

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
PAKURANGA COLLEGE HELD IN THE DOBSON ROOM
ON MONDAY 2 MAY 2011 AT 7.00pm**

Present: A Munro (*Chairperson*), M Douglas, R Franke (*Students Representative*),
J Hand, A Keane, B Payne (*Staff Representative*), I Shudall, M Williams
(*Principal*)

Apologies: K Gibson

In Attendance: G Brown Administration Manager
R Dykes Associate Principal
K Harris Administration Officer/Board Secretary
P Bennett Deputy Principal

A Munro welcomed Paul Bennett to the meeting.

APOLOGIES:

Moved I Shudall, seconded J Hand

“That the apologies be accepted.”

Carried

MINUTES:

Moved B Payne, seconded J Hand

“That the minutes of the meeting 28 March 2011 be taken as read and confirmed.”

Carried

MATTERS ARISING:

Enrolment Meeting – K Gibson, M Williams and B Dowdle met as further information had come to light. They agreed to annul the previous decision made on 23 March.

Eastern Forum – to be held on 25 May at Ormiston Senior School all Board members welcome.

Half Day Conference – I Shudall attended two sessions – *Achieving for Boys* and *Maori Achievement*. I Shudall found that we were already doing a lot of the things suggested.

NZSTA Conference – a reminder to think about whether you wish to attend (22 – 24 July, SkyCity).

CORRESPONDENCE:

Rebekah Jeffery - requesting one year's Maternity Leave wef 1 August 2011

Kylie Locke – requesting one year's Maternity Leave wef 20 June 2011

Moved J Hand, seconded M Williams

“That the above requests be granted.”

Carried

Marcelle Sutton (*Teacher Aide – Pegasus Unit*) – resignation wef 15 April 2011

Moved J Hand, seconded M Williams

“That the above resignation be accepted with regret.”

Carried

Moved I Shudall, seconded R Franke

“That the inwards correspondence be received and the outwards approved.”

Carried

BoT SELF REVIEW:

Policies

BoT Operations

Moved I Shudall, seconded J Hand

“That the changes be adopted.”

Carried

Delegations

Moved R Franke, seconded B Payne

“That the Delegations be accepted.”

Carried

Timetable – this should be done annually. M Williams currently working on. Will be ready for approval at the May meeting.

Health & Safety – this was discussed. Feedback still to come from SMT. Any suggested changes please email M Williams. To come back to the Board at the May meeting.

Acting Deputy Chair

Nominations were called for J Hand was nominated by A Munro

Moved M Williams, seconded I Shudall

“That J Hand be Acting Deputy Chair during the period A Munro is Acting Chair.”

Carried

Community Education – should be reviewed twice a year in April and August.

PRINCIPAL’S REPORT:

M Williams spoke to his report.

Reunion – was an outstanding success. Special thanks to G Brown and S Gorman for all the work they put in.

Alumni & Friends of Pakuranga College

This was discussed with a view to setting up a Principal’s Innovation Fund and a Sports Development Fund.

A letter is to be sent to people who attended the reunion asking them to join. The school also plans to set up a database of past pupils.

Moved J Hand, seconded B Payne

“That we go ahead with the above suggestions.”

Carried

Annual Holiday Cash-up

Moved M Williams, seconded A Keane

“The Board of Pakuranga College will not consider any requests to cash-up annual holidays under the provisions of the Holidays Act 2003.”

Carried

Digital Opportunities

R Dykes spoke to his report.

Moved M Williams, seconded B Payne

“That we continue discussion and push more enthusiastically.”

Carried

Moved M Williams, seconded A Keane

“The acceptance of the Principal’s Report.”

Carried

PROPERTY REPORT:

G Brown spoke to the report.

Trial Evacuation – took place on 16 March 2011.

Phone System –it was agreed to go with IPFX, cost \$67,047 ex GST
Old system will not be cut off until the new system is up and running.

Moved J Hand, seconded M Douglas

“The acceptance of the Property Report.”

Carried

FINANCE REPORT:

G Brown spoke to the report.

Annual Report – this is currently with the Auditors. It looks like we will have a \$230,000 cash surplus.

English Block – well under way and will probably be finished about a month ahead of schedule.

Trust Applications

Moved M Williams, seconded A Keane

“That approval be given for application to be made to the following:

<i>First Sovereign</i>	\$25,178.50	Sports Uniforms	Carried
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Moved M Williams, seconded J Hand

“That the report be received, and the payments schedule for March be approved.”

Carried

GENERAL BUSINESS:

Trips

<i>Year 12 PAE Tramp</i>	Whirinaki Forest Park Teacher-in-Charge – G Brent	15 – 18 May 2011
<i>Year 11 PAE Camp</i>	Motutapu Outdoor Education Camp Teacher-in-Charge – G Brent	8 – 10 August 2011

Moved M Williams, seconded A Keane

“That the above two trips be approved.”

Carried

9.00pm – ‘Into Committee;

Moved M Williams, seconded A Munro

“That the Board go ‘Into Committee’ to discuss matters relating to staff members, this being necessary to protect the privacy of the individuals under Section 9 of the Official Information Act 1982.”

10.00pm – ‘Out of Committee’

There being no further business the meeting was declared closed at 10.00pm

Signed.....

Date.....

Next Board Meeting Monday 30 May 2011 at 7.00pm in the Dobson Room

