

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
PAKURANGA COLLEGE HELD IN THE DOBSON ROOM
ON MONDAY 15 AUGUST 2011 AT 7.00pm**

Present: K Gibson (*Chairperson*), M Douglas, J Hand, A Keane, A Munro, I Shudall, B Payne (*Staff Trustee*), R Franke (*Student Trustee*), M Williams (*Principal*)

Apologies:

In Attendance: G Brown Business Manager
R Dykes Associate Principal
B Merchant Head of Faculty – Health & Physical Education
S Ross Board Secretary

AGENDA	Action
<p>APOLOGIES</p> <p>No apologies</p>	
<p>MINUTES OF THE LAST MEETING</p> <p>Motion: "That the minutes of the meeting held on 27 June 2011 be taken as read and confirmed."</p> <p>Moved: A Keane / Seconded: I Shudall Carried</p>	
<p>MATTERS ARISING</p> <p>Principal's Report – Staff – guidelines for staff dealing with student altercations to be completed for the 2012 Staff Manual</p>	M Williams
<p>CORRESPONDENCE</p> <p>Inwards</p> <ul style="list-style-type: none"> - Resignation from Graeme Brown (Business Manager) <p>Motion: "That G Brown's resignation be accepted with much regret."</p> <p>Moved: B Payne / Seconded: A Munro</p> <ul style="list-style-type: none"> - Resignations from Tina Ramakers (Teacher Of Social Studies), Cara Blomfield (Teacher of Science) and Marc Jefferson (Assistant Caretaker) <p>Motion: "That the above resignations be accepted with regret."</p> <p>Moved: M Douglas / Seconded: J Hand Carried</p> <ul style="list-style-type: none"> - Gary Cowley (parent complaint). K Gibson has replied on behalf of the Board - MoE – 2011 School Charter – this will be sent to them - A further letter had arrived from NZEI advising venues and dates for support staff to attend paid union meetings - STA News – there is to be a BoT workshop – details to be e-mailed – Botany Downs Secondary College Board Chair to be 	<p>M Williams</p> <p>K Gibson</p>

<p style="text-align: center;">Invited to attend a Pakuranga College BoT meeting</p> <p>Motion: "That the inwards correspondence be received and outwards approved."</p> <p>Moved: J Hand / Seconded: M Williams Carried</p>	
<p>BoT SELF REVIEW</p> <p>Policies</p> <p><u>Planning and Reporting</u></p> <ul style="list-style-type: none"> • K Gibson and I Shudall reported on their review of the Planning & Reporting policy. Both are happy with the policy as it stands; there will be some changes to processes. • Supporting Documents – the Self Review Template will be deleted • Community Consultation – Board members to be advised of parent/community meetings to ensure Board assurances with regard to this policy <p>Motion: "That the policy be accepted."</p> <p>Moved: K Gibson / Seconded: A Keane Carried</p> <p><u>Personnel</u></p> <ul style="list-style-type: none"> • A sub-committee of M Williams and A Keane to discuss and report back to the next BoT meeting. 	<p style="text-align: center;">S Ross</p> <p style="text-align: center;">M Williams/A Keane</p>
<p>PRESENTATION – B MERCHANT</p> <p>B Merchant (HOF – Health & PE) joined the meeting for his presentation on Leadership and Goal Setting and how this changed the Faculty Review process.</p> <p>After discussion, he left the meeting.</p>	
<p>PRINCIPAL'S REPORT</p> <p>M Williams spoke to his report.</p> <ul style="list-style-type: none"> - NCEA Comparative – tabled. The data provided comparisons with national averages as well as other Decile 8 schools. - Management Plan August Progress – SLT is on target. Concentrates particularly on 'at risk' students. It was agreed that a list of common acronyms used in reporting, and staff titles would be used in reporting in future. - Attendance – statistics are very similar to last year. - July 1 Roll Return – tabled <p>Motion: "That the Principal's report be accepted."</p> <p>Moved: M Williams / Seconded: K Gibson Carried</p>	<p style="text-align: center;">R Dykes/S Ross</p>

<p>PROPERTY REPORT</p> <p>G Brown spoke to the report.</p> <ul style="list-style-type: none"> - Temporary classrooms – still awaiting final advice as to whether these will move offsite. - Science Block Leaky Building – K Gibson has signed an affidavit regarding missing original documents, which the school had couriered to the MoE in 2009, but had been misplaced by the MoE. <p>Motion: "That the Property Report be accepted".</p> <p>Moved: J Hand / Seconded: M Douglas Carried</p>	<p>G Brown</p>
<p>FINANCE REPORT</p> <p>G Brown spoke to the report.</p> <ul style="list-style-type: none"> - Prospectus – cost was discussed. Next year likely to be cheaper as design costs are already covered. <p>Motion: "That the Finance Report be ratified"</p> <p>Moved: M Williams / Seconded: K Gibson Carried</p> <p>Trust Applications – at a special meeting of Board members on 11 July 2011 approval was given for applications to be made to the following:</p> <p>Infinity Foundation - \$25,000.00 – National Tournament team costs (12) Infinity Foundation - \$15,285.00 – repairs to the school swimming pool Southern Trust - \$15,285.00 – repairs to the school swimming pool</p> <p>Motion: "That all future Trust applications are submitted prior to Board meetings:</p> <p>Moved: K Gibson / Seconded: A Munro Carried</p>	<p>G Brown</p>
<p>STUDENT TRUSTEE ELECTIONS</p> <p>Motion: "That G Brown be the Returning Officer for student elections."</p> <p>Moved: K Gibson / Seconded: A Munro</p> <p>R Franke will be stepping down. G Brown, Returning Officer, will be assisted by J Jacques. Election date to be confirmed and time when R Franke can speak to students in either assemblies or tutor time. It was agreed that R Franke should be available for a 'handover' period.</p> <p>Motion: "That R Franke be co-opted to the Board through to the end of the year"</p> <p>Moved: B Payne / Seconded: I Shudall</p>	<p>R Dykes/G Brown</p>

