



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

- Present:** Steve Lindsey, Paul Dunn, Shiv Thammalla, Jethro Le Roy,
Sharon Macquarie
- Not in attendance:** Kerri Turanga - secretary
- Apologies:** Geoff Bird, Whetu Rolleston, Maddy Karauna (left during meeting
unwell)
- Meeting Opened:** 6.00pm

Matters Arising from previous minutes

1. Action Point from the previous meeting – uncertainty as to whether the bullying statement has been finalised.
Action: Jethro to follow up with Geoff to close this out.
2. Board wished to have further time to review achievement data presented in the February Principal's report however this was not recorded in the minutes.

Further discussion around the need for the format to be consistent each year to enable proper analysis of achievement data against previous years. Or, previous year's results to be included in the report along with achievement targets.

Move that the above previous meetings minutes be accepted:

Moved: Jethro
Seconded: Shiv
Carried

Correspondence

1. Inward email from Karyn Lynch, D&G Consulting regarding engagement process for amended enrolment zones.

Off the back of last month's meeting where the Board resolved to oppose the proposed zone, further discussion regarding the inclusion of the Tahatai school zone in our zone so all the Papamoa area is in the Papamoa College zone. Thereby, allowing the whole Papamoa community uninhibited enrolment at their local college. Steve suggested we make a submission on the proposed zone and request clarity from the Ministry on rules around competitive behaviour of schools to attract students to "special" programmes and specifically what constitutes a special programme.

Action: Steve to draft a submission and send it to the Board for review before sending.

2. Outward letter of thanks to Robynne Cabusao for her service and contribution to the Board of Trustees.

Discussion around addition of a Board exit process to be considered at the next meeting.

Move that the correspondence be accepted:

Moved: Jethro

Seconded: Paul

Carried

General Business

Principal's Report

TSUNAMI RESPONSE 6 March: The tsunami alert provided an opportunity to test evacuation processes in a real-life situation. Managing parents trying to communicate with and/or collect their children was challenging. Suggested communication to the school community to emphasise our robust tsunami response process and remind families of the design of the school providing as safe an evacuation zone as any in the area.

Action: Steve to write an update to the community.

ANNUAL PLAN: Strategic objectives are to be included on the Board meeting agenda to ensure focus stays on them. 2021 Annual Plan is based on existing objectives until the Vision, Values and Objectives body of work is complete.

CAMPUS DEVELOPMENT: Consultation document for development provided. Board requires consultation with staff to be documented and suggested a consultation register be used to record feedback from the staff that have participated. This is to ensure there is no opportunity to challenge the consultation process later.

The Board also recommended Steve use this development as an opportunity to create some excitement in the community. Announcement/updates to be done via Facebook and newsletters along with making the plans visible to all staff and students.

Action: Steve to have a register created as part of the project and manage communications.

Steve proposed to engage a client representative for the project to liaise with the MoE project manager and contractors. Application to MoE for funding to cover this. Steve has an associate that can undertake this role. Discussion about ensuring there are clear boundaries of responsibility with the project and in particular contractor induction and H&S on site.

DP REPLACEMENT: Due to it not being an ideal time of the school year to advertise a vacancy, a temporary replacement for Cath Neidhart will be appointed in the interim. The role will be advertised in the second half of the year.

ENROLMENT DATA: Discussion around whether there is value in showing enrolment data each month against previous years. Agreed that this is not particularly useful information and reporting on this in March and July would be adequate.

Move that the Board accept the Principal Report tabled

Moved: Sharon

Seconded: Jethro

Carried

Finance Report

Board approved the format for financial reporting. Proposed to combine the finance committee with the property committee as some of the same Board members on each. This is more efficient time wise. Shiv to stand down from the property committee.

Motion for the Board to approve the change of committee structure and finance report

Moved: Jethro
Seconded: Sharon
Carried

Board Annual Work Plan

Board approved the format and discussed the content of the annual work plan.

CURRICULUM REPORTING: Board expectations for reporting from curriculum leaders of each subject is an executive summary including:

- How are we tracking? Achievement data by cohort.
- What is going well?
- What can we work on?
- Proposals or new ideas to bring to the Board.

CONSULTATION: clarification that consultation includes stakeholders such as – Maori community, general community, staff and students. Also, while this is a Board responsibility it is to be driven by leaders in the school.

MONITORING/REVIEW: agreed this is to be the whole plan reviewed every two months.

POLICY REVIEW: A third of the manual to be reviewed every year so that each policy is on a triennial review cycle aligned with the election year. We have almost reviewed the entire manual this year and it is now to be split into thirds to identify those up for review each year from now. Next review date to be recorded in the footer of each document.

Action: Kerri to divide manual into thirds and add review cycle dates for 2022, 2023 and 2024.

Motion for the Board to approve the annual work plan

Moved: Jethro
Seconded: Shiv
Carried

School Annual Plan

Board approved content and format of plan. Clear allocation of responsibilities and much better measurable goals this year. Annual planning session was a success with contributions from the leadership team.

Motion for the Board to approve the annual plan

Moved: Shiv
Seconded: Steve
Carried

Board Skills Analysis

Jethro has completed and submitted the skills analysis to Sharon and other Board members still need to do so. Reminder to be sent out to get it done by the end of the week as this informs our recruitment for the board vacancy should we go to a selection process.

Action: Sharon to send out reminder and collate data.

Visioning Update

Leadership team is working on the Vision and Values piece and Steve will update the Board on this before the next meeting.

Governance Policies

Orientation Policy and Orientation Information/Checklist – further action required by Shiv
Shiv proposed adding a buddy programme to the policy. Board requested suggested wording for this.

Supporting Documentation – Steve to review

Shiv recommended no change to this, however the Board discussed the use of this document and decided it was outdated and served no obvious purpose. Steve to consider whether this should be amended and retained.

Board Professional Development

The NZSTA conference is being held in Rotorua 16-18 April. This is a conference targeted at governance training and a chance to network with other Boards.

Action: Jethro to email out to gauge interest in attending.

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 7.55pm

Meeting Closed: 8.10pm

Next Meeting: 10 May 2021

Confirmed: _____ **Date:** / /
Jethro Le Roy - Chairperson