

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
PAKURANGA COLLEGE HELD IN THE DOBSON ROOM
ON MONDAY 31 OCTOBER 2011 AT 7.00pm**

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

Apologies:

In Attendance: R Dykes Associate Principal
G Brown Business Manager
S Ross Board Secretary

K Gibson welcomed new Student Trustee, Ellie Ladd, to the Board of Trustees.

AGENDA	Action
<p>APOLOGIES</p> <p>There were no apologies</p>	
<p>MINUTES OF THE LAST MEETING</p> <p>Motion: "That the minutes of the meeting held on 26 September 2011 be taken as read and confirmed."</p> <p>Moved: A Keane / Seconded: I Shudall Carried</p>	
<p>MATTERS ARISING</p> <ul style="list-style-type: none"> - Those interested in attending the recently advertised STA workshops confirm with S Ross 	
<p>CORRESPONDENCE</p> <p>Inwards</p> <ul style="list-style-type: none"> - Resignation from Tony Goldsmith (Teacher of Science) - Resignation from Katrina Johnson (Teacher of Mathematics) - Resignation from Warwick Kitchen (Teacher of Special Education) <p>Motion: "That the above resignations be accepted with regret."</p> <p>Moved: A Keane / Seconded: M Douglas Carried</p> <ul style="list-style-type: none"> - Request for 1 year's maternity leave from Rebecca Berry Eden (Teacher of Languages/Social Sciences) - Request for 1 term's leave without pay due to family illness from Oi Kuen Tam (Guidance Counsellor) <p>Motion: "That one year's maternity leave be granted and that one term's leave without pay be granted"</p> <p>Moved: E Ladd / Seconded: I Shudall Carried</p>	<p>S Ross</p> <p>S Ross</p>

<ul style="list-style-type: none"> - School reports – Discussion around the on-going issue of access to reports for secondary caregivers. Planned initiatives around student and parent 'portals' into the database to access achievement information were discussed. - EOTC – Additional trip – Annual Y13 Leadership Camp for next year's Student Leaders. Approval in Principle was given to proceed with the proposed planning, organization and staffing of the EOTC event. Chair to approve the final plan. <p>Motion: "That the Principal's report be accepted."</p> <p>Moved: K Gibson / Seconded: A Munro Carried</p>	R Dykes
<p>PROPERTY REPORT</p> <p>G Brown spoke to the report.</p> <ul style="list-style-type: none"> - Fire – Rae Block toilets – the MoE assessor has estimated the damage at \$9500 but the Scope of Works on which to base the tender is still under discussion. Reparation will be sought from the parents of the perpetrator. We are currently reviewing Fire Safety procedures. - Student Centre – the final plan should be lodged with the Council this week. The project is to be placed on GETS this week for prospective tenders. The MoE have asked for Board ratification of expenditure and a supporting set of accounts. <p>Motion: "That we as a Board approve the expenditure of \$210,000 for the upgrade to the Student Centre providing a new meeting room, increased space for the International Students Department, an upgraded Cashier's Office and a re-vamped Health Centre."</p> <p>Moved: K Gibson / Seconded: A Munro Carried</p> <p>Health & Safety Committee</p> <ul style="list-style-type: none"> - ATV Training – this is very expensive and the suggestion was made that we join with another school/s for the training. K Gibson to provide G Brown with Eastern Forum Schools contact list. - Gate 1 security chain (when one is installed). A Keane suggested that both the Fire Service and Ambulance be issued with a key to drop the chain to allow access in an emergency. <p>Motion: "That the Health & Safety minutes be accepted." Moved: I Shudall / Seconded: E Ladd Carried</p> <p>Motion: "That the Property Report be accepted". Moved: M Williams/ Seconded: A Keane Carried</p>	<p>G Brown</p> <p>K Gibson/ G Brown</p> <p>G Brown</p>

<p>FINANCE REPORT</p> <p>G Brown spoke to the report.</p> <ul style="list-style-type: none"> - Community Education - a resolution was made In Committee at the last Board meeting that the Community Education Centre would be closed at the end of Term 4. K Gibson requested that a letter of thanks be sent to H Pastor and R Price. <p>Motion: "That the Finance Report be ratified"</p> <p>Moved: J Hand / Seconded: M Douglas Carried</p>	<p>S Ross</p>
<p>GENERAL BUSINESS</p> <ul style="list-style-type: none"> - Cottage meetings – discussed holding these along specific themes, e.g. parents' involvement in school sport. It was agreed to defer the meeting on sport until 2012 and to look at cyber safety this year. - Sport (Parent Help) – There was discussion on systems to ensure that parent offers of help with sport are well managed. This will be discussed with the Sports Department with feedback to the next meeting. - Staff Function – Board function to farewell G Brown, K Harris and M Docherty – 28 November - Strategic Planning Meeting – re-scheduled for 28 November in the Dobson Room - Next BoT meeting – re-scheduled for 5 December 	<p>M Williams/ R Dykes</p> <p>M Williams</p>
<p>8.50pm – In-Committee</p> <p>Motion: "That the Board and S Ross go 'Into Committee' to discuss matters relating to staff members and students, this being necessary to protect the privacy of the individuals under Section 9 of the Official Information Act 1982."</p> <p>Moved: K Gibson / Seconded A Munro</p> <p>9.20pm – Out of Committee</p>	

There being no further business the meeting was declared closed at 9.20pm.

Signed: _____

Date: _____

The next Board meeting will be held on Monday, 5 December at 7.00pm in the Dobson Room