

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF  
PAKURANGA COLLEGE HELD IN THE DOBSON ROOM  
ON MONDAY 30 MAY 2011 AT 7.00pm**

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

**Apologies:** K Gibson

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

Alistair welcomed Shelley Ross to the meeting as the new Board Secretary.

<b>AGENDA</b>	<b>Action</b>
<p><b>APOLOGIES</b></p> <p><b>Motion:</b> "That the apologies be accepted"</p> <p><b>Moved:</b> A Keane / <b>Seconded:</b> J Hand <b>Carried</b></p>	
<p><b>MINUTES OF THE LAST MEETING</b></p> <p><b>Motion:</b> "That the minutes of the meeting held 2 May 2011 be taken as read and confirmed with the correction on Page 2 – deletion of the section regarding the Acting Chair.</p> <p><b>Moved:</b> A Keane / <b>Seconded:</b> I Shudall <b>Carried</b></p>	
<p><b>MATTERS ARISING</b></p> <p><b>Digital opportunities</b> – R Dykes advised that the date for connection to broadband kept changing, but was imminent.</p> <p><b>Board Secretary</b> – the meeting of 2 May was K Harris' last as Board Secretary. A letter of thanks and gift is to be organized for her.</p> <p><b>Alumni &amp; Friends</b> - a third fund is to be set up – Scholarship Fund</p>	S Ross
<p><b>CORRESPONDENCE</b></p> <p><b>Inwards</b> - Resignations from Shayne Niddrie (Teacher Aide, Pegasus Unit) and Teswell White (Teacher – Technology)</p> <p><b>Motion:</b> "That the above resignations be accepted with regret."</p> <p><b>Moved:</b> B Payne / <b>Seconded:</b> I Shudall</p>	



<p>saving schemes. The biggest concern is the Board's possible direct liability for the employment component for those teachers which are funded directly from Board funds; and employer costs of support staff which are likely to fall directly on Boards of Trustees' operations grant – this has yet to be confirmed.</p> <ul style="list-style-type: none"> <li>- <b>Roll Return</b> – we have the first ever Roll Return on 1 June which will probably result in slightly decreased funding.</li> <li>- <b>NCEA Parents Information Evening</b> – 2<sup>nd</sup> session scheduled for 31 May. There are also 2 upcoming Parent Information Evenings for 2012 Year 9 students on 7 and 9 June. Board representation is not required.</li> <li>- <b>School Ball</b> – the Ball was a great success and thoroughly enjoyed by everyone. A letter of thanks is to go to Ruth Fullerton</li> </ul> <p><b>Motion:</b> "That the Principal's report be accepted."</p> <p><b>Moved:</b> M Williams / <b>Seconded:</b> B Payne <b>Carried</b></p>	<p>S Ross</p>
<p><b>PROPERTY REPORT</b></p> <p>G Brown spoke to the report.</p> <ul style="list-style-type: none"> <li>- <b>Health and Safety</b> actions are in progress.</li> <li>- <b>Gas Leak</b> – A Keane asked if this is now safe. It is but the recommendation is to replace the line.</li> </ul> <p><b>Motion:</b> "That the Property Report be accepted".</p> <p><b>Moved:</b> M Williams / <b>Seconded:</b> A Keane <b>Carried</b></p>	
<p><b>FINANCE REPORT</b></p> <p>G Brown spoke to the report.</p> <p>There was discussion on any advantage the Government Procurement funding may have on the school and also regarding an alternative to replace MUSAC.</p> <p><b>Motion:</b> "That the Finance Report be accepted."</p> <p><b>Moved:</b> M Williams / <b>Seconded:</b> M Douglas <b>Carried</b></p>	<p>G Brown to follow up</p>
<p><b>ANNUAL REPORT</b></p> <p>There was discussion on the Chart of Accounts charge, the surplus for the year over the budgeted loss and the Auditor's Management letter:</p> <p><b>Point 3.1</b> –recommended controls over credit cards/cash advances during overseas trips. G Brown is confident that the procedure is correct but perhaps the policy for cash advances should be looked at;</p> <p><b>Point 3.4</b> – variances in the ledger. A Keane requested that G Brown's response to the Management letter be brought to the next meeting.</p>	<p>G Brown</p> <p>G Brown to follow up</p>

<p><b>GENERAL BUSINESS</b></p> <ul style="list-style-type: none"> <li>- <b>Board Secretary</b> – the meeting of 2 May was K Harris' last as Board Secretary. A letter of thanks and gift is to be organised for her from the Board.</li> <li>- <b>Marilyn Barker</b> – a farewell card is to be organised from the Board.</li> <li>- <b>NEITA</b> – Excellence in Teaching Awards. Board members are to nominate anyone they think is appropriate. Heads of Faculties will also be looking at this.</li> </ul>	<p>S Ross</p> <p>S Ross</p> <p>All BoT</p>
<p><b>8.30pm In-Committee</b></p> <p><b>Motion:</b> "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><b>Moved:</b> M Williams / <b>Seconded:</b> J Hand</p> <p><b>9.10pm – Out of Committee</b></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, 27 June 2011 at 7.00pm in the Dobson Room***