



**Minutes of the Board of Trustees Meeting**  
Held on Monday 23 November 2020  
At Papamoa College, 151 Doncaster Drive, Papamoa

**Present:** Steve Lindsey, Geoff Bird, Paul Dunn, Jethro Le Roy, Maddy Karauna, Whetu Rolleston, Robynne Cabusao, Paul Dunn, Shiv Thammallia

**Not in attendance:**

**Apologies:** Sharon Macquarie

**In Attendance:** Kerri Turanga – Secretary

**Meeting Opened:** 6.07pm

**Karakia**

**Declaration of Interests** NIL

**Confirmation of previous Board Minutes**

***Moved that the previous minutes be accepted***

**Moved:** Whetu Rolleston

**Seconded:** Robynne Cabusao

**Carried**

**Governance manual**

Schedule of the governance review will be worked through over the next few meetings in 2021.

Policies reviews from Robynne Cabusao and Sharon Macquarie's will be in the Board Classroom for discussion at the next meeting and the next policies selected for review will be done at the following meeting.

**Correspondence**

NIL

***Moved that the correspondence be accepted***

**Moved:** Steve Lindsey

**Seconded:** Whetu Rolleston

**Carried**

The full Board will be kept informed of any Senior Leadership appointments asap once the sub committee has made a decision.

**General Business**

*Strategic Goals*

The Board is happy with the layout and finds it very clear and easy to follow. An evaluation of if the progress is on track, completed etc should be added to the progress area.

The Annual Plan will be ready in February.

#### *Bullying Survey Update*

The Board was given the full results of the student wellbeing survey.

The Board agrees that they should use the student wellbeing survey to be a link to a goal or aspiration to the Boards priorities/objectives. Examples such as Maori Student Achievement is a Board focus, then the student wellbeing survey of Maori students should be considered as a part of that focus, or that students respecting teachers which would like to the staff wellbeing survey as well.

It would be a good tool for the Senior Leadership Team to use to help the various areas moving forward.

The Board would like to support the school and will come up with a strong bullying statement for all students, staff and the community.

**Action:** Board to construct a bullying statement to be added to the Connect.

***Moved that the Bullying Survey Results be accepted***

**Moved:** Jethro Le Roy

**Seconded:** Geoff Bird

**Carried**

#### **Monitoring**

##### *Principal's Report presented*

Significant amount of work has been and continues to be done with the staffing.

Catherine Neidhardt has accepted the Principalship at Bethlehem School starting at the beginning of Term 2.

The Board will write a thank you letter to Catherine Neidhardt.

***Motion:*** That the Board accepts Catherine Neidhardts resignation and the recommendation that the Deputy Principal position will be advertised in Term 1 and appointed to start in Term 3, allowing an internal fixed term contract for Term 2.

**Moved:** Jethro Le Roy

**Seconded:** Whetu Rolleston

**Carried**

#### **Progress on Maori Student Learning and Achievement**

The Board was impressed with the reports given by the various Curriculum Leaders regarding the overview of progress for each learning area and what they have focused on developing Maori student learning and achievement.

The Board would like to thank the Curriculum Leaders for this report.

#### **Building update**

The Design Review Panel (DRP) has approved the project to move to the developed design stage. They now require as much detail as possible prior to the end of the year.

***Moved that the Principal's Report be accepted***

**Moved:** Whetu Rolleston

**Seconded:** Robynne Cabusao

**Carried**

### **Finance Report**

The 2021 Draft Budget was presented to the Finance Committee and work will continue on this and presented to the Board early next year.

***Motion that the Board accepts the October Finance Report***

**Moved:** Roybne Cabusao

**Seconded:** Whetu Rolleston

**Motion Carried**

If any Board members are considering standing down please let Jethro Le Roy know by the end of the year.

The Board agrees that Sharon Mcquarie will be asked to conduct a skill set audit via email with the Board and results presented at the next board meeting.

### **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 8.01pm

Moved out of Committee 8.31pm

**Moved:** Steve Lindsey

**Seconded:** Jethro Le Roy

**Motion Carried**

### **Action Points**

**Action:** Board to construct a bullying statement to be added to the Connect.

**Action:** Sharon Macquarie will be asked to conduct a skill set audit via email with the Board and results presented at the next board meeting.

**Meeting Closed:** 8.32pm

**Next Meeting:**

TBC

**Agenda items for next meeting:**

Annual Plan

Board Evaluation Process

Draft Budget for 2021

Governance Policy Review

Bullying Statement

Boards annual work plan

Board Skills Audit

**Confirmed:**

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Jethro Le Roy - Chairperson

**Date:**

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