pm to 9:00 pm (NZST)
Location:	Default Location, 15 Te Aroha Road, Paeroa, New Zealand
Board Members:	Jo Tilsley (Chair), Aimee Dunn, Andrew Cameron, John Dustow, Melissa Tonkin, Samantha Lee, Seth Seerup
Apologies:	Larn Wilkinson
Guests/Notes:	Penny Cox (HoD Maths), Grant van de Wetering (HoD Social Science)

1. Opening Meeting

1.1 Karakia

Seth opened with karakia.



Karakia

Please include the school karakia in the Board pack for each hui.

Due Date: 24 Aug 2026

Owner: Yolande Lowe

1.2 Present & Apologies

Present: Jo Tilsley, Andrew Cameron, Melissa Tonkin, Seth Seerup, John Dustow, Samantha Lee, Aimee Dunn

Apologies: Larn Wilkinson

In attendance: Sybil Woolmore (minute taker)

Guests: Penny Cox (HoD Maths), Grant van de Wetering (HoD Social Science)

1.3 HOD Maths Presentation

Penny Cox spoke to her report which was well received.

The Board thanks Penny for attending the hui.

1.4 HOD Social Sciences Presentation

Grant spoke to his report.

John asked what the board could do to help achieve better results. Grant to come back to the board on this.

The Board thanks Grant for attending the hui.

1.5 Interest Register

No conflicts noted for this hui.

1.6 Confirm Minutes

June Meeting 22 Jun 2026, the minutes were confirmed as presented.



Minutes

Passed

Decision Date: 27 Jul 2026
Mover: Aimee Dunn
Seconder: John Dustow
Outcome: Approved

1.7 Matters Arising

No matters arising.

1.8 Presiding Member's Comment (if required)

1.9 Health & Safety events / issues identified



Remove section

Please remove this section from the agenda - health & safety is covered in the Tumuaki/Principal's report.

Due Date: 24 Aug 2026
Owner: Yolande Lowe

2. Strategic Priorities

2.1 Principal's Report

Andrew gave thanks to Seth for his mature attitude and approach to his mahi as Student Representative on the Board.

For noting:

Payroll: Andrew Cameron, Debbie Gould, Yolande Lowe and Rana Lloyd
Westpac Bank: Andrew Cameron, Miah Williams, Debbie Gould,
Westpac Bank: Christopher Patten and Rana Lloyd (limited RTLB access only)



Principals Report received

Approved

Decision Date: 27 Jul 2026
Mover: Andrew Cameron
Seconders: Seth Seerup
Outcome: Approved



That consolidated annual financial statements for YE Dec 31st 202...

That consolidated annual financial statements for YE Dec 31st 2025 be received.

NB: to be uploaded to MOE and school websites.

Decision Date: 27 Jul 2026
Mover: Aimee Dunn
Seconders: Melissa Tonkin
Outcome: Approved



Out of Zone Enrolment Numbers

That the out of zone enrolments be set at zero for the 2027 school year.

Decision Date: 27 Jul 2026
Mover: John Dustow
Seconders: Jo Tilsley
Outcome: Approved

2.2 RTL B Report



RTL B Report received

Approved

Decision Date: 27 Jul 2026
Mover: Aimee Dunn
Seconders: Andrew Cameron
Outcome: Approved

RTL B fixed position has been filled.

2.3 Staff Board Member Comment (Melissa)

CAA results were received. Students are being put into appropriate classes relating to their results.

2.4 Student Board Member Comment (Seth)

Wellbeing week is coming up in week 7. Busy with assessments. Elections coming up.

3. Strategic Monitoring

3.1 SCT Report - Penny Cox



Report received

The Board thanks Penny for her report and ongoing commitment to her mahi.

Decision Date: 27 Jul 2026
Mover: Jo Tilsley

Seconded: Melissa Tonkin
Outcome: Approved

3.2 TVAL Mid Year Report - Ilana Weston



Report Received

The Board thanks Ilana for her report and ongoing commitment to her mahi.

Decision Date: 27 Jul 2026
Mover: Samantha Lee
Seconded: Seth Seerup
Outcome: Approved

4. Policies

4.1 2.3 Appointments Policy pg 43



Policy edit

Under 'Expectations'

1.a: New wording

Appointment of members of the Senior Leadership Team will involve an appointment committee of a minimum of three (3) persons consisting of the Principal, the Presiding and whoever else the Principal deems appropriate.

3: Remove point 3 - no longer valid

Standardize formatting of document

Due Date: 31 Jul 2026
Owner: Yolande Lowe



Policy Review

Edits approved

Decision Date: 27 Jul 2026
Mover: John Dustow
Seconded: Samantha Lee
Outcome: Approved

4.2 2.23 Pandemic Policy pg 67



Edits Approved

Edits approved

Decision Date: 27 Jul 2026
Mover: John Dustow
Seconded: Samantha Lee
Outcome: Approved



Policy Edits

Point 2: replaced the word Facebook with social media.

At the bottom of the page include the following: *see relevant policy* (include a link to the Communication policy).

Standardize the formatting of policy.

Due Date: 24 Aug 2026
Owner: Yolande Lowe

4.3 2.24 Traumatic Incident Response Policy pg 69

Draft up a comms plan to be submitted to the committee. Jo



Edits Approved

Approved

Decision Date: 27 Jul 2026
Mover: John Dustow
Seconder: Samantha Lee
Outcome: Approved



Draft Comms Plan

Jo to work on a draft comms plan for consideration.

Due Date: 24 Aug 2026
Owner: Jo Tilsley

4.4 2.30 Attendance Policy pg 77



Edits Approved

Approved

Decision Date: 27 Jul 2026
Mover: John Dustow
Seconder: Samantha Lee
Outcome: Approved



Policy Edits

Point 4: change to *Monday – Friday* as all daily start times are now the same

Due Date: 24 Aug 2026
Owner: Yolande Lowe

4.5 2.33 Responsible Motor Use Policy pg 81



Edits Approved

Approved

Decision Date: 27 Jul 2026
Mover: John Dustow
Seconder: Samantha Lee
Outcome: Approved



Policy Edits

Under 'Drivers':

Remove bullet point one: *Must have a direct association / relationship with the school.*

Remove bullet point five: *Be police vetted.*

Edit bullet point five to read: *Have no level of alcohol, medications or substances that may impair judgement while driving.*

Under 'General Guidelines for Use':

Bullet point one to read: *The principal or their delegate will approve all use of the vehicles.*

Under 'Driver Responsibilities':

Bullet point four: removed 'water & oil' and include *Check that vehicle has current WOF and registration and check tyres and for any visual damage on vehicle.*

Check grammar document.

Due Date: 24 Aug 2026

Owner: Yolande Lowe

4.6 Review EOTC Policy / Health & Safety Policy



Edits Approved

Approved

Decision Date: 27 Jul 2026

Mover: John Dustow

Seconders: Samantha Lee

Outcome: Approved



Edits

Page 9 category A: John to add something to give more specific guidelines
- will go out to the staff for consultation before coming back to the board for final approval.

Page 14: School bridge can now be used for review of the trip.

Due Date: 24 Aug 2026

Owner: John Dustow

5. Discussion

5.1 Finance



Finance

THAT RTLB payments total \$33,642.89. (Credit Card \$1,636.42 / Bank \$32,0063.47) be approved for payment.

THAT BOT payments for June 2026 totalling: \$203,227.93 (DP's Credit Card \$3,073.78 / Principal's Credit Card \$1,534.86 / Imprest Account \$198,619.29) be approved for payment.

Decision Date: 27 Jul 2026

Mover: Seth Seerup

Seconders: Aimee Dunn

Outcome: Approved



Finance Minutes Approved

Approved

Decision Date: 27 Jul 2026

Mover: Jo Tilsley
Seconders: Melissa Tonkin
Outcome: Approved

5.2 Property



Purchased of Gym seating

THAT the Board purchase tiered seating for the gym, to the value of \$15,000, using furniture grant funding.

Decision Date: 27 Jul 2026
Mover: Seth Seerup
Seconders: Aimee Dunn
Outcome: Approved

5.3 Discipline

Discipline covered in Tumuaki/Principal's report.

5.4 Sport

5.5 BoT Communication

6. In Committee

6.1 Administration



Moved Board into In-Committee: 8.30pm

Approved

Decision Date: 27 Jul 2026
Mover: Aimee Dunn
Seconders: Samantha Lee
Outcome: Approved



Moved Board Out of In-Committee: 9pm

Approved

Decision Date: 27 Jul 2026
Mover: Aimee Dunn
Seconders: Samantha Lee
Outcome: Approved

6.2 In Committee Minutes



In-committee Minutes

Minutes approved

Decision Date: 27 Jul 2026
Mover: Seth Seerup
Seconders: Aimee Dunn
Outcome: Approved

6.3 Inwards Correspondence

6.4 Outwards Correspondence

7. Closing the Meeting

7.1 Identify additional agenda items for next meeting

Consulting with staff about the new Health & Safety policy

7.2 Karakia

Seth closed with Karakia 21.03

8. Close the Meeting

8.1 Close the meeting - next date 24 August

Next meeting: August Meeting - 24 Aug 2026, 5:30 pm

Signature:_____

Date:_____