

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
PAKURANGA COLLEGE HELD IN THE DOBSON ROOM
ON MONDAY 26 SEPTEMBER 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: R Dykes

In Attendance: G Brown Business Manager
S Ross Board Secretary

AGENDA	Action
<p>APOLOGIES</p> <p>Motion: "That the apologies be accepted"</p> <p>Moved: K Gibson / Seconded: M Williams Carried</p>	
<p>MINUTES OF THE LAST MEETING</p> <p>Motion: "That the minutes of the meeting held on 15 August 2011 be taken as read and confirmed."</p> <p>Moved: A Keane / Seconded: I Shudall Carried</p>	
<p>MATTERS ARISING</p> <p>There were no matters arising from the previous minutes.</p>	
<p>CORRESPONDENCE</p> <p>Inwards</p> <ul style="list-style-type: none"> - Resignation from Amy Barcz (Teacher of Social Sciences) - Resignation from Jacob Samuel (Teacher of Social Sciences) - Resignation from Marion Docherty (Assistant to Associate Principal and Deans) <p>Motion: "That the above resignations be accepted with regret."</p> <p>Moved: J Hand / Seconded: M Williams Carried</p> <ul style="list-style-type: none"> - Extended maternity leave request from Anca (Ionita) Wilde (Teacher of Mathematics & Computer Studies) <p>Motion: "That the maternity leave extension be granted."</p> <p>Moved: B Payne / Seconded: J Hand Carried</p> <ul style="list-style-type: none"> - Letter ex MoE re overuse of allocated units. These will be charged to us, but usage ensures maximum benefit to the school. - STA News – there is a Study Award for Trustees available for those interested. 	<p>S Ross</p> <p>S Ross</p>

<p>Additional Inwards correspondence</p> <ul style="list-style-type: none"> - Resignation from Elika Tutagalevao (Teacher of Social Sciences) - Resignation of Assistant HOF position – Tony Goldsmith (Teacher of Science) <p>Motion: “That the above resignations be accepted with regret.” Moved: I Shudall / Seconded: B Payne</p> <ul style="list-style-type: none"> - Leave without Pay request – Paula Young (Resource Manager) <p>Motion: “That 6 days’ Leave without pay be granted” Moved: K Gibson / Seconded: M Williams</p> <ul style="list-style-type: none"> - E-mails from NZSTA re 2 upcoming workshops (1) “The Chair and the Principal: A Professional Collaborative Relationship” and (2) “Effective Key Relationships and Purposeful Meetings” – a good opportunity to strengthen the BoT. - E-mail from the MoE re the school Charter regarding extra information. M Williams has requested an exemplar in order to complete the Ministry’s requirements. <p>Motion: “That the inwards correspondence be received and outwards approved.”</p> <p>Moved: M Douglas / Seconded: M Williams Carried</p>	<p>M Williams</p>
<p>BoT SELF REVIEW</p> <p>Policies</p> <p>Personnel</p> <ul style="list-style-type: none"> • On-going review. Recommendations will be discussed at the next board meeting on 31 October. 	<p>M Williams/ A Keane</p>
<p>PRINCIPAL’S REPORT</p> <p>M Williams spoke to his report.</p> <ul style="list-style-type: none"> - Curriculum Review – is progressing well. K Gibson also thanked Board members for their contribution to the curriculum review and feedback at the meeting with C Ryan from the college curriculum committee. - Teacher Only Days – 14 and 15 November have been scheduled <p>Motion: “That the Board ratify 2 Teacher Only Days in November.” Moved: B Payne / Seconded: I Shudall Carried</p> <ul style="list-style-type: none"> - SLT Planning Day – was a valuable, productive day and a further session has been planned before the end of term. - Faculty Reviews – tabled and circulated. The quality of thinking and planning being put into place is outstanding. Faculties will be concentrating on leadership and reflection. These reviews contribute to the whole School Plan. Any questions to M Williams. 	

<ul style="list-style-type: none"> - Community Consultation – Example of survey questions was tabled and circulated. Feedback to the next board meeting. - Principal's Innovation Fund – A reasonable uptake on iPad2 and some other interesting ideas being put forward. - Roll Return September 2011 – tabled <p>Motion: "That the Roll Return be accepted." Moved: B Payne / Seconded: A Keane</p> <p>Motion: "That the Principal's report be accepted." Moved: M Williams / Seconded: A Keane Carried</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 removal - Student Centre – There will be more space for International Students department; the Cashier's office will change to allow public access from outside and there will be a new meeting room. The final plan is to be drawn up and costed. <p>Motion: "That the Property Report be accepted". Moved: A Keane/ Seconded: M Douglas Carried</p>	
<p>FINANCE REPORT</p> <p>G Brown spoke to the report.</p> <ul style="list-style-type: none"> - School Service Centre – Puhinui Primary School, Kingsford Primary School and Papatoetoe East Primary School have confirmed that they wish to terminate the financial services provided by Pakuranga College. <p>Motion: "That the Finance Report be ratified" Moved: M Williams / Seconded: K Gibson Carried</p>	
<p>STUDENT TRUSTEE ELECTIONS</p> <ul style="list-style-type: none"> - There has been a lot of interest from juniors. Thanks to R Franke who has been approached a number of times for advice on how to write applications. Voting closed today; votes will be counted on 3 October. BoT members will be advised of the result and the new Student Trustee will be welcomed to the board at the meeting on 31 October. K Gibson also thanked G Brown, Returning Officer and his assistant, J Jacques. - It was agreed that the tagged berth on the 'Spirit of Adventure' would be taken up for the new Trustee. 	

<p>NZSTA WORKSHOPS</p> <ul style="list-style-type: none"> - K Gibson attended two workshops recently which were very worthwhile and also provided a great opportunity to network with other trustees in the greater Auckland area. Workshops topics were ESOL & Cultural Responsiveness and Psychometric Testing and Personalities around the Board Table. - Eastern Forum – attended by M Williams, K Gibson and I Shudall – an interesting discussion on Microsoft Schools partnerships. 	
<p>GENERAL BUSINESS</p> <ul style="list-style-type: none"> - Acronym list – thanks - Cottage meetings – Trustees to submit possible hosts for a cottage meeting. These have proved to be valuable in important in maintaining good relationships with parents/caregivers. - Staff functions – K Gibson thanked those who had attended the function on 23 September - Bullying – M Douglas asked if there was a robust policy in place with regard to bullying. M Williams confirmed that this is the case with good communication between Deans and the House system with student openness encouraged to solve the problem 	All BoT
<p>9.20pm 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: M Williams / Seconded: K Gibson</p> <p>10.30pm – Out of Committee</p>	

There being no further business the meeting was declared closed at 10.30pm.

Signed: _____

Date: _____

The next Board meeting will be held on Monday, 31 October at 7.00pm in the Dobson Room