



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

**Present:** Steve Lindsey, Geoff Bird, Paul Dunn, Jethro Le Roy, Rogan Long, Whetu Rolleston (joined via online), Sharon Macquaire, Shiv Thammallia

**Not in attendance:**

**Apologies:** Paul Dunn, Robynne Cabusao,

**In Attendance:** Kerri Turanga – Secretary

**Meeting Opened:** 6.02pm

**Karakia**

**Declaration of Interests**

**Confirmation of previous Board Minutes**

**Action from previous minutes: Grants Administrator**

Paul Dunn and Geoff Bird looked into the feasibility of a grants administrator. There is no grant that is available to pay the wages of an administrator for this. Geoff Bird will further look into this role and what other companies do.

Moved that the meeting minutes held on Monday 27 July 2020 be approved by the Board.

**Moved:** Jethro Le Roy

**Seconded:** Rogan Long

**Carried**

**Correspondence**

Email from Paul Dunn - re declared a conflict of interest with his photocopier business and that his business will put forward his tender for the upcoming contract.

Correspondence accepted

**Moved:** Jethro Le Roy

**Seconded:** Geoff Bird

**Carried**

**General Business**

**Monitoring**

*Principal's Report presented*

School has responded well to Alert Level 2 and are ready should the need arise for Alert Level 3.

Thank you to the appointments committee for their work with the Deputy Principal appointment.

Resignations received from Deputy Principal - Dave Ballard - Appointments committee to be formed for the appointment of this position.

Business Manager - Jenny Hardwicke - this process of appointment will begin shortly.  
Sharon Mcquaire offered her help with this..

Buildings update - 4 relocatables are on the list for Papamoa College.

*Moved that the Principal's Report be accepted*

**Moved:** Sharon Macquaire

**Seconded:** Whetu Rolleston

**Carried**

### **Finance Report**

*July Finance Report presented to the Board of Trustees*

Notes to be put on the activities section of the Finance Report - eg: this is for funds received for camp activities etc

The Ministry has started the 10YPP process.

*Board accepts the July Finance Report*

**Moved:** Sharon Macquaire

**Seconded:** Geoff Bird

**Motion Carried**

### **Bullying**

Steve Lindsey gave the board a document "Tackling Bullying - A guide for Boards of Trustees" the Board will have a good read. **Action:** Board to read the Tackling Bullying" document.

An audit survey is being put together for students - Acting DP - Kylie Price is in charge of this process.

**Action:** Steve Lindsey will update the Board on the bullying audit process.

### **Performance Appraisal for Teachers**

This process is changing through the Teaching Council.

### **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 7.07pm

Moved out of Committee 7.43pm

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

**Action Points**

**Action:** Geoff Bird to look at different ways the school structure could be and report back to the Board's next meeting.

**Action:** Steve Lindsey will update the Board on the bullying audit process.

**Action:** Board to read the Tackling Bullying" document.

**Meeting Closed:** 7.45pm

**Next Meeting:**

Monday 21 September 2020

**Agenda items for next meeting:**

Strategic goals

Guest Speaker - NEI

Governance Policy

**Confirmed:**

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Jethro Le Roy - Chairperson

**Date:**

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