



Minutes of the Board of Trustees Meeting
Held on Monday 21 September 2020
At Papamoa College, 151 Doncaster Drive, Papamoa

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

Not in attendance:

Apologies: Paul Dunn, Sharon Macquaire

In Attendance: Kerri Turanga – Secretary

Meeting Opened: 6.01pm

Karakia

Guest Speaker

Ms Catherine Neidhardt - Deputy Principal Lower Middle School

Catherine explained to the Board how the Lower Middle School structure works with 5 Learning Communities comprising 4 classes per community to cater for the 570+ Year 7&8 students. Catherine also explained about the various learning programmes.

Covid-19 has definitely impacted on the students and their results. LMS staff have observed significant decreases in engagement, concentration and achievement. Student well-being and energy was visibly low and focus on academic tasks limited. In response, LMS teachers have focused on a holistic approach to programme development to cater for the hauora of students.

Results for incoming Y7 students can be different from the various schools, due to the different assessment tools used.

Jethro asked about the connection Papamoa College has with contributing schools. Catherine said the relationships she believes are well and intact, and thinks it would be great for the Board to establish connections with other contributing schools Boards as well.

Moving forward - Tama Tu Tama Ora - has been a successful initiative and the LMS would like to expand this to girls as well.

Having students with high pastoral needs this year has increased from previous years and has presented challenges, and has taken a lot of extra time and workload for staff.

Catherine highlighted that the workload connected to the LMS Deputy Principal role has significantly increased over the years, with high numbers of students, staff and pastoral requirements. It was suggested that exploring the possibility of other leadership roles within the LMS would be advantageous in order to ensure the maintenance of the high quality programmes.

Whetu Rolleston thanked Catherine for the work the LMS have done pre and post Covid and for the extra testing of the students to ensure staff knew exactly where they are at and where they need to focus.

Declaration of Interests NIL

Confirmation of previous Board Minutes

Steve Lindsey updated the Board regarding the bully audit process. Kylie Price - Acting Deputy Principal has been working on this and it will be ready to go to students in Term 4.

Moved that the meeting minutes held on Monday 24 August 2020 be approved by the Board.

Moved: Whetu Rolleston

Seconded: Steve Lindsey

Carried

Correspondence

Email from Worksafe - Board discussed this, Steve Lindsey has already begun the investigation and will report back at the next Board meeting.

Correspondence accepted

Moved: Jethro Le Roy

Seconded: Geoff Bird

Carried

General Business

Monitoring

Principal's Report presented

The possible appointment process for the Associate Principal was presented. The timeline was discussed for both the Associate Principal and Deputy Principal. The Board is happy with the process and timeline presented.

An appointment committee will be formed.

Moved that the Principal's Report be accepted

Moved: Jethro Le Roy

Seconded: Whetu Rolleston

Carried

Leadership Structure

Steve Lindsey presented a possible leadership structure for the Board.

Finance Report

August Finance Report presented to the Board of Trustees

The Board discussed having a summary page of the financial report - drawing all the areas together. Having a more simplified document which is easily understandable. This could be looked at with the new appointment of the Business Manager.

Board accepts the August Finance Report

Moved: Jethro Le Roy

Seconded: Steve Lindsey

Motion Carried

Bullying

The Tackling Bullying - A guide for Boards for Trustees. The Board has read this document. The results from the student survey will be able to be discussed at the next meeting, then the Board will be able to look at a clear communication about their values and expectations to send out from the Board to the community, staff and students.

Governance Review

The Board discussed the following Policies.

Reporting to the Board Policy

The Board discussed the changes recommended by Whetu, and the Board agrees further discussion on the proposed changes is required.

*Board - Principal Relationship Policy - **Changes agreed to by Board***

First sentence currently reads: The performance of Papamoa College depends significantly on the effectiveness of this relationship and as such a positive, productive working

Change to: The performance of Papamoa College depends significantly on the effectiveness of the relationship between the Board and Principal. A positive, productive working

*Chairperson - Principal Relationship Policy - **Changes agreed to by Board***

Currently reads:

7. There is understanding/acceptance of each other's strengths and weaknesses.
12. Agree not to hold back relevant information.
13. Agree and understand that the Chair has no authority except that granted by the Board.

Change to:

7. There is mutual understanding and acceptance of each other's roles and authorities.
12. Each agree not to hold back relevant information.
13. Each agree and understand that the Chair has no authority except that granted by the Board.

Board Expectations of the Principal Policy

No changes required

Principal Expectations of the Board Policy

No changes required

Moved that the agreed changes to the policies listed be accepted

Moved: Jethro Le Roy

Seconded: Whetu Rolleston

Carried

Student Elections

The process of the elections has been done. The votes will be counted on Thursday 24 September 2020 and takes office on Friday 25 September 2020. Steve Lindsey thanked Rogan Long, current student representative for her service to 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 7.35pm

Moved out of Committee 7.43pm

Moved: Steve Lindsey
Seconded: Jethro Le Roy
Motion Carried

Action Points

Board to continue to review the Governance Policies

Meeting Closed: 7.45pm

Next Meeting:

Tuesday 27 October 2020

Agenda items for next meeting:

Strategic goals

Governance Policy

Bullying update

Confirmed:

Jethro Le Roy - Chairperson

Date:

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