

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF  
PAKURANGA COLLEGE HELD IN THE DOBSON ROOM  
ON MONDAY 14 FEBRUARY 2011 AT 7.00pm**

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

**Apologies:** A Keane

**In Attendance:**

G Brown	Administration Manager
R Dykes	Associate Principal
K Harris	Administration Officer/Board Secretary
M Hughes	Deputy Principal
A Taylor	Deputy Principal

K Gibson welcomed M Hughes and A Taylor and introduced them to the Board members. They then left the meeting.

**APOLOGIES:**

Moved J Hand, seconded I Shudall

“That the apologies be accepted.”

Carried

**MINUTES:**

Moved A Munro, seconded I Shudall

“That the minutes of the meeting 29 November 2010 be taken as read and confirmed.”

Carried

Moved I Shudall, seconded A Munro

“That the minutes of the meeting 13 December 2010 be taken as read and confirmed.”

Carried

**MATTERS ARISING:**

**BoT Award** – for two students to go on OPC, Spirit of Adventure or Outward Bound. B Dowdle and M Williams to discuss further and report back at the March meeting.

**Resignations** – in future any resignations after the close of school will be notified to the Board in a January Update of Staffing.

**Cottage Meetings** – I Shudall has offered her home for the first meeting in 2011. K Gibson to organize.

## **CORRESPONDENCE:**

1. **Heidi Marriott** resignation wef 7 January 2011
2. **Mike Murray** resignation wef 14 December 2010
3. **Patrick Hedder** resignation wef 27 January 2011
4. **Simone Clark** resignation wef 27 January 2011
5. **Maree Flannery** resignation wef 27 January 2011
6. **Marilyn Barker** resignation wef 20 April 2011
7. **Gill Coull** resignation wef 18 February 2011

Moved B Payne, seconded J Hand

“That the above resignations be accepted with regret.”

Carried

Moved J Hand, seconded B Payne

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

Carried

## **BoT SELF REVIEW:**

**Annual Work Plan** (*Draft*) – email any suggestion to M Williams

### **Chairperson**

M Williams took over as Chair and called for nominations for Chairperson

K Gibson nominated by A Munro

Moved A Munro, seconded I Shudall

“That K Gibson be appointed Chairperson.”

Carried

### **Deputy Chairperson**

A Munro nominated by J Hand

Moved J Hand, seconded I Shudall

“That A Munro be appointed Deputy Chairperson.”

Carried

### **Sub-Committees**

**Works/Finance** – J Hand, K Gibson, M Williams, G Brown

**Discipline** – all BoT members

## **Delegations**

Moved J Hand, seconded A Munro

“That the Delegations of Authority as presented be approved.”

Carried

**Policies** – tabled

## **Deputy Principal Appointment**

*Time frame*

- Advertise 14 and 28 February 2011
- Closing date 9 March 2011
- Referees reports 11 March 2011
- Short listing 11 March 2011
- Interviews 19 March 2011

K Gibson, A Munro, I Shudall and M Douglas available for phoning referees and short listing, J Hand will help where she can.

**Eastern Forum** – re-launch. K Gibson and I Shudall to work on.

## **PRINCIPAL’S REPORT:**

M Williams spoke to his report.

R Dykes spoke about the graphs presented on NCEA Qualifications Achieved.

**Strategic Plan, Committee Structure 2011, SLT Responsibilities** – M Williams spoke about these

## **Staffing**

Moved M Williams, seconded J Hand

The approval of the following persons as being the best persons for the positions:

<i>Dragana Yelavich</i>	Teacher of Music	wef 28 January 2011
<i>Danielle Ball</i>	Teacher of Accounting/Social Studies	wef 28 January 2011
<i>Maree Hoeberigs</i>	HoD Biology	wef 28 January 2011
<i>Richard Stone</i>	Automotive Tech (10hrs per wk)	wef 28 January 2011
<i>Elizabeth Scott</i>	Teacher of Science	wef 28 January 2011
<i>Gavin Lambert</i>	Teacher of Science	wef 28 January 2011

Vanessa Gibby has returned from Maternity Leave to the HoF English position.

Moved M Williams, seconded I Shudall

“The acceptance of the Principal’s Report.”

Carried

**WORKS REPORT:**

G Brown gave a verbal report.

Caretaking and grounds staff were very busy over the Christmas period moving science staff back into the Jill Sweeny Block and moving English staff out of the Pamela Stone Block into the temporary prefabs.

**Pamela Stone English Block** – will take longer than the original 26 weeks as the floor upstairs will need to be replaced. Prendos has gone back to the Ministry of Education with this. The internal stairway had never been bolted to the frame so this will also need to be done. Any exposed steel needs to be specially coated. Looking at finishing around the end of August.

**Rive Block** – the end windows are rotten. Aluminum frames have been ordered, cost \$10,000.00.

**Seagar Block** - the ceiling in the boys toilets came down in the holidays. Evidently a pipe had been punctured during the renovations and there had been a slow leak for some time. There is not be a replacement cost as this will go against the builders insurance.

**Grounds** – thanks to Shane McDermott and the guys the grounds are looking really good.

**FINANCE REPORT:**

G Brown spoke to the report.

Currently we have a surplus of \$260,000.00 but this will reduce and we will probably end up with a \$230,000.00 surplus.

**Budgets 2011** – HoF’s and HoD’s have now been given their budgets.

Moved I Shudall, seconded J Hand

“That the report be received and the payments schedule for December 2010 and January 2011 be approved.”

Carried

**GENERAL BUSINESS:**

**Readynet** – schools use Readynet to make an emergency plan and to record important contact details. This information is shared with Police 111 and other emergency services. G Brown to look into this and report back to the Board.

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

Signed.....

Dated.....

