

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF  
PAKURANGA COLLEGE HELD IN THE DOBSON ROOM  
ON MONDAY 28 MARCH 2011 AT 7.00pm**

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

**Apologies:** M Douglas, G Brown, R Franke

**In Attendance:**

R Dykes	Associate Principal
K Harris	Administration Officer/Board Secretary
M Hotter	Local Constable
Colin	BoT member – Buckland Beach Intermediate

K Gibson welcomed M Hotter and Colin to the meeting.

**APOLOGIES:**

Moved J Hand, seconded M Williams

“That the apologies be accepted.”

Carried

**MINUTES:**

Moved I Shudall, seconded A Munro

“That the minutes of the meeting 14 February 2011 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 still discussing this.

**Readynet** – do we have a policy in case of an earthquake? Health and Safety Committee to look at this. We do have cellphone access to parents to tell them what the college is doing in an emergency.

**Cottage Meeting** – in the process of setting a date, either end of Term 1 or beginning of Term 2.

**Eastern Forum** – good response to the email sent to local schools. The feeling is that these meetings should be held twice a year. Ormiston Senior School to host the next meeting, they will set date and topic.

**Deputy Principal Appointment** – thanks to BoT members for their input.

## **CORRESPONDENCE:**

**Hazel Pearson** - requesting LWP (3 days) and LWOP for the remainder, from 16 – 27 July 2012 to travel to England for her wedding.

Moved J Hand, Seconded B Payne

“That the above request be approved.”

Carried

**Karen Gibson** – requesting short term leave from the Board, 19 April – 24 June, to travel overseas. A Munro will be acting chair in her absence.

Moved J Hand, seconded B Payne

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

Carried

## **BoT SELF REVIEW:**

### **Policy Reviews**

**February** – A Munro and I Shudall to go through *BoT Operations, Timetable, Delegations, Privacy Officer* and report to the next meeting.

Next reviews are May and June.

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

**NZSTA Half Day Conference** – let K Harris know if you wish to attend (30 April, Ormiston Senior School)

## **PRINCIPAL’S REPORT:**

M Williams spoke to his report

**Report Evenings** – on-line booking for these evenings is going really well with a good turnout of parents.

**1 March Return and Professional Learning 2011** – tabled

**Health & Safety Committee** – need to report more frequently to the Works Committee. They should be meeting twice a term. M Williams to look into.

**Discipline** – the BoT would be interested to receive feedback on students who appear before them. Maybe report back once a term.

**Analysis of Variance** – M Williams spoke to this

**Sports Report** – M Williams spoke to C Daniels report

## Staffing

Moved M Williams, seconded K Gibson

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

<i>Paul Bennett</i>	Deputy Principal	date still to be decided
<i>Carole Coade</i>	Teacher of English	wef 2 May 2011
<i>Shelley Ross</i>	Principal's PA	wef 11 April 2011

Moved M Williams, seconded K Gibson

“The acceptance of the Principal's Report.”

Carried

## **WORKS REPORT:**

K Gibson spoke to the report

Moved K Gibson, seconded J Hand

“The acceptance of the Works Report.”

Carried

## **FINANCE REPORT:**

K Gibson spoke to the report

**Community Education** – showing a loss in 2010 of \$14,000. To be revisited at the beginning of Term 3.

Sports Coaching holiday programme to be run for younger children.

## **Trust Applications**

Moved M Williams, seconded J Hand

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

<i>Nautilus Trust</i>	\$25,178.50	Sports Uniforms
<i>Pelorus Trust</i>	\$25,178.50	Sports Uniforms
<i>ASB Trust</i>	\$30,000.00	Sports Equipment
<i>Lion Foundation</i>	\$25,000.00	Sports Uniforms
<i>NZCT</i>	\$25,000.00	Transport and Accommodation for National Tournaments
<i>Pub Charity</i>	\$15,000.00	Equipment
<i>Cuesports</i>	\$15,000.00	Equipment

Carried

**GENERAL BUSINESS:**

**One – One Student Computers Programme**

R Dykes spoke to this.

There was considerable discussion

R Dykes to put more information together and send out to Board members prior to the next meeting.

**Enrolment Meeting** – held on 23 March, attended by K Gibson, M Williams and B Dowdle. After considering all information available the decision was made to annual enrolment.

**Website** – currently there are no policies on the web. R Dykes to look into this. The Complaints Policy should definitely be there.

9.40pm – ‘Into Committee’

Moved M Williams, seconded K Gibson

“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 2 May 2011 at 7.00pm in the Dobson Room*

