

Tuakau College Board Meeting Minutes 25 March, 2025



TUAKAU COLLEGE

Pai rawa atu i nga mea katoa | The very best in all things

Present: C Betty (Principal), T Potts (Staff Representative), K Ngataki, N Moore, M McDowell, K McDowall (Student Representative) and J Paton (Principal's PA)

Via Teams: M Preston and H Kani

Visitors to Meeting: P Moody (Executive Manager)

Apologies: G Tema-Liapanek

Absent: A Tocker, E Mouton and M Albert

Start: 6:00 pm **Finish:** 6:55 pm

The Board agreed that P Moody (Executive Manager) could be at the meeting.

KARAKIA

M Preston

K Ngataki noted the Boards condolences to A Jacobs (Deputy Principal that is usually present at Board meetings) for a death in his family recently.

AGENDA

K Ngataki noted that M McDowell requested to add discussion around sub-committee meetings to the Agenda. Adopt the Agenda.

Moved: K Ngataki

Seconded: C Betty

Carried: All

APOLOGIES

G Tema-Liapanek.

Moved: N Moore

Seconded: T Potts

Carried: All

DECLARATION OF INTEREST

Form in the shared Drive for this. No declarations of interest.

MINUTES OF 25th FEBRUARY, 2025 MEETING

<i>Matters Arising</i>	<i>Actions</i>	<i>Update</i>
<ul style="list-style-type: none">At the February Board meeting the Board moved a motion that if the two co-opted members on the Board wish to remain on the Board then they are co-opted until the 2025 Board elections. J Paton followed this up and heard back from one of the two co-opted members.	<ul style="list-style-type: none">J Paton to follow this up with the co-opted member that hadn't responded	
M McDowell moved the Board accepts the Minutes of the Board Meeting of 25 th February, 2025.		
Moved: M McDowell	Seconded: T Potts	Carried: All

K Ngataki indicated it would be good for the Board to discuss the item M McDowell added to the Agenda (discussion around sub-committee meetings) before going through the sub-committee meeting reports as part of the Board meeting. M McDowell proposed that the Board move sub-committee meetings to a later time in the evening (so that more Board members can attend). M McDowell also proposed that a Board member is selected at each sub-committee meeting to chair the meeting, so that the person presenting the sub-committee report/proposals/findings/etc. is not also chairing the meeting and creating a conflict of interest. K Ngataki opened this up for discussion with the Board.

The Board members discussed this proposal and agreed that more people need to attend committee meetings. C Betty advised that if Board members put their names down for a committee, then they have to be committed, as committee meetings shouldn't be left up to C Betty, P Moody and A Jacobs to run. M McDowell reiterated his point around a Board member chairing the meeting as, for example, it's not fair for P Moody to present the Property report and chair the meeting as where is the governance in that. M McDowell said it's about looking after our staff members.

The Board discussed making sub-committee meetings at 6:00pm or 6:30pm. The Board discussed having the Property sub-committee meeting at 5:30pm and then the Finance sub-committee meeting at 6:00pm. The Board agreed that a Board member should be selected to chair these sub-committee meetings on the night.

Move that the Board sub-committee meetings are moved to a later time in the evening and that a Board member is selected to chair sub-committee meetings on the night.

Moved: M McDowell **Seconded:** C Betty

J Paton is to email out the Board sub-committees document and Board members are to look at what committees they are on and put their names on any they want to join, remembering they have to be committed.

HEALTH AND SAFETY REPORT
No Health and Safety Report. C Betty advised a report can be expected at next months Board meeting.

PROPERTY REPORT		
<i>Matters Arising</i>	<i>Actions</i>	<i>Update</i>
<ul style="list-style-type: none"> K Ngataki said the new electronic sign looks great on Buckland Road and expressed some concern around the brightness of the sign at certain times of the day and it maybe needing to be dimmed. J Paton advised that the provider needs to install a brightness setting function on the sign to assist with this. K Ngataki queried if the fields are ready for rugby and P Moody advised that work has been done around the tree roots, etc. and as much remediation as possible has been done on the fields considering the dry conditions at the moment. 	<ul style="list-style-type: none"> J Paton to follow up with the electronic sign provider about the brightness setting function. 	
Moved: C Betty	Seconded: M Preston	Carried: All

FINANCE REPORT		
<i>Matters Arising</i>	<i>Actions</i>	<i>Update</i>
<ul style="list-style-type: none"> K Ngataki noted that in the Finance Committee meeting the payments to authorise for February 2025 were \$126,266.43. This was moved and seconded at the Finance Committee meeting, but K Ngataki advised it should be minuted at the Board meeting too. C Betty moved to confirm. <p>Moved to confirm: C Betty Seconded: N Moore</p>		

<ul style="list-style-type: none"> K Ngataki noted that in the Finance Committee meeting approval was required for Ops Grant Payroll for: PP:222025 for \$70,685.30 PP:232025 for \$89,672.25 PP:242025 for \$98,360.88 These were moved and seconded at the Finance Committee meeting, but K Ngataki advised it should be minuted at the Board meeting too. C Betty moved to confirm. <p>Moved to confirm: C Betty Seconded: K McDowall</p>		
Moved: K Ngataki	Seconded: C Betty	Carried: All

POLICY REPORT
No Policy Report.

'FRIENDS OF TUAKAU COLLEGE' (PTA) REPORT		
Matters Arising	Actions	Update
<ul style="list-style-type: none"> No matters arising. 		
Moved: C Betty	Seconded: N Moore	Carried: All

BUS NETWORK REPORT		
Matters Arising	Actions	Update
<ul style="list-style-type: none"> C Betty advised that the tender process has been completed and the Franklin Transport Network Group has selected Ritchies for the next three years (starting 2026). <p>C Betty advised that the network is currently waiting on budget figures based on the number of the kids using the buses. This budget will help determine the cost for students using the buses.</p>		
Moved: K Ngataki	Seconded: C Betty	Carried: All

STUDENT REPORT		
Matters Arising	Actions	Update
<ul style="list-style-type: none"> C Betty noted that a written response to the student request that K McDowall presented at the February Board meeting, regarding timetabling, will be sent to K McDowall shortly. 	<ul style="list-style-type: none"> .C Betty to send written response to K McDowall 	
Moved: K McDowall	Seconded: H Kani	Carried: All

CORRESPONDENCE		
Inward	Outward	
<div><div>1. D Kumar Leave Request Submission (21 March, 2025)</div><div>Move the Board approve the leave request for D Kumar, commencing 16th June 2025 to 25th June 2025. This will be leave without pay. Moved: C Betty Seconded: K Ngataki</div></div> <div><div>2. A Jacobs Leave Request Submission (24 March, 2025)</div><div>Move the Board approve the leave request for A Jacobs, commencing 31st March 2025 to 11th April 2025. This will be leave with pay. Moved: C Betty Seconded: K McDowall</div></div>	<div><div>1. K Medabala Confirmation of Resignation Letter (26 February, 2025)</div><div>2. S Davies Confirmation of Resignation Letter (26 February, 2025)</div><div>3. S Frank Confirmation of Resignation Letter (26 February, 2025)</div><div>4. C De Thierry Confirmation of Resignation Letter (26 February, 2025)</div><div>5. F Anderson Confirmation of Leave Request Letter (26 February, 2025)</div><div>6. K Neilson Confirmation of Leave Request Letter (26 February, 2025)</div><div>7. A Panapa Confirmation of Resignation Letter (26 February, 2025)</div><div>8. R Powley Confirmation of Leave Request Letter (26 February, 2025)</div><div>9. A Fletcher Confirmation of Leave Request Letter (26 February, 2025)</div><div>10. J Lawrence Confirmation of Resignation Letter (26 February, 2025)</div><div>11. N Haliday Congratulations Letter (26 February, 2025)</div><div>12. B Ngatai Congratulations Letter (26 February, 2025)</div><div>13. S Raja Congratulations Letter (26 February, 2025)</div><div>14. S Raja Scholarship Congratulations Letter (26 February, 2025)</div><div>15. L Shaw Update to Confirmation of Leave Request Letter (26 February, 2025)</div></div>	
Late Correspondence		
No late correspondence.		
Matters Arising		
No matters arising.		
Moved that the inward be accepted, and the outward be confirmed: C Betty	Seconded: M McDowell	Carried: All

PRINCIPAL'S REPORT		
Discussion	Actions	Update
<ul style="list-style-type: none"> Move that the Board approve the overnight Year 11 Outdoor Education Group 1 trip to Hunua Ranges/Totara Park, from 5th May 2025 to 6th May 2025. 		
Moved: C Betty	Seconded: M McDowall	Carried: All

<ul style="list-style-type: none"> Move that the Board approve the overnight Year 11 Outdoor Education Group 2 trip to Hunua Ranges/Totara Park, from 13th May 2025 to 14th May 2025. 		
Moved: C Betty	Seconded: N Moore	Carried: All
<ul style="list-style-type: none"> Move that the Board approve the overnight Year 12 Outdoor Education Group 1 trip to Waitawheta, from 3rd June 2025 to 4th June 2025. 		
Moved: C Betty	Seconded: T Potts	Carried: All
<ul style="list-style-type: none"> Move that the Board approve the overnight Year 12 Outdoor Education Group 2 trip to Waitawheta, from 9th June 2025 to 10th June 2025. 		
Moved: C Betty	Seconded: M Preston	Carried: All
<ul style="list-style-type: none"> Move that the Board approve the overnight Year 13 Outdoor Education Group 1 trip to Blue Lake (Rotorua), from 21st May 2025 to 23rd May 2025. 		
Moved: C Betty	Seconded: K Ngataki	Carried: All
<ul style="list-style-type: none"> Move that the Board approve the overnight Year 13 Outdoor Education Group 2 trip to Blue Lake (Rotorua), from 27th May 2025 to 29th May 2025. 		
Moved: C Betty	Seconded: K Ngataki	Carried: All
<ul style="list-style-type: none"> Move that the Board confirm one fixed-term middle management allowance (1MMA) for Mat Konamalai for timetabling again this year, commencing 28th January 2025 and ending 27th January 2026. 		
Moved: C Betty	Seconded: M McDowell	Carried: All
<ul style="list-style-type: none"> Move that the Board confirm the appointment of Tori Atkins to a permanent full-time position as a Physical Education and Health Teacher, commencing Monday 14th July 2025. At the commencement of her role at Tuakau College she will cover a maternity leave position, dependent on her successfully completing her teacher training and securing a LAT. Upon completion of the maternity leave position cover, Tori will continue working at Tuakau College as a permanent full-time Physical Education and Health Teacher. Both the maternity leave position and the permanent teaching position will still be advertised, as per legal requirements. 		
Moved: C Betty	Seconded: N Moore	Carried: All
<ul style="list-style-type: none"> Move that the Board confirm the appointment of Cate Harvey to a part-time fixed-term position as an Outdoor Education Technician, commencing 3rd February 2025 and ending 29th October 2025. 		
Moved: C Betty	Seconded: T Potts	Carried: All
<ul style="list-style-type: none"> Move that the Board confirm the appointment of Sophie Hall to a part-time fixed-term position as an Outdoor Education Technician, commencing 3rd February 2025 and ending 29th October 2025. 		
Moved: C Betty	Seconded: T Potts	Carried: All
<ul style="list-style-type: none"> Move that the Board confirm the appointment of Faye Withers to a part-time fixed-term position (0.8FTE) as a reliever, commencing 14th March 2025 and ending 27th January 2026. This appointment is for four days per week (Monday, Wednesday, Thursday and Friday). 		
Moved: C Betty	Seconded: K Ngataki	Carried: All
<ul style="list-style-type: none"> C Betty suggested the Board send a letter of congratulations to the Careers department for their work on the Franklin Schools Careers Expo last week. <p>Move the Board send a letter of congratulations to the Careers department for the Franklin Schools Careers Expo.</p>		

Moved: C Betty Seconded: K Ngataki		
<ul style="list-style-type: none"> C Betty advised that, as per discussion at the February Board meeting, the morning tea the Board is putting on for the staff to thank them for their work with our students achieving NZQA in 2024 will be on Thursday 3rd April 2025 at 10:50am in the staffroom. It would be great to see as many Board members there as possible! 		
C Betty moved his Principal's Report.		
Moved: C Betty	Seconded: K Ngataki	Carried: All

GENERAL BUSINESS	
Discussion	Actions
<ul style="list-style-type: none"> <u>Learning Support Proposal</u> <p>C Betty outlined to the Board the documents in the shared Google Drive folder regarding the Learning Support Proposal. C Betty suggested the Board form a small committee to put together a proposal/response to go back to the Ministry. C Betty said we need to strategically think ahead as it's not just buildings, it's staffing as well.</p>	<ul style="list-style-type: none"> C Betty to respond to the Ministry by email advising that the Board will work on determining the best option for the school.

IN COMMITTEE		
At 6:44 pm		
Moved into committee: K Ngataki	Seconded: C Betty	Carried: All
At 6:51 pm		
Moved out of committee: K Ngataki	Seconded: C Betty	Carried: All

KARAKIA MUTUNGA
M Preston

Board Meeting finished at 6:55 pm.

NEXT MEETING
Tuesday 29 th April, 2025