

Minutes of the Board of Trustees Meeting
Held on Monday 24 February 2020
At Papamoa College, 151 Doncaster Drive, Papamoa

Present:

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

Not in attendance:

Apologies:

In Attendance: Kerri Turanga – Secretary

Meeting Opened: 6.00pm

The process of electing a Board Chair and Deputy Chair was facilitated by the Principal - Steve Lindsey.

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

Nominations for Deputy Chair: - Robynne Cabusao- duly elected all in favour

Delegated Authority for Finance Committee

Motion: Jethro Le Roy Seconded: Rogan Long

The members of the Finance Committee shall be: Shiv Thammallia, 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

Motion: Jethro Le Roy Seconded: Whetu Rolleston

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.

Delegated Authority for Deputy Principal

Motion: Jethro Le Roy Seconded: Paul Dunn

That the Board directs that, except where the Board, as its discretion, otherwise determines, a Deputy Principal shall, in the absence of the Principal from duty for periods not exceeding two weeks and for the full period or periods of such absence, perform all the duties and powers of the Principal.

Principals Appraisal

Jethro Le Roy would like the Board to think about the possibility of a committee for the 2020 Principals Appraisal process. This will be discussed again at the next meeting.

2020 Board Meeting Dates

Meeting dates for 2020 presented to the Board. The Board is happy with the dates set.

Monday 24 February
Monday 23 March
Tuesday 28 April
Monday 23 May
Monday 22 June
Monday 27 July
Monday 24 August
Monday 21 September
Tuesday 27 October
Monday 23 November

Moved: Jethro Le Roy
Seconded: Shiv Thammallia
Carried

Declarations of interest: Nil

Matters Arising from previous minutes

NIL

Confirmation of previous minutes:

Moved: Jethro Le Roy
Seconded: Steve Lindsey
Carried

Inward Correspondence

- A Paid Union Meeting
- B NZSTA Memorandum

Email Correspondence

Nil

Outward Correspondence

Nil

Information Documents

- A NZSTA
- B Education Gazette

Correspondence accepted
Moved: Jethro Le Roy
Seconded: Whetu Rolleston
Carried

Monitoring:

Principal's Report presented

There has been significant numbers of new enrolments (net increase of 137+). It was anticipated that there would be another 120-130 additional students for 2020. Estimates were therefore relatively accurate. We have worked really hard to keep the Theatre and Lobby areas free as dedicated class space.

Meeting and office spaces is continuing to be a challenge. We are looking at purchasing (or leasing) another two small meeting 'boxes' to cater for growing demand for spaces for meetings and break out space. Steve Lindsey will continue to look at options and keep the Board informed.

Campus Masterplan and Redevelopment

We have been allocated yet another Ministry of Education Project Leader. The design process is well underway with the Architect - Technology and Physical Education staff are and will continue to be involved with the detailed design process.

Student Culture

There is an increase in some gang associated influences - we are focusing quickly and decisively to ensure they do not become a feature of some students and groups of students behaviour.

Student Enrolments 2020

We have conducted a leavers survey to our families that have chosen to leave Papamoa College. The survey results varied with no stand out common theme. Some of the comments mention the open plan learning style, could we do anything to help this? One suggestion from Geoff Bird was perhaps moveable screens to create smaller flexible spaces.

Sharon Macquaire said it is certainly worth mentioning the amount of great comments about the Papamoa College teaching staff that came through in this survey. The Board agreed, and Jethro Le Roy will write a message to the staff sharing this with them.

Many other schools are appealing to parents with sports and arts academy's. We need to be sure that we are giving out the right message and not just putting the word 'elite' in front of a name.

It is also worth remembering that not all year 8 students will go into year 9.

We need to be true to who we are and inform parents about what Papamoa College offers, and that you will get a holistic approach to education, pastoral, sports, performing arts etc to ensure our students to be well rounded citizens.

What are the next steps?

- Improve our message to our school community about the important aspects of the school

- Build stronger relationships with contributing schools especially at the leadership level
- Be open and explicit in dialogue with our parents and caregivers at particular year levels.

The Board would like to work on this for the strategic plan.

Principal's Report tabled
Moved: Steve Lindsey
Seconded: Robynne Cabusao
Carried

Finance Report

February Finance Report presented to the Board of Trustees

Grant Application

Board Motion: That a grant application to Infinity Foundation for \$8000 be submitted. This is for 10 students to participate in The Journey Programme, run by Adventure Specialities Trust. This event will take place in May 2020.

Motion that the Board approves the grant application to Infinity Foundation for \$8000.00

Moved: Jethro Le Roy
Seconded: Geoff Bird
Motion Carried

The 2020 Budget has now been completed. The Board of Trustees need to approve the \$6186.00 deficit in the 2020 Budget.

Motion that the Board approves the 2020 Budget with a \$6186.00 deficit

Moved: Shiv Thammallia
Seconded: Whetu Rolleston
Motion Carried

Due to opting into the donation scheme we have not been able to charge fees for camps this year, but we have been able to ask parents for a donation to contribute to the cost of camp. We have been receiving about 80% of the camp contribution. Steve Lindsey is communicating with any parent individually who is emailing the school regarding the camps.

February Finance Report tabled
Moved: Jethro Le Roy
Seconded: Sharon Macquaire
Carried

The Board have agreed to an additional meeting due to the time and items left on the agenda. Additional meeting: Monday 9 March 2020 6pm.

Action Points

All Board Members: Read the extensive documents prepared by Steve Lindsey - Annual Reporting 2019, 2020 Papamoa College Charter Document and the 2019 Papamoa College Student Achievement in Brief. This way the Board can come to the additional meeting well informed.

Sharon Macquarie: will draft a policy review timetable - EOTC/Health & Safety to be first to be reviewed.

Jethro Le Roy: will write a message to the staff about the great feedback in the survey.

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 8.29pm

Moved out of Committee 8.31pm

Meeting Closed: 8.32pm


Next Meeting:

Additional Meeting: Monday 9 March 2020 - 6pm

Monday 23 March 2020

Agenda items for next meeting:

Confirmed:



Jethro Le Roy - Chairperson

Date:

25/05/2020