

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF  
PAKURANGA COLLEGE HELD IN THE BOARDROOM  
ON MONDAY 11 SEPTEMBER 2017 AT 7:00PM**

**Present:** T Middleton (Chair), K Bigwood, P Sagato-Brown, C Astill, N Troughear,  
B Main, S Chen (Student Trustee), M Williams (Principal)

**In Attendance:** S Madden (Board Secretary), A Taylor (Deputy Principal), TH Taua (Observer)

**Apologies:** B Payne (Staff Trustee)

<b>A G E N D A</b>	<b>A C T I O N</b>
<p><b>MEETING OPENING</b></p> <p><b>WELCOME</b></p> <p>T Middleton welcomed Board members and guests observing.</p>	
<p><b>CONFLICT OF INTEREST</b></p> <ul style="list-style-type: none"> <li>• K Bigwood’s declaration of a conflict of interest as a result of her employment as a Deputy Principal at Macleans College.</li> <li>• N Troughear’s declaration of a conflict of interest as a result of her employment as a teacher at Botany Downs Secondary College was carried over from the last meeting.</li> <li>• B Main declaration of a conflict of interest as a result of being on the Board of Trustees at Farm Cove Intermediate and CoL Board.</li> </ul>	
<p><b>MINUTES OF THE LAST MEETING</b></p> <p><b>Motion:</b> “That the Minutes of the meeting held on 7 August 2017 are a true and correct record.”</p> <p><b>Moved:</b> T Middleton / <b>Seconded:</b> C Astill</p> <p><b>Carried.</b></p>	
<p><b>MATTERS FOR DECISION</b></p> <p><b>PROPERTY AND FINANCE REPORT</b></p> <p><b>Motion:</b> “That the Board accepts the Finance and Property Subcommittee Minutes and ratifies the motions passed at that meeting”.</p> <p><b>Moved:</b> C Astill / <b>Seconded:</b> P Sagato-Brown</p> <p><b>Carried.</b></p>	

## **MATTERS FOR DISCUSSION**

### **INTERNATIONAL STUDENTS PROMOTIONAL VIDEO**

Mr Williams presented to the Board the promotional video the International Students Director is taking with her to show overseas for potential students coming into the school next year. Positive feedback was received.

### **VIRTUAL REALITY AND eLEARNING**

Mr Williams also presented to the Board the work that the teachers have been doing in the Virtual Reality and eLearning areas of the school.

### **STRATEGIC PLANNING**

It is evident that the Board is committed to the vision statement, values and learning habits of the school.

#### **Staff Retention and Recruitment**

Is it a problem that needs fixing? M Williams to obtain details to compare staff turnover against other schools.

At next meeting a list of data will be presented with staff that has left over the past two years.

The Board would like to **look at what staff value**. Ask the teachers in the next HR Survey what two things would they like to see to improve staff well-being and what would they tell future staff members about the school and why they would want to work here?

### **ERO – STEWARDSHIP**

Further discussion was had regarding ERO Stewardship and the document provided showing Evaluation Indicators, Effective Practice and the Evidence we already have at the College. More details were added to the ERO document. This will be updated and included in at the next Board Meeting.

ERO have indicated that they will be coming to visit in either Term 1 or Term 2 of 2018.

### **PRINCIPAL'S REPORT**

Mr Williams discussed his report.

**Motion:** "That the Principal's Report be accepted.

**Moved:** M Williams / **Seconded:** T Middleton

**Carried.**

<p><b>COMMUNITIES OF LEARNING</b></p> <p>The Principals and Ministry of Education staff met on 6 September and from that meeting Farmcove Intermediate will be continuing the CoL with a few changes to include a Student Wellbeing target for them which will be paired with a process target around Student Wellbeing for the primary and secondary schools.</p> <p>The Reading Target will also be dropped for Farmcove Intermediate. Wakaaranga Primary School has withdrawn from the CoL.</p> <p>An application for centrally resourced Professional Learning and Development funding has been successful and we have received 200 hours of Literacy and digital fluency facilitator time for 2018 to 2019.</p>	
<p><b>GENERAL BUSINESS</b></p> <p>No General Business was discussed.</p>	
<p><b>IN COMMITTEE AT 8:30PM</b></p> <p><b>Motion:</b> "That the Board and S Madden 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> T Middleton / <b>Seconded:</b> M Williams</p> <p><b>Carried.</b></p> <p><b>9:45PM – Out of Committee</b></p>	
<p><b>REVIEW OF ACTIONS / AGENDA ITEMS BEFORE NEXT MEETING:</b></p> <ul style="list-style-type: none"> <li>• Strategic Planning</li> </ul>	

There being no further business the meeting was declared closed at 9:50PM.

Signed:  Date: 30/10/17

***The next Board of Trustees Meeting will be held in the Boardroom on Monday 30 October at 7:00PM.***