



**Minutes of the Board of Trustees Meeting**  
Held on Monday 22 February 2021  
At Papamoa College, 151 Doncaster Drive, Papamoa

**Present:** Steve Lindsey, Geoff Bird, Paul Dunn, Shiv Thammallia, Jethro Le Roy, Whetu Rolleston, Sharon Macquarie, Maddy Karauna

**Not in attendance:**

**Apologies:**

**In Attendance:** Kerri Turanga – Secretary

**Meeting Opened:** \_\_\_\_\_ 6.00pm

The process of electing a Board Chair and Deputy Chair was facilitated by Trustee Sharon Macquarie.

One nomination was tabled for Jethro Leroy to be Chair. Principal asked to speak directly to the Board regarding the nominee.

**In Committee matters**

IN-COMMITTEE RESOLUTION TO EXCLUDE PUBLIC

Moved that the public be excluded from the following parts of the proceeding of this meeting namely:

AGENDA

The general matter to be considered while the public is excluded, the reason for passing resolution to each matter and the specific grounds under Section 48 (1) of the Local Government and Meeting Act 1987 for the passing of the resolution are as in 1 above.

Reason for passing resolution

To protect the privacy of natural persons and maintain conduct of public affairs.

Grounds under Section 48 (1) for passing resolution

Section 48 (1) (d)

Moved into Committee 6.05pm

Moved out of Committee 6.56pm

**Nominations for Board Chair:** Jethro Le Roy - duly elected majority in favour

**Nominations for Deputy Chair:** Whetu Rolleston - duly elected all in favour

### **Delegated Authority for Finance Committee**

Motion: Jethro Leroy

Seconded: Geoff Bird

The members of the Finance Committee shall be: Geoff Bird, Paul Dunn, Steve Lindsey. That the Finance Committee members mentioned herein are delegated authority to implement the Board's Finance Committee Terms of Reference, as outlined in the Board's Governance Manual.

### **Delegated Authority for Discipline Committee**

Motion: Jethro Le Roy

Seconded: Geoff Bird

The members of the Discipline Committee shall be all members of the board except the principal with a quorum of three. That the Disciplinary Committee members mentioned herein are delegated authority to implement the Board's Disciplinary Committee Terms of Reference, as outlined in the Board's Governance Manual.

***Move that the Delegated Authorities listed above be accepted:***

**Moved:** Jethro Le Roy

**Seconded:** Sharon Macquarie

**Carried**

### **Delegated Authority for Deputy Principal**

That the Board directs that, except where the Board, as its discretion, otherwise determines, a Deputy Principal shall, in the absence of the Principal from duty for periods not exceeding two weeks and for the full period or periods of such absence, perform all the duties and powers of the Principal.

***Motion:*** *To amend policy from stating Deputy Principal to Associate Principal and that in absence of Principal the delegated Authority shall be transferred to Associate Principal*

**Moved:** Jethro Le Roy

**Seconded:** Paul Dunn

**Carried**

**Action:** Kerri Turanga will amend the Deputy Principal to be changed to Associate Principal.

### **Delegated Authority for Property Committee**

The Board will discuss this Delegated Authority at the next meeting as they need to ensure the Terms of Reference.

### **2021 Board Meeting Dates**

Meeting dates for 2021 presented to the Board. The Board is happy with the dates set.

Monday 22 February

Monday 22 March

Monday 10 May

Tuesday 8 June

Monday 5 July

Monday 2 August

Monday 30 August

Monday 27 September

Tuesday 26 October

Monday 22 November

***Move that the above Board Meeting dates listed above be accepted:***

**Moved:** Jethro Le Roy

**Seconded:** Sharon Macquarie

**Carried**

### **Declarations of interest: Nil**

### **Matters Arising from previous minutes**

Action Point from the previous meeting - bullying statement has not been completed as yet

**Action:** Geoff Bird will do this now and will confirm this by the Board and will be added to the next Connect Newsletter.

Steve suggested it could be good to link it in to the survey, with information on what to do if feeling bullied.

Action Point from the previous meeting - Sharon Macquarie has presented to the Board the skill set audit template. The Board are happy with this and will now complete one each and send them back to Sharon to collate these and present the results back to the meeting.

**Action:** Board to complete the Board skill set audit and send to Sharon Macquarie.

**Action:** Sharon Macquarie to collate Board Audit results and present the results back to the Board at the next meeting.

### **Confirmation of previous minutes:**

***Move that the above previous meetings minutes be accepted:***

**Moved:** Jethro Le Roy

**Seconded:** Geoff Bird

**Carried**

### **Inward Correspondence**

A Letter from Papamoa Family Services

### **Email Correspondence**

A Letter from Robynne Cabusao

The Board discussed the resignation of Robynne Cabusao and decided to fill the vacancy by selection. Steve Lindsey would like the Board to formally thank Robynne Cabusao for her service to Papamoa College. **Action:** Kerri Turanga to write a letter of thanks for Robynne Cabusao. **Action:** Kerri Turanga to follow the process of selection for the casual trustee vacancy.

***Move that the Board has resolved to follow the process of 'selection' to fill the casual Board vacancy.***

**Moved:** Jethro Le Roy

**Seconded:** Geoff Bird

**Carried**

### **Outward Correspondence**

Nil

### **Information Documents**

A NZSTA

B Education Gazette

***Move that the correspondence be accepted:***

**Moved:** Jethro Le Roy

**Seconded:** Whetu Rolleston

**Carried**

### **General Business**

#### **Board Evaluation Process**

The Board will revisit this when they look at the Boards annual work plan.

#### **Annual Report**

Steve Lindsey has worked hard on the report for the Board and is open to any questions from the Board. The Board suggested that maybe E-Asstle could be used as a reporting tool and that the report could include a section that shows actions that had been taken.

Jethro Le Roy can see that a lot of time and effort is put into this report and that it will take a bit of background reading by the Board.

Steve Lindsey suggested it would be helpful to the Board to unpack this and could bring various staff in to talk to this regarding their areas and expertises. Wants to use this Annual Plan to report on through the year to the Board.

#### **NCEA Data**

Steve Lindsey has worked to show the Board clean data, so there is a lot of information - ie learning support students have been grouped to reflect their specific needs. We need to focus on students that have courses that have less than 80 credits.

Question for the Board:

Who are these students, and what are we doing about it?

What about students that have achieved excellence.

It may be good to have the Careers Team come and speak to the Board to talk about the students that leave for gap years etc.

If the Board would like further data it would be good to have a focus area - suggested a template.

Whetu Rolleston suggested we report this data to the community.

***Move that the Board accept the Annual Report tabled***

**Moved:** Jethro LeRoy

**Seconded:** Whetu Rolleston

**Carried**

**Monitoring:**

*Principal's Report presented*

Steve Lindsey would like to ensure the Board is continuing to focus on the Annual Plan document - this is a document that will be continuing to be updated on how the school is tracking throughout the year.

The Board have discussed having a Focus Day workshop with the SLT and the Board discussing the Goals, Values and Strategic Priorities with them. Steve agrees this is a great idea and would like to see this happen and that the next stage would also be a community consultation process. The Board agrees that an outside facilitator could run this day.

The Board will sort out a day that suits the Board - possible days either Thursday 11 March or 18 March

**Action:** Steve will contact a facilitator and will report back to the Board.

***Move that the Board accept the Principal Report tabled***

**Moved:** Steve Lindsey

**Seconded:** Jethro Le Roy

**Carried**

**Zone Information**

Steve Lindsey met today with a Ministry of Education consultant regarding the proposed zone changes. They are proposing the Papamoa College zone be reduced to Domain Road. Mt College and Mt Intermediate will now have a zone. Public Meeting at school in March

The Board are concerned about the immediate and midterm impact on the school and what guarantees does the MOE give us about the proposed figures over the next couple of years.

There will be Public Meetings held in March about the proposed zone changes.

The Board is opposed to this proposed zone change and is happy for Steve to relay this to the Ministry.

***Move that the Board is opposed to the proposed zone changes***

**Moved:** Jethro Le Roy

**Seconded:** Whetu Rolleston

**Carried**

**Finance Report**

The 2020 Financial Summary was presented - *note: this may change as it is unaudited.*

Steve Lindsey explained to the Board the deficit amount on the summary.

The Board suggested they would like the zero balance sheets showing the P&L statements for future reports.

2021 Finance Budget tabled.

***Motion for the Board to approve the presented 2021 Budget***

**Moved:** Jethro Le Roy

**Seconded:** Sharon Macquarie

**Carried**

**Governance Review**

The Board discussed the following Policies.

*Conflict of Interest Policy - Changes agreed to by Board*

Addition to Policy: Any trustee who is a student enrolled at the school must be excluded from any meeting while the board discusses, considers, considers anything relating to or decides on any matter relating to them as an individual student.

*Confidentiality Policy - Changes agreed to by Board*

Addition to Policy: Trustees shall not at any time or for any reason use or disclose to any person any confidential information relating to the school. For the purpose of this clause, confidential information means any information relating to the board meetings of the school or the financial affairs of the school, and the employees or families of the school other than information which is in the public domain.

*Committee Principal's Policy - Changes agreed to by Board*

Move the sentence up to be together

Education Act 1989, section 66: *Gives the Board the authority to delegate any of its powers to a special committee except the power to borrow money.*

*Policy Making Policy*

No changes required

*Principal Performance Appraisal Policy*

No changes required

*Principal Professional Expenses Policy - Changes agreed to by Board*

Replace the current statement with:

A budget for professional expenses and for professional development will be established annually and be included in the budget. Spending within budget occurs at the discretion of the principal except in the case of overseas professional development. All overseas trips for professional development must be approved first by the board of trustees at least one term in advance of the event.

Professional development expenses may include but are not confined to: continuing education, books and periodicals, mentoring, and attendance at professional conferences.

***Moved that the agreed changes to the policies listed above be accepted***

**Moved:** Jethro Le Roy

**Seconded:** Whetu Rolleston

**Carried**

## **Action Points**

**Action:** Kerri Turanga will amend the Deputy Principal to be changed to Associate Principal in the Delegation.

**Action:** Geoff Bird will write a bullying statement and will confirm this with the Board. It will be added to the next Connect Newsletter.

**Action:** Board to complete the Board skill set audit and send to Sharon Macquarie.

**Action:** Sharon Macquarie to collate Board Audit results and present the results back to the Board at the next meeting.

**Action:** Kerri Turanga to write a letter of thanks for Robynne Cabusao.

**Action:** Kerri Turanga to follow the process of selection for the casual trustee vacancy.

**Action:** Steve Lindsey will contact a facilitator and will report back to the Board.

## **In Committee matters**

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Grounds under Section 48 (1) for passing resolution

Section 48 (1) (d)

Moved into Committee 8.48pm

Secretary left before end of meeting

**Meeting Closed:** pm

### **Next Meeting:**

Monday 22 March 2021

### **Agenda items for next meeting:**

Annual Plan

Board Skills Sets Review

Governance Review - Shiv/ Jethro

Visioning update as required

**Confirmed:** \_\_\_\_\_ **Date:** ..... / ..... / .....

Jethro Le Roy - Chairperson