

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
PAKURANGA COLLEGE HELD IN THE DOBSON ROOM
ON MONDAY 27 JUNE 2011 AT 7.00pm**

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

Apologies:

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

Alistair welcomed Karen back and enquired after her trip.

Alistair was to chair the meeting on behalf of Karen in this instance.

Before commencing Alistair formally granted speaking rights to members of the Board and those in attendance only.

| AGENDA | Action |
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| <p>APOLOGIES</p> <p>No apologies</p> | |
| <p>MINUTES OF THE LAST MEETING</p> <p>Motion: "That the minutes of the meeting held 30 May 2011 be taken as read and confirmed with the correction on Page 3 under Finance Report – delete "possible installation of Greentree" and replace with "an alternative".</p> <p>Moved: A Keane / Seconded: I Shudall Carried</p> | |
| <p>MATTERS ARISING</p> <p>Auditors Management Letter – M Williams' / G Brown's response was tabled, discussed and it was agreed that it should be sent.</p> <p>Government Procurement – waiting for a response</p> | M Williams |
| <p>CORRESPONDENCE</p> <p>Inwards</p> <ul style="list-style-type: none"> - Resignations from Stephen Shaw (Teacher - Mathematics) and Alison Barrett (Teacher – Science/Technology) - Request for maternity leave extension – Jun Luo (Teacher – ESOL) - Pakuranga College Newsletters also received <p>Motion: "That the above resignations be accepted with regret, and that a</p> | |

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| <p>maternity leave extension be approved."</p> <p>Moved: A Keane / Seconded: B Payne Carried</p> <p>Motion: "That the inwards correspondence be received and outwards approved."</p> <p>Moved: A Keane/ Seconded: J Hand Carried</p> | |
| <p>BoT SELF REVIEW</p> <p>Policies</p> <p><u>BoT Operations</u> Motion: "That the amended policy be accepted."</p> <p>Moved: R Franke / Seconded: I Shudall Carried</p> <p><u>Timetable</u> Motion: "That the policy be accepted."</p> <p>Moved: M Williams / Seconded: R Franke Carried</p> <p><u>Finance and Property</u> Motion: "That the amended policy be accepted."</p> <p>Moved: M Williams / Seconded: K Gibson Carried</p> <p><u>Planning and Reporting</u></p> <p>After discussion it was decided that a sub-committee should provide feedback to the next BoT meeting – K Gibson and I Shudall to form that committee. Any suggestions to the sub-committee or M Williams</p> | <p>To come back to the next Board meeting for approval</p> <p>K Gibson/I Shudall</p> |
| <p>PRINCIPAL'S REPORT</p> <p>M Williams spoke to his report.</p> <ul style="list-style-type: none"> - Teacher Only Day – was very productive focusing on 'what we do well'. The feedback, which was tabled, was excellent and in line with what the school is aiming to achieve. - Additional Teacher Only Days – though these have been discussed in the media, there has been no information or formal invitation from the MoE to take advantage of them – it is voluntary and the feeling was that the timing is not good. We | |

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| <p>shall wait.</p> <ul style="list-style-type: none"> - SLT Planning Meeting – was valuable and closely aligned to what teachers had discussed at the TOD. Discussion was based around our Mission Statement, Vision and Strategic Plan. - Prospectus – the new prospectus looks great. It was agreed that a letter of thanks be sent to Kay Davies for her huge input. - Pacific Island Night – very successful and well attended. - Industrial – settled - Roll Return – on track with regard to our funding. There are 2 more Roll Returns to be filed, July and September. The March, June and September returns dictate the Government Grant funding; the July return is more to do with staffing levels. - Staff Nirmala Kumar's daughter passed away last week. M Williams will attend the funeral. Flowers from the BOT and staff to be sent. Guideline for staff dealing with student altercations after a recent incident; B Payne suggested the school should develop some guidelines for staff. <p>Motion: "That the Principal's report be accepted."</p> <p>Moved: M Williams / Seconded: B Payne Carried</p> | <p>S Ross</p> <p>R Dykes</p> <p>M Williams / S Ross</p> |
| <p>PROPERTY REPORT</p> <p>G Brown spoke to the report.</p> <ul style="list-style-type: none"> - Water – the swimming pool main valve has been leaking into the stormwater. Under a special provision, we expect a credit from Watercare. - Sewage – due to recent cable thrusting for the fibre optics the sewerage pipe adjacent to the Science Block has completely failed. Repair in progress. <p>Motion: "That the Property Report be accepted".</p> <p>Moved: B Payne / Seconded: J Hand Carried</p> | <p>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"> - Parent Contribution – to remain the same <p>Amendments to Finance Committee Minutes as follows:</p> <p>Investments – "It was moved that the Business Manager be approved to make transfers and investments within the ASB up to \$100,000; that the Principal approve transfers and investments within the ASB over \$100,000, and that the BOT approve all transfers and investments outside the ASB in any one day."</p> | |

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| <p>Telephones – “The contract is for 24 months and will give the school savings of approximately \$3358.00 per annum on its current billing, with an opt-out clause after 12 months.”</p> <p>Motion: “That the Finance Report with clarification around the transfer of funds, the telephone contract clause and including confirmation of the 2012 parent contribution charges, be ratified.”</p> <p>Moved: A Keane / Seconded: R Franke Carried</p> | |
| <p>GENERAL BUSINESS</p> <ul style="list-style-type: none"> - Material Fees – list was tabled – course options and fees. These will also be recorded in the new Course Book. The fees do not apply to international students. <p>Motion: “That the Material Fees be adopted.” Moved: J Hand / Seconded: I Shudall Carried</p> <ul style="list-style-type: none"> - Community Education – G Brown tabled a report. We are making a small surplus and it was agreed that we continue for term 3 with another review in term 4. | <p>G Brown</p> <p>Finance sub-committee</p> |
| <p>8.35pm 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>9.10pm – Out of Committee</p> | |

There being no further business the meeting was declared closed at 9.10pm

Signed: _____

Date: _____

The next Board meeting will be held on Monday, 15 August 2011 at 7.00pm in the Dobson Room