



Minutes of the Board of Trustees Meeting
Additional Meeting
Held on Monday 12 March 2020
At Papamoa College, 151 Doncaster Drive, Papamoa

Present: Steve Lindsey, Geoff Bird, Paul Dunn, Shiv Thammallia, Jethro Le Roy, Rogan Long, Whetu Rolleston

Not in attendance:

Apologies: Sharon Macquaire, Robynne Cabusao

In Attendance: Kerri Turanga – Secretary

Meeting Opened: 6.00pm

It was suggested that the Board of Trustees should have a Karakia (and translation), a simple message that opens the meeting and that the Board could read together. *Action:* Whetu Rolleston will put together a template of a karakia ready for the next meeting for the Board to approve.

The Board of Trustees would like to acknowledge a staff member who passed recently.

Previous Board Minutes

The Board thinks the minutes are missing points from the last meeting. This will be discussed further at the next meeting. *Action:* Kerri Turanga to add to the Board Classroom the Guidelines for Minutes.

Student Achievement

The Board discussed the 2019 Student Achievement Results at length. There are concerns amongst the Board that the figures are trending downward in some areas and what we can do to stop this from continuing. Discussions were also had around other schools and their results and whether Papamoa College is offering the same opportunities for credits as them. It was explained that it is based around the learning not the assessments and students are offered many ways of gaining meaningful credits by not only achievement standards but also unit standards as required.

The Board asked how moderation is done and it was explained that it was completed at both at a school level and also on an external basis at L1 - L3. The Y7 - 10 moderation is done at a school level and students are reported on at these levels by OTJ's (Overall Teacher Judgement).

To gain a greater understanding of the Student Achievement Results the Board would like to look at Literacy and Numeracy results, as this would give a consistent tracking system. *Action:* Steve Lindsey will prepare the Literacy and Numeracy data for the Board.

It was noted that the students at the top end are achieving well as are the students in the student achievement target groups making good improvements. The concern or focus needs to be around the students in the middle tier.

The Board looked at various points

- Year 7's are results are low and how could we be doing something targeted to help with this so they don't continue to track low in future years. It was also suggested the Board would like to look at the Year 7 data for the numeracy and literacy testing completed at the beginning of 2020.
- Maori Achievement Statistics being low for 2019
- The affect student retention has on the student achievement results

The Board discussed and decided to hire an independent researcher to look at quantitative information to help the Board know how to move forward and add value. This would include students and staff.

The Board will form a sub committee to work through the scope of the focus, what are we looking for and what are the measurables.

Motion put forward to form a sub committee:

The sub committee will be: Geoff Bird, Whetu Rolleston, Rogan Long and Steve Lindsey

Moved: Jethro Le Roy

Seconded: Paul Dunn

Carried

Strategic Plan

An explanation of the Charter, Strategic Plan and Annual Plan was shared with the Board.

The Charter document is made up of the following:

1. Introductory section which includes visions, values and the schools mission (usually completed by the school)
2. Strategic section looks at the next 3 - 5 years and should be about the big focuses (Board does this)
3. Annual Sections, this comes from the Strategic sections and it identifies the targets and any planned actions. (usually completed by the school)

The Board then discussed the following topics that could be the big focuses:

1. Academic Performance
 - Research
 - Special Focus on Level 1
 - What is the end game?
 - Ensure Literacy and Numeracy are strong
 - Maori
 - Boys

2. Campus Development

3. School of choice
Retention of Students

Action: The Board would like Steve Lindsey to put together a framework for the Board to then look at and make decisions on.

Staff Wellness

There are extra pressures on staff due to the increased student numbers.

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 8.10pm

Moved out of Committee 8.31pm

Moved: Jethro Le Roy
Seconded: Geoff Bird
Motion Carried

Staff Wellness continued

Staff survey - It was agreed by the Board that the same survey from NZCER could be done again to give the Board comparable results. To also provide the Board useful information the possibility of just a couple of focussed questions in the wellness area ie, stress, anxiety or workload. *Action:* Jethro Le Roy will send to the Board the NZCER survey so they can see the standard questions it covers.

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 8.39pm

Moved out of Committee 8.59pm

Moved: Steve Lindsey

Seconded: Geoff Bird

Motion Carried

Action Points

Karakia - Whetu Rolleston to present to the Board at the next meeting a template of a Karakia the Board could use.

Minutes - Kerri Turanga will put up in the Board classroom Ministry of Education & NZSTA Guidelines of the Minutes.

Data - Steve Lindsey will prepare Literacy & Numeracy data

Survey - Jethro Le Roy will resend the NZCER Survey to the Board to look at and a decision will be made at the next meeting.

Meeting Closed: 9.05pm

Next Meeting:

Monday 23 March 2020

Agenda items for next meeting:

Minutes

Principals Appraisal

Confirmed:



Jethro Le Roy - Chairperson

Date:

25/05/2020