MINUTES (in Review)

AUGUST MEETING

Name:	Paeroa College
Date:	Monday, 24 August 2026
Time:	5:30 pm to 8:40 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
Apologies:	Seth Seerup
Guests/Notes:	Ramai Gurnick, Miah Williams

1. Opening Meeting

1.1 Karakia

1.2 Present & Apologies

Apologies were noted and the meeting recording was confirmed as operating.

1.3 HOD Physical Education Presentation

The Head of Department for Health and Physical Education presented the department's 2025 results and 2026 improvement focus. The Board noted stronger consistency from a stable staffing structure, improved internal pre-moderation, external moderation support, and good uptake in several senior courses, while also noting continuing concern about low pass rates in Health, particularly for male learners in Level 2.

The Board heard that 2026 changes include clearer course planning, earlier communication with whānau, greater use of external providers and moderation support, stronger writing scaffolds, more checkpoints, and narrower topic choices to support student success. The department also outlined preparation for the new Year 9 curriculum and stronger integration of sports science in the junior programme.

The Board thanked Ramai for presenting her report and also for preparing so thoroughly.

1.4 HOD English Presentation

The Head of Department for English presented the department report and outlined disruption in 2025 from staffing changes and split teaching arrangements. The Board noted that weak junior literacy foundations and inconsistent delivery had contributed to poorer senior results in some areas, while Year 3 English remained a strength and current 2026 results were reported as improved, with most standards tracking above 80%.

The Board heard that the department is strengthening with fortnightly meetings, mentoring newer staff, increasing professional learning, modernising texts and assessment contexts, and building shared planning and resources. The Board also noted the intention to discontinue the Senior Literacy course in 2027 and redirect staffing to higher-demand areas, while teacher aide support remained the department's main resourcing priority.

The Board thanked Melissa for presenting her report and also for her passion and dedication to the rangatahi of Paeroa College.

1.5 Interest Register

1.6 Confirm Minutes

July Meeting 27 Jul 2026, the minutes were confirmed as presented.

Confirm July 2026 Board minutes

Approved. The Board confirmed the minutes of the 27 July 2026 meeting as a true and correct record.

Decision Date:	24 Aug 2026
Mover:	Melissa Tonkin
Seconder:	Aimee Dunn
Outcome:	Approved

July minutes confirmed as presented

Minutes noted as being true and correct.

Decision Date:	24 Aug 2026
Mover:	Aimee Dunn
Seconder:	Samantha Lee
Outcome:	Approved

1.7 Matters Arising

The Board noted that the previous action to draft the communications plan had not yet been progressed and remains outstanding.

1.8 Presiding Member's Comment (if required)

2. Strategic Priorities

2.1 Principal's Report

The Principal highlighted that the Healthy School Lunches programme will continue in 2027. The Board noted a recent serious safety incident involving an ex-student entering school grounds and assaulting a student, current staffing vacancies in transitions and pathways, drama, and social sciences, and continuing work to progress additional classroom provision.

The Board discussed improved senior achievement tracking, stronger clarity around student goals, more frequent communication with whānau, and the contribution of the achievement dean model to improved outcomes. The Board also noted the importance of teacher aides and additional staffing support for students with higher needs.

The Board discussed the need to redact identifying personal information from board papers before publication on the website, including references to staff or other individuals in attached reports. The discussion arose from concern that publicly accessible documents should not include identifiable sensitive information.

Principal's Report be receivied

That the Principal's report be received.

Decision Date:	24 Aug 2026
Mover:	Andrew Cameron
Seconder:	Melissa Tonkin
Outcome:	Approved

2.2 RTLB Report

The RTLB report was received. The Board noted that the service is fully staffed, with Barry-George Colmar appointed on a fixed-term basis in Coromandel, recent team professional learning had been completed in Thames, and expenditure was tracking at 42% of budget with travel remaining the main area to monitor.

The Board discussed the letter and report submitted to the Ministry of Education regarding the potential reduction in RTLB staffing for 2027. The Board noted strong feedback from cluster schools, the operational challenges of delivering support across a large rural area, and the concern that any staffing reduction would disproportionately affect responsiveness and access for schools, particularly in Coromandel.

Receive the RTLB report

That the RTLB report be received.

Decision Date:	24 Aug 2026
Mover:	Melissa Tonkin
Seconder:	John Dustow
Outcome:	Approved

2.3 Staff Board Member Comment (Melissa)

The Board noted the upcoming Battle of the Arts event and reflected positively on the recent Year 8 open evening, including student involvement in showcasing the school.

The staff are very appreciative of their new jackets.

2.4 Student Board Member Comment (Seth)

3. Strategic Monitoring

3.1 AMPS Progress Report

The Board reviewed the mid-year AMPS report. The Board noted that most Year 9 and Year 10 students were on track to achieve the qualification, with only a small number at risk of not achieving, but also noted continuing endorsement disparities between male and female students and, in Year 9, between Māori and non-Māori students.

The Board noted that AMPS will not continue in its current form from 2027 and that a replacement approach to junior achievement tracking is being developed to meet reporting requirements while remaining workable for staff.

3.2 Senior NCEA Progress Report

The Board reviewed the senior NCEA progress report and noted stronger current results than at the same point last year, with more students passed or on track to pass across year levels and a

higher number of likely endorsements. The Board also noted the detailed tracking of at-risk students and the contribution of the achievement deans to clearer monitoring and intervention.

The Board thanked Miah and the senior achievement Deans for their robust reports and continued dedication to their mahi.

4. Policies

4.1 2.2 Personnel Policy pg 42

Approve Personnel Policy edits

The Board approved amendments to the Personnel Policy, including clarifying that delegated responsibility relates to the day-to-day management of staff and

Point 2: Employees' rights, safety, and restorative approaches are appropriate and fair in manner.

Decision Date:	24 Aug 2026
Mover:	Melissa Tonkin
Seconder:	John Dustow
Outcome:	Approved

4.2 2.15 Media Policy pg 55

No changes required.

4.3 2.38 International Student Free Protection Policy pg 91

The Board noted that the policy title should read International Student Fee Protection Policy.

4.4 Review EOTC / Health & Safety Policy

The Board noted that the revised EOTC and Health and Safety policy had been amended following earlier edits and was now with the Health and Safety Committee for review and ratification before wider staff consultation.

4.5 Review Communication Policy

The Board noted that work on the communications plan had not yet commenced and remained to be brought back.

5. Discussion

5.1 Finance

The Board reviewed the July finance reports and noted that the school was tracking broadly as expected for this point in the year. The Board noted the reported year-to-date surplus of $145,026 against a budgeted annual deficit of $162,002, lower Ministry funding than budget due to roll and secondary tertiary funding assumptions, and the $10,000 donation from Pipes & Drums Thames Valley to be invested for music awards.

The Board discussed the holiday pay cost attached to an ACC-funded teacher aide arrangement and noted that the school remains liable for this cost under the existing contract structure. The

Board also noted that a further similar cost is expected later in 2026 and that the wider funding and staffing approach will need consideration in 2027 budget planning.

Approve Finance and Property minutes

The Board received and approved the Finance and Property Committee minutes, including the committee's recommendations including;

That RTLB July payments to the BOT - Total $23,061.17 - Credit Card $2026.48 / RTLB Account $21,034.69 be approved for payment.

That the Paeroa College July payments to the BOT: Total $382,686.57 - Principal's Credit Card $137.96 / DP's Credit Card $3334.75 / Imprest A/c $379,213.86 be approved for payment.

Decision Date: 24 Aug 2026
Mover: Melissa Tonkin
Seconder: Aimee Dunn
Outcome: Approved

Write off ACC holiday pay invoice

Approved. The Board approved writing off the ACC invoice for holiday pay relating to the ACC-funded teacher aide arrangement for the 2025/2026 period, noting that a further related cost is expected later in 2026 and future treatment will need to be considered through budget planning.

Decision Date: 24 Aug 2026
Mover: John Dustow
Seconder: Aimee Dunn
Outcome: Approved

5.2 Property

The Board reviewed the fire alarm fault identified through damaged junction boxes and corroded cabling. The Board noted that the work is necessary for safety and ongoing operation, that insurance had been approached but may not accept the claim, and that further information is needed on inspection and maintenance arrangements for the wider system.

Approve fire alarm remedial work

Approved. The Board approved proceeding with the required fire alarm remedial work because the fault affected a critical safety system. The estimated cost was noted as approximately $4,000 to $4,500, with insurance to be pursued if available.

Decision Date: 24 Aug 2026
Mover: John Dustow
Seconder: Samantha Lee
Outcome: Approved

5.3 Discipline

5.4 Sport

5.5 BoT Communication

6. In Committee

6.1 Administration

Move into committee

Approved. The Board resolved to move into committee.

Decision Date:	24 Aug 2026
Mover:	Andrew Cameron
Seconder:	Melissa Tonkin
Outcome:	Approved

6.2 In Committee Minutes

The Board noted an exclusion decision relating to a student who had not met return conditions and where whānau had not engaged with the reconsideration process. The Board also discussed arrangements for acknowledging a long-serving staff member's retirement in a way that recognised service while remaining sensitive to recent process matters.

Approve in-committee minutes

Approved. The Board approved the in-committee minutes from the previous meeting.

Decision Date:	24 Aug 2026
Mover:	Samantha Lee
Seconder:	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

7.2 Karakia

8. Close the Meeting

8.1 Close the meeting - next date 21 September

Next meeting: No date for the next meeting has been set.

Signature:_____ **Date:**_____