



Minutes of the Board Meeting

Held on Monday 5 July 2021

At Papamoa College, 151 Doncaster Drive, Papamoa

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

Not in attendance:

Apologies:

In Attendance: Kerri Turanga – Secretary

Meeting Opened: 6.08pm

Karakia *Whetu acknowledged the passing of Colin Reeder's mother.*

Declaration of Interests NIL

Confirmation of previous Board Minutes

Move that the above previous meetings minutes be accepted:

Moved: Paul Dunn

Seconded: Steve Lindsey

Carried

Matters arising from previous minutes

Board would like to acknowledge the work that the SLT are doing with the Vision, Values and Strategic Objectives, Steve will pass this on to the rest of the SLT.

Correspondence

Inward

Email

A Email from Dale Henderson - regarding lighting grid in theatre.

Action: *The Board will send a written response once the report has been completed.*

Outward

A Board letter to K Millar

Move that the correspondence be accepted:

Moved: Jethro Le Roy

Seconded: Whetu Rolleston

Carried

General Business

Monitoring

Principal's Report presented

Vaping continues to be an issue. Ongoing messages are being had with students. A message has been sent via the June Connect to our parent community.

Enrolment Scheme

Steve Lindsey explained the MOE's draft proposed enrolment scheme. The main change for Papamoa College will be the western boundary that moves from Sandhurst Drive to Palm Beach Boulevard.

The Board formally accepts the new zone, but is disappointed with the zone decision excluding a part of our Papamoa community. This will be communicated to the community in the next Connect.

Action: *The Board will communicate with the community regarding the zone changes for 2022 via the Connect.*

Action: *The Board will reply to the Ministry of Education to accept the zone but relay their disappointment with the zone decision to exclude a part of the Papamoa community.*

Move that the Board formally accepts the proposed zone

Moved: Steve Lindsey

Seconded: Jethro Le Roy

Carried

Out of Zone Enrolments

The Board discussed the out of zone numbers for 2022. The Board agrees to accept a maximum 30 out of zone places in 2022.

Move that the Board accept a maximum 30 out of zone placements for 2022

Moved: Steve Lindsey

Seconded: Jethro Le Roy

Carried

Education Review Office (ERO)

ERO will visit Papamoa College in Term 3. Steve explained to the Board the new Evaluation Partner process that ERO are now working with. Steve will let the Board know when confirmed dates for Term 3 are set.

Applications for TeachNZ Study Awards x2 presented to the Board. Board is happy to support these staff applications.

Move that the Board accepts and approves x2 Teach NZ Study Awards

Moved: Jethro Lindsey

Seconded: Sharon Macquarie

Carried

Whetu Rolleston requests a report on the IT security measures the school has in place.

Move that the Board accept the Principal Report tabled

Moved: Jethro Le Roy

Seconded: Sharon Macquarie

Carried

Finance Report

July Finance Report presented to the Board of Trustees

The Board discussed the use of any surplus funds that they may have for the year. The Board agrees that the SLT and the school should consider where the best areas would be to spend

the surplus funds and report back to the Board. The midyear revised budget will be presented to the Board at the next meeting by the Finance Committee.

Paul Dunn questioned the decision around the process of the AOG contract for the photocopiers, Paul believes it should have been brought to the Board. [Link to Paul's notes.](#)

The Board also discussed learning points: The Board agrees that the terms of reference should be updated and the process made very clear and specific to protect all parties involved.

Another suggestion was; If there is a 'Conflict of Issue' that person is removed and then another member of the Board is put in for the procurement process. The person who has declared the conflict of interest can still (if appropriate) share their professional and expert knowledge.

The Board agrees that this can be rectified with the review (yet to be completed) of the Finance Policies in the Governance Review.

2020 Audit Report

Audit Report 2020 is formally acknowledged and approved

Move that the Board formally acknowledges and approves the 2020 Audit Report

Moved: Jethro Lindsey

Seconded: Sharon Macquarie

Carried

Move that the Board accepts the July Finance Report

Moved: Jethro Le Roy

Seconded: Steve Lindsey

Motion Carried

Governance Review

The Board discussed the following Policies.

Curriculum Delivery Policy - [Changes agreed to by Board](#)

Change to Policy: In the following statement add 'the': Consult with **the** Papamoa College Maori community about the policies/plans for improving the achievement of Maori students.

Planning and Reviewing Policy - [Changes agreed to by Board](#)

Addition to Policy: Report to the Board other aspects of student life at school - sport participation rates, counselling services used and any other relevant data. If possible this data should increase or decrease as relevant.

Remove wording: In the following statement remove '(for students Y7-8)'. Report to students and their parents on the student's progress and achievement in relation to national Standards. Reporting to parents in plain language in writing must be at least twice a year **(for students Y7-8)**

Personnel- [Changes agreed to by Board](#)

Remove from Policy: In the overview of the policy remove the words 'not fail to:' to now read 'Therefore, the Principal shall:'

Change to Policy: In the following statement change 'required staff' to 'teaching staff' Ensure that all **teaching** staff are registered or have a current Limited Authority to Teach.

Remove from Policy: Remove the statement 'Gain approval from the Board for staff applying for leave from employment for greater than 5 days.'

Health and Safety - Changes agreed to by Board

Change to Policy: In the overview of the policy remove the words 'not fail to:' to now read 'Therefore, the Principal shall:'

Change to Policy: In the overview of the policy add the words 'and teaching' to the following statement; Students and staff shall have a safe physical and emotional learning **and teaching** environment. Therefore, the Principal shall:

Change to Policy: include the words 'and other personnel' to the following statement; 'Take reasonable steps to protect students and **other personnel** from unsafe or unhealthy conditions.'

Remove from Policy: double up statement 'provide a smoke free environment.'

Addition to Policy: add the word 'vape' to the following statement: Provide a smoke, **vape** and drug free environment.'

Action: Board Secretary to update the agreed changes to the Governance Manual.

Action: Paul Dunn and Jethro Le Roy to review their respective policies, this will be completed for the August Board meeting.

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

Moved: Jethro Le Roy

Seconded: Whetu Rolleston

Carried

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 8.18pm

Moved: Steve Lindsey

Seconded: Jethro Le Roy

Motion Carried

Moved out of Committee 8.21pm

Moved: Steve Lindsey

Seconded: Paul Dunn
Motion Carried

Student Elections

The Board discussed the timeline for the upcoming student elections and formally elected Kerri Turanga as the Returning Officer for the student elections.

Moved that the returning officer for the 2021 student election be Kerri Turanga.

Moved: Jethro Le Roy
Seconded: Whetu Rolleston
Carried

Action Points

Action: *The Board will send a written response to Dale Henderson once the report has been completed.*

Action: *The Board will communicate with the community regarding the zone changes for 2022 via the next Connect.*

Action: *The Board will reply to the Ministry of Education to accept the zone but relay their disappointment with the zone decision to exclude a part of the Papamoa community.*

Action: *Board Secretary to update the agreed changes to the Governance Manual.*

Action: *Paul Dunn and Jethro Le Roy to review their respective policies, this will be completed for the August Board meeting.*

Meeting Closed: 8.25pm

Next Meeting:

Monday 2 August 2021

Agenda items for next meeting:

Annual Work Plan for August
Governance Review continues

Confirmed:

Jethro Le Roy - Chairperson

Date:

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