



**Minutes of the Board of Trustees Meeting**  
Held on Monday 18 February 2019  
At Papamoa College, 151 Doncaster Drive, Papamoa

**Present:** Steve Lindsey, Jethro Le Roy, Geoff Bird, Elvie Fox, Loretta Johnstone, Anthony Ririnui (arrived 6.52pm)

**Not in attendance:**

**Apologies:** Graham Yorke, Colin Reeder

**In Attendance:** Kerri Turanga – Secretary

**Meeting Opened:** 5.58pm

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

**Nominations for Deputy Chair:** - Loretta Johnstone - duly elected all in favour

**Delegated Authority for Finance Committee**

The members of the Finance Committee shall be: Jethro Le Roy, Loretta Johnstone, Geoff Bird and 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**

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.

**Declarations of interest:** Nil

**Matters Arising from previous minutes**

NIL

**Moved:** Steve Lindsey  
**Seconded:** Jethro Le Roy  
**Carried**

**Confirmation of previous minutes:**

**Moved:** Jethro Le Roy  
**Seconded:** Geoff Bird  
**Carried**

**Inward Correspondence**

Nil

**Email Correspondence**

A Email received by David Hill

**Outward Correspondence**

Nil

### Information Documents

- A NZSTA
- B Education Gazette

David Hill has resigned due to other commitments.

Correspondence accepted

**Moved:** Steve Lindsey

**Seconded:** Jethro Le Roy

**Carried**

### General Business

Discussion held regarding Board members needing to make a commitment to attend meetings each month. This will be something that Jethro Le Roy will make sure the new Board members are well aware of, as this is the commitment that Board of Trustee members take on when they are elected to serve their community as Parent Representatives.

### Succession Planning

The Board of Trustees is going to look at how the succession planning will work. This will be discussed over the next couple of months. The Board may consider looking at putting out nominations for 6 Parent Representatives instead of the normal 5. Further discussions to be had.

### 2019 Board Meeting Dates

Meeting dates for 2019 presented to the Board. The Board is happy with the dates set.

- Monday 18 February
- Monday 18 March
- Monday 29 April (first day back of term)
- Monday 27 May
- Monday 24 June
- Monday 29 July
- Monday 26 August
- Monday 23 September
- Tuesday 29 October
- Monday 25 November

### Charter

Board agrees that the current Papamoa College Charter is looking good, and agree with the following few changes suggested by Steve Lindsey.

- Add the schools 4 focus values
  - Relationships
  - Excellence
  - Respect
  - Participation
- Re-work the introduction area to make it current
- Update the profile of the graduate learner
- Rework the slide graphs
- Future organisational design
- Pedagogical landscapes

### Building Development

Lots of movement has happened around spaces/locations/areas.

- New teaching space now located in the old DP/Admin office
- Principal and Deputy Principals are now located in the old Reception area
- Reception is now located in the old Functions Room
- PA / Business Team now located in the Principal's old office

2 new meeting pods purchased and are now located in the front of the school.

Air Conditioning units and blinds have been installed in targeted areas.

Principal has written the draft letter to the Ministry regarding the Board's disappointment with the building process. The Board of Trustees have read and are happy with this letter. It will be signed by Jethro Le Roy and sent to the Ministry of Education.

### Staff Survey Update

Principal presented the survey update to the Board of Trustees. Main point was anything that is put in place or is actioned will need to be deliberate, specific and long lasting. Steve will be speaking with the staff regarding the survey results and the where to from here.

The SLT will be available to talk to the Board more in depth at the next meeting. Another update to be given to the Board before the end of their term in office.

### EOTC Trips

*EOTC Trip Level 1 PE Camp in Rotorua 13 & 14 March 2019*

*EOTC Trip UMS Camps in Redwood Valley Farm Paengaroa (various dates)*

*EOTC Trip LMS Camps in Lakes Ranch Rotorua (various dates)*

**All EOTC Trips approved (with further information given to the Board re LMS Camps)**

**Moved:** Steve Lindsey

**Seconded:** Loretta Johnstone

**Carried**

### Monitoring:

*Principal's Report presented*

Very busy start to the year. The roll is still in a process of settling down.

Principal presented to the Board the 2018 Student Achievement Targets Summary. LMS targets have had good progress made, in Y7 Girls Mathematics and Y78 Males Maori Writing. UMS targets Y910 Boys Writing some continued work to be done, Y10 Science target was achieved. Senior School - L1 NCEA Certificate Boys some very pleasing progress made, as with the L1 NCEA Certificate Maori students. Some very encouraging results.

This year it would be great to have more defined target groups.

Principal's Report tabled

**Moved:** Steve Lindsey

**Seconded:** Loretta Johnstone

**Carried**

## **Finance Report**

*February Finance Report presented to the Board of Trustees*

The 2019 Budget has now been completed. The Board of Trustees need to approve the \$17,695 deficit in the 2019 Budget.

***Motion that the Board approves the 2019 Budget with a \$17,695 deficit***

**Moved:** Loretta Johnstone

**Seconded:** Geoff Bird

**Motion Carried**

February Finance Report tabled

**Moved:** Steve Lindsey

**Seconded:** Loretta Johnstone

**Carried**

## **Action Points**

- Finance Committee meetings - a suitable time to be arranged by Business Manager - suggestion was Fridays.
- Jethro Le Roy will write a formal letter of thanks to David Hill on behalf of the Board.
- Steve Lindsey rework the Charter with the suggested points and send a draft out to the Board for approval.

## **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 7.18pm

Moved out of Committee - *Secretary left before the end of the meeting*

**Meeting Closed:** *Secretary left before the end of the meeting*

## **Next Meeting:**

Monday 18 March 2019

**Agenda items for next meeting:**

**Confirmed:**

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Jethro Le Roy - Chairperson

**Date:**

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