



**Minutes of the Board of Trustees Meeting**  
**(Held on Monday 20 April - due to COVID-19 Lockdown)**  
Held via Google meets

**Present:** Steve Lindsey, Geoff Bird, Paul Dunn, Shiv Thammallia, Jethro Le Roy, Rogan Long, Whetu Rolleston, Sharon Macquaire, Robynne Cabusao

**Not in attendance:**

**Apologies:**

**In Attendance:** Kerri Turanga – Secretary

**Meeting Opened:** 6.21pm

**Confirmation of previous Board Minutes**

The additional meeting minutes held on Monday 12 March 2020 are approved by the Board.

**Moved:** Whetu Rolleston

**Seconded:** Steve Lindsey

**Carried**

**Matters arising from previous minutes**

The Board requested and received the relevant documents on “Guidelines for Board Minutes” from the NZSTA and also the MOE. They discussed the minutes previously in question (February 2020) and agreed to remove a small sentence under the 2020 Enrolments section. Once this is done the Board agrees that the February minutes are then a true and accurate record.

**Moved:** Jethro Le Roy

**Seconded:** Sharon Macquaire

**Carried**

**Leavers Survey**

The Board requests the complete leavers survey results to be sent to the Board so they can then move forward with making decisions for the Boards future focus. *Action: The School will send the Board the complete leavers survey results.*

The Principal reminded the Board that any requests from the Board need to be made during the Board meeting. This is so the Principal is clear on what is expected and can move forward with the requests.

**Declarations of interest:**

Nil

**Inward Correspondence**

Nil

**Email Correspondence**

Email from Parent (for in-committee)

**Outward Correspondence**

Nil

**Information Documents**

Nil

Correspondence accepted

**Moved:** Jethro Le Roy

**Seconded:** Geoff Bird

**Carried**

## **General Business**

### **Principals Report**

#### **COVID-19**

The Principal shared with the Board the schools response to date to the COVID-19 situation. The Board discussed the challenges, successes and achievements at length. NCEA is still a current concern, the Ministry of Education has made no decision on this as yet.

#### ***Moving to Alert Level 3***

The Government announced today that New Zealand will move to Alert Level 3 on Monday 27 April at 11.59pm. They outlined what that would look like, and that schools would re-open to students Y0 - Y10, who required it. [Full list for Level 3 COVID19](#)

The Board discussed what this would mean for Papamoa College. The key for the school is no matter where the students are learning whether it be at home or physically at school that they are 'learning'. The school needs to continue with the consistency we currently have, as such students will continue to learn via the *online programme*. The school has already started to work on a reinstatement plan, working within the significant health and safety guidelines from the Ministry of Health and also the guidelines for schools from the Ministry of Education. The Senior Leadership Team are continuing to meet regularly and work through this process.

Communication will go out to both the staff and the parent community. The parent community will be asked to indicate if their child will be returning to school in Alert Level 3 so the school can plan according to student numbers.

The Board asks the school to continue to follow the guidelines set out by the MOH and MOE and that the school ensures student achievement is continuing. The Board requests the Principal continues to provide updates for the Board as the situation continues. **Action:** *Principal to supply another COVID-19 report for the Board.*

Principal's Report tabled

**Moved:** Steve Lindsey

**Seconded:** Geoff Bird

**Carried**

### **Finance Report**

The staffing is currently over at the moment. When the finance committee is able to meet again a clearer overview of this will be available for the Board.

### **Staff Wellness**

The Board agreed they have read both the 'NZCER survey' and also the document provided by the Principal 'Staff wellbeing comments - A Principal's perspective'. The Board continued to discuss the staff survey and agreed that due to COVID-19 that is not appropriate timing to

send out the survey to staff at this point. The Board will look at this again later in the year.  
**Action:** *Kerri Turanga will continue to add 'staff wellbeing' as an agenda item for each meeting to act as a reminder for the Board.*

**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 7.52pm

Moved out of Committee (Secretary left the meeting before Board came out of Committee)

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

**Action Points**

**Action:** *The School will send the Board the complete leavers survey results.*

**Action:** *Kerri Turanga will continue to add 'staff wellbeing' as an agenda item for each meeting to act as a reminder for the Board.*

**Action:** *Principal to supply another COVID-19 report for the Board.*

**Meeting Closed:**

**Next Meeting:**

Monday 25 May 2020

**Agenda items for next meeting:**

Staff Wellbeing

Annual Plan - including COVID-19

Governance Review

**Confirmed:**

  
\_\_\_\_\_  
Jethro Le Roy - Chairperson

**Date:**

25.10.2020