

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
PAKURANGA COLLEGE HELD IN THE BOARDROOM
ON MONDAY 4 DECEMBER 2017 AT 6:00PM**

Present: B Main (Chair), K Bigwood, P Sagato-Brown, C Astill, N Troghear, S Chen (Student Trustee 2017), B Payne (Staff Trustee), M Williams (Principal)

Apologies: T Middleton, M Sahar (Student Trustee 2018)

In Attendance: C Robinson (Executive Officer)

| A G E N D A | A C T I O N |
|---|--------------------|
| <p>MEETING OPENING / WELCOME</p> <p>B Main welcomed Board members.</p> | |
| <p>CONFLICT OF INTEREST</p> <ul style="list-style-type: none"> • K Bigwood’s declaration of a conflict of interest as a result of her employment as a Deputy Principal at Macleans College. • N Troghear’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. • 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. | |
| <p>CORRESPONDENCE</p> <p>EOTC Gold Coast Football Trip in July 2018 was approved by the Board.</p> <p>Letter received from K Kandasamy thanking the Board for allowing him to take time off to complete his Masters Degree this year.</p> <p>ESOL Letter – the College passed the ESOL audit. The report was very complimentary.</p> | |

MATTERS FOR DISCUSSION / DECISION

2018 BOT ANNUAL PLAN

M Williams discussed modifying the 2017 Plan for 2018. Suggested that HoF's and DP's are scheduled in for brief presentations at each future Board Meeting.

The Board discussed the timeliness of presentations for next year and the need to manage the time during the meeting. Will look at possibility of a separate meeting if timing not manageable with possible separate meeting for DP's.

Motion: "That the BOT Annual Plan includes HoF and DP Presentations in 2018".

Moved: M Williams / **Seconded:** N Troughear

Carried.

2018 STRATEGIC PLAN

The SLT are working on the 2018 Strategic Plan and Management Plan using the material from the various Strategic Planning meetings and activities.

2018 School Wide Focus Areas

Professional Learning:

Strengthen reflective practice through the use of data/evidence to inform disciplined teacher inquiries and the deliberate use of student voice, to improve teaching effectiveness. To support professional growth through structured coaching

The Pakuranga Way:

Refine school-wide pastoral care processes to ensure that positive relationships are supported through our systems and practices. To promote a culture of wellbeing for staff and students.

Learning Habits:

Embed the learning habits implicit in Strive, Connect, Create, Respect and Reflect into all aspects of curriculum delivery and reporting.

Literacy

Explicit teaching of literacy in all subject areas to support student learning

Learning

Review and enhance the junior curriculum to ensure it is future focused.

Continue to blend eLearning opportunities into our curriculum which enables a more personalized engaging and authentic learning experience for our students.

2018 ANNUAL PLAN SUMMARY

M Williams discussed the document.

Question was asked when the Board will see the Management Plan.

Motion: "That the BOT approve the draft 2018 Annual Plan Summary".

Moved: M Williams / **Seconded:** C Astill

BUDGET

Significant changes were discussed with the Budget.

Also presented is an overview of IT Capital Expenditure over the next six years.

Approved Deficit of \$51,275.

Capital Items - \$871,440.

Cash Deficit \$91,715.

Motion: "That the BOT approve the 2018 Budget".

Moved: M Williams / **Seconded:** B Main

Carried.

REVIEW OF ACTIONS / AGENDA ITEMS BEFORE NEXT MEETING:

- ERO Meeting – Thursday 7 December – let M Williams know if you would like to attend. (K Bigwood, B Payne).
- Staff Drinks – Friday 8 December, after school.

There being no further business the meeting was declared closed at 6:50PM.

Signed: *Whaddell* Date: 26/2/18

**The next Board of Trustees Meeting will be held in the Boardroom on
Monday 26 February 2018 at 7:00PM.**