

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
HELD ON TUESDAY 29 OCTOBER 2019
AT 6PM IN THE STAFF ROOM

Present: Sean Hyland-Mills, Chris Betty, Kelly Sinfield, Claudia Duffus, John Everitt, Matt Preston, Hemoata Wanakore-Flavell, Anna-Marie Kingi, Rose Salani, Ashley Jacobs and Lesley Mac Michael.

Apologies: Kelly McCardle

Action

ADOPT THE AGENDA

Moved: S Hyland-Mills Seconded: K Sinfield

DECLARATION OF INTEREST – None.

MINUTES OF THE PREVIOUS MEETING

Move the Minutes of the Meeting of 1 October 2019 (*September meeting rescheduled*).

Moved: C Betty Seconded: C Duffus

Matters Arising:

- Recycling – discussed at last Property meeting. Principal advised that there is a lot to consider and we need to look at how this could be delivered. It is not a simple matter e.g. recycle products would have to be cleaned by someone, students would likely **not** place items in correct bins meaning someone would have to check. Will investigate options to reduce plastic use. Rose to get input from Student Council. CB
- Principal to speak to Nuku this week re Jacque Hema memorial. RS
- Principal to review canteen food packaging. CB
- A Jacobs to provide financial overview for Board later in the meeting. Done
- Discipline is on SLT agenda for November planning meeting. Principal will provide data report to Board. CB

HEALTH & SAFETY REPORT

Matters Arising – none.

Move that the Health & Safety report be accepted

Moved: C Betty Seconded: S Hyland-Mills

PROPERTY REPORT

Matters Arising

- On target for building work project. Design for basketball hoops completed.
- Playground project – have two companies providing quotes. Awaiting final proposals.

Move that the Property report be accepted

Moved: C Betty Seconded: M Preston

FINANCE REPORT

Finance Minutes tabled at meeting by the Principal.

Matters Arising

- Revenue to end of September is fine and expenditure looks good.
- Used a lot of relieving staff resulting in very high figure.
- Order books to be in by end October.
- Possible over-staffing.

Move that the Finance report and minutes be accepted.

Moved: C Betty Seconded: K Sinfield

POLICY – None.

PERSONNEL

Principal tabled the Personnel In-Committee Minutes held earlier today regarding staff appointments. The Board confirmed the appointments – *refer In-Committee Minutes*.

PTA REPORT

- PTA is donating \$5,000 to the adventure playground project.

Move that the PTA report be accepted.

Moved: C Betty Seconded:

STUDENT REPORT

- Students would like to see an increase in the amount of ear piercings allowed. This was brought up last year. Answer is “no”, mainly for health and safety reasons. Show students *Uniform* policy. RS
- Many students unhappy the colour palette allowed for nail varnish and wants it extended. Rose will bring this up with Mrs Fletcher. RS
- Rose has heard of racist comments/slurs about teachers from students. John concurred there was a staggering amount of racism in the classroom. Discussed ways to improve.

Move that the Student report be accepted.

Moved: R Salani Seconded:

CORRESPONDENCE

Item #6 – Move a leave request for Lee-Anne Clarke for up to 5 days’ leave without pay to act as liaison person, Tainui Waka nationals, 4-8 November. Likely need a reliever for *Reo Rua*.

Moved: C Betty Seconded: A Kingi

Item #7 – Move refreshment leave request from Christina Stilwell for Term 2 2020 (28 April to 3 July). SLT portfolio will be redistributed in her absence.

Moved: C Betty Seconded: S Hyland-Mills

LM

Item #0-4 – Publicly excluded letter – refer In-Committee Minutes.

Moved that the inward correspondence be accepted and the outward be confirmed.

Moved: C Betty Seconded: H Wanakore-Flavell

PRINCIPAL'S REPORT

Move that the Board approves the following overnight camps:

- Y10 camp to Waitawheta – 4-6 December 2019 inclusive.
Move: C Betty Seconded: J Everitt
- Y8 camp to Port Waikato – 2-4 December 2019 inclusive.
Move: C Betty Seconded: M Preston
- Y9 camp to the Pinnacles – 2-3 December 2019 inclusive.
Move: C Betty Seconded: J Everitt

Principal and Board members discussed 2020 overstaffing. Request that Board overstaffs by **2FTE – two teachers**. Will depend on 1 March 2020 final roll return and will need to budget to cover. If roll goes beyond 645 this will mean less to spend on staffing and more to put back into budget. If we staff with top of the scale teachers the cost would be approximately \$161K. Do not have to staff at this level as would use provisionally registered teachers (PRT) – a total of \$116,494. The only change would be that this would come out of the Ops Grant and not teacher salaries.

Move the Board permits overstaffing by up to 2FTE in 2020.

Moved: C Betty Seconded: S Hyland-Mills

Move that the Board confirms the appointment of Kelly Drew to the permanent, full-time position of Physical Education/Health teacher commencing 28 January 2020.

Moved: C Betty Seconded: K Sinfield

Move that the Board confirms the appointment of Jessica Hawke to the fixed-term, full-time position of Physical Education/Health teacher commencing 28 January 2020.

Moved: C Betty Seconded: S Hyland-Mills

Move that the Board confirms the appointment of Joidene Preston to the full-time position of HLA Maori commencing 28 January 2020.

Moved: C Betty Seconded: S Hyland-Mills

Move Board confirms appointment of Natasha Haereroa to permanent, full-time position of Maori Language teacher, commencing 28 January 2020.

Moved: C Betty Seconded: R Salani

Move that the Board confirms the appointment of Zarina Khan to the full-time position of Y7&8 teacher, from 28 January 2020 to 14 December 2020 to cover study leave.

Moved: C Betty Seconded: S Hyland-Mills

Move that the Board confirms the appointment of Kavita Kavita to the fixed-term, full-time position of Y7&8 teacher, from 28 January 2020 to 14 December 2020.

Moved: C Betty Seconded: S Hyland-Mills

Move that the Board confirms an increase in Guidance Counsellor's management units from 1PMU to 2PMU commencing 28 January 2020.

Moved: C Betty Seconded: J Everitt

John asked whether Paul could just do the counsellor role so there is separation between teacher and counsellor. Some students may feel uncomfortable. Principal to discuss with Paul.

CB

Teacher Aide hours will be reviewed for 2020. All currently on permanent appointments. Principal met with Diane Tyson and Catherine Hucker about allocating according to student needs instead of area where they work.

Move that the Board confirms the allocation of 0.1FTE to Bream Bay College for FarNet course administration.

Moved: C Betty Seconded: C Duffus

Move that the Board confirms an increase in the Pukekohe bus fare from \$345 to \$500 per annum (\$125 per term) commencing January 2020.

Moved: C Betty Seconded: S Hyland-Mills

Will look at Out of Zone enrolments next month.

CB

Congratulations to Sports Award winners:

- Top Sportswoman Y10 Torrence Temara and Top Sportsman Y13 Hunter Cochrane.
- Top Achievement: Nina Annemans & Paige Johnson-Winkelaar for World Cheerleading title.
- Other achievers: Y8 Hayley Lumbers (gymnastics), Y8 Jordyn Tuhiwai (Taekwondo National Titles) and Y10 Charlotte Hyland-Mills (NZSS Swimming).
- Kapa Haka group came 6th overall out of eleven teams at the Ahurea competition at Aorere College.
- Congratulations to Y13 Cavan Orsbourne who placed third in Champions Trophy Chess competition in Christchurch.

Reminder to the board of Senior Prizegiving this Thursday at 7pm in the Tuakau Town Hall.

Move that the Principal's report be accepted.

Moved: C Betty Seconded: K Sinfield

GENERAL BUSINESS

1. Move that the Board authorizes Roll Return records over 7 years old to be securely discharged.
Moved: C Betty Seconded: K Sinfield
2. A Jacobs distributed Finance leaflet *Money Mystery* and gave an outline of how school finances work. Suggestion of finance course as a group. John enquired as to other types of savings accounts e.g. Term deposits, Index Funds or Government Bonds. Restricted rules for school.

Done

Ashley Jacobs left the meeting at 7.25pm.

IN-COMMITTEE BUSINESS

Move into committee at 7.25pm

Whilst in committee, the Board discussed matters according to the In-Committee minutes.

Move out of committee at 7.32pm

Meeting finished at 7.35pm

Next meeting: **Tuesday 26 November 2019 at 6pm.**