



Minutes of the Board of Trustees Meeting
Held on Monday 29 July 2019
At Papamoa College, 151 Doncaster Drive, Papamoa

Present: Steve Lindsey, Jethro Le Roy, Geoff Bird, Paul Dunn, Robynne Cabusao

Not in attendance: Elvie Fox

Apologies: Signe Boaker Wilkinson, Shiv Thammallia

In Attendance: Kerri Turanga – Secretary

Meeting Opened: 6.01pm

Confirmation of previous minutes:

Moved: Robynne

Cabusao

Seconded: Steve Lindsey

Carried

Inward Correspondence

A Letter from the Ministry of Education

Email Correspondence

A

Outward Correspondence

Nil

Information Documents

A NZSTA

B Education Gazette

Correspondence accepted

Moved: Jethro Le Roy

Seconded: Steve Lindsey

Carried

General Business

Jethro Le Roy explained the NZSTA process for Board of Trustees being absent from Board meetings.

Extract from NZSTA:

Giving an apology is not the same as obtaining prior leave

It is important to note that tendering apologies at meetings is not the same as obtaining prior leave from the board. It is appropriate for a trustee to send an apology where they fully intended to attend a meeting but have been prevented from doing so by some unexpected event such as illness. Prior leave is sought where a trustee knows, in advance, that they are going to be absent from one or more board meetings. The leave is sought from the board prior to the period of absence commencing.

Granting prior leave

Granting prior leave the board should consider the request and may grant or decline prior leave by way of a resolution. This will be recorded in the minutes of the relevant meeting. If the board does grant prior leave the trustee concerned can be absent for the agreed duration without their office becoming vacant. If the board declines the request for prior leave and the trustee is absent from three consecutive meetings of the board, their office becomes vacant.

Monitoring

Principal's Report presented

The estimated 2020 student enrolment numbers will be about 133+ students, giving the school an estimated total student count of 1560.

Out of zone enrolments for 2020

The Board of Trustees discussed out of zone enrolments and agree to accept a maximum of 20 out of zone enrolments.

Motion: The Board of Trustee agree to accept a maximum of 20 out of zone enrolments for 2020.

Moved: Jethro Le Roy

Seconded: Steve Lindsey

Carried

In Committee matters

IN-COMMITTEE RESOLUTION TO EXCLUDE PUBLIC

Moved that the public be excluded from the following parts of the proceedings 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 6.27pm

Moved out of Committee 6.40pm

Future Campus Development

A building meeting has been had by Ministry of Education Capital Works team, STEAD personnel, representative from the Design Review Panel MinEdu, Deputy Principal and Principal. Discussions have been had about the difficulty of connecting new buildings with existing buildings and structures and the feasibility of developing the Bridge area. Solutions need to be found to move forward.

The Board will write a formal letter regarding the proposed building plans and the Boards disappointment with this process and address this to the Minister of Education.

Principal's Report tabled

Moved: Steve Lindsey

Seconded: Jethro Le Roy

Carried

EOTC Trip

L2/L3 Outdoor Education Snow Camp 2019 - 24 September - 27 September 2019

Victoria & Massey University Overnight Trip - 22 - 23 August 2019

All EOTC Trips above are approved by the Board of Trustees

Moved: Steve Lindsey

Seconded: Paul Dunn

Carried

Finance Report

June Finance Report presented to the Board of Trustees

Board Resolution

That a funding application to The Lion Foundation be submitted.

This is for the Papamoa College 1st X1 Girls Hockey Team to attend the Secondary Schools Tournament in Palmerston North, 2 - 6 September 2019

Moved: Geoff Bird

Seconded: Robynne Cabasauo

Carried

June Finance Report tabled

Moved: Steve Lindsey

Seconded: Robynne Cabasauo

Carried

Co-opting of Board Members

Jethro Le Roy spoke about the possibility of having an IWI representative on the Board. Whetu Rolleston has been put forward and endorsed by Nga Potiki. The Board discussed this and agreed Whetu would bring an important skill set and knowledge base, not already found within the current Board members.

Motion to co-opt Whetu Rolleston as the IWI representative

Moved: Jethro Le Roy

Seconded: Geoff Bird

Carried

Jethro Le Roy also endorsed Phil O'Reilly as a co-opted Board Member. Jethro declared a conflict of interest with this as they are long time friends. Jethro gave the Board an outline of Phil's background. The Board decided that this decision should be made with the full Board in attendance, and that the Board is able to look to the future timeline and the schedule of work and what other skill sets might be required that the current Board may not have.

Succession Planning

Jethro Le Roy gave a brief overview of the succession planning and how it may work and the benefits of this. This is a discussion to have again with the full Board present.

Workshop Session - Discipline Committee

Steve Lindsey explained the process and procedure around discipline and the role of the Senior Leaders, Principal and the Discipline Committee. The Standdown and Suspension Procedures handbooks were given to the Board. The Board discussed at length the job of the discipline committee.

In Committee matters

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Section 48 (1) (d)

Moved into Committee 8.00pm

Moved out of Committee 8.06pm

Meeting Closed: 8.06pm

Next Meeting:

Monday 26 August 2019

Agenda items for next meeting:

Workshop session - Student Achievement

Future timeline and schedule of work

Succession Planning

Staff Survey - across the different areas and creating a policy for this process

Confirmed:

Date: / /

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Jethro Le Roy - Chairperson