

Minutes of the Paraparaumu College Board
Held in the Conference Room: Te Manawa on Tuesday 21 May 2024 at 5.30 pm

Present: Mrs Michelle Mason - Presiding Member; Mr Lawrence Kirby; Ms Kate Cormack - Staff Representative; Mr Mark Robinson - Principal; Zoe Pearson; Martin Baker

In Attendance: Ms Diane Bradley - Board Secretary

1) Welcome and Karakia:

We joined together in reciting the Karakia.

2) Administration:

a. Welcome new board members

New board members Zoe and Martin were welcomed.

b. Apologies

It was noted that Paula Helms is on leave and Manit Desai away overseas.

**Lawrence / Kate
Board Approved**

c. Conflict of Interest

Nil

d. Minutes:

It was **RESOLVED** that the minutes of the meeting held on 26 March 2024 be accepted as a true and correct record of the meeting.

**Lawrence / Kate
Board Approved**

e. Matters Arising and Action Points:

Action point schedule was reviewed and updated.

- Goodspace and restraint implementation actions will be discussed later in the meeting.
- The school donation scheme opt-in option, funded by the Ministry was discussed and the request for an updated analysis to be completed to provide a strategic way forward.

Action 20230919-08 Updated
Update the school donation scheme paper to be presented at the next
finance committee.
Diane Bradley

f. Correspondence:

- It was confirmed that Martin will attend the NZSTA The Board's Role in Suspension Meetings Workshop in Kāpiti on 23 May.
- It was asked if the email from Tina Budd was responded to.

Action 20240521-01
Follow up to see if the email from Tina Budd has been acknowledged.
Mark Robinson

- In reference to the email from the Ministry of Education dated 11 April, Mark advised that the new Education Advisor, Jay Barr has since resigned.

All other correspondence noted.

g. Appointments to Finance and Property Committees

Both committees need at least two parent representatives on them. Zoe has confirmed she will join the property committee and Martin will join the finance committee.

h. Ratify motions passed via email:

From the email by Michelle Mason dated 10 April 2024 "I move that we select Zoe Pearson and Martin Baker as our new parent representatives on the Board"

Passed unanimously

From the email by Michelle Mason dated 2 May 2024 "I moved that the 2024 capital budget be used for the purchase and installation of the International Department portable building be increased to \$100,000 and the purchase of the van which was previously approved, be delayed until funds are available, possibly not until 2025."

Passed unanimously

From the email by Mark Robinson dated 13 May 2024 "I move that the board supports Peter Brown, Maria Nicholls, Dave Boyes, Candace Lorcet, Kim Kelly and Brenda McKenzie in their application for a one term sabbatical in 2025"

Passed unanimously

3) Strategic:

a. Strategic Plan 2024 - 2025

Noted

4) Monitoring:

a. Wellbeing:

Kate advised that staff have come back from holidays energised and curious about the new principal. Staff are still busy but not flat like they were at the end of last term.

b. Planning Calendar:

Planning calendar for 2024 was provided for reference and noted.

c. Attendance Report:

To be discussed during the Principal's report item.

d. Achievement:

Nil

e. Principal's Report:

Lawrence supported that he is interested in the strategic priority being a key discussion at each board meeting.

Mark advised that he will present the evidence from his meetings with SLT around the strategic plan to the board meetings to allow good discussions.

Mark discussed the Ministry's daily attendance dashboard which compares daily attendance rates for the college and around the district and the government's focus on attendance.

Action 20250521-02

Provide an attendance detailed report for the next board meeting.

Mark Robinson

Zoe asked around the education outside the classroom (EOTC) and the risks which fall on the board as their responsibilities.

Diane advised that the board delegated the EOTC review and approval process to the Associate Principal role, which is currently held by Andrea Stonehouse.

Action 20250521-03

Add the risk framework to the next board agenda.

Diane

The Principal's report for 17 May 2024 which had been circulated was taken as read.

It was **RESOLVED** that the Principal's report be received.

Michelle / Martin

Board Approved

f. Student Report:

The student's report for 17 May 2024 which has been circulated was taken as read.

It was raised around cellphone use during break times which was highlighted in Mani's report. Kate confirmed that she was impressed with the compliance of the rules around cellphones while in the library.

Mark confirmed that there is a good policy and procedure around cellphones. He will be reminding staff to ensure any incidents are recorded in Kamar to use as evidence.

Action 20250521-04

Provide a data report on cellphone use or confiscation from Kamar for the next board meeting.

Mark

It was **RESOLVED** that the Student report be received.

Lawrence / Kate

Board Approved

g. Uniform

Mark updated the board by saying that since he started he has had a number of requests for college hoodies. He indicated that students aren't wearing the college uniform well and in various states of attire. Mark noted that to add or not add a hoodie is actually a board decision and it might be time to look into this.

Michelle said that the majority of the student body is obviously not wearing the jerseys as they say they are itchy and for whatever reason not wearing the school jacket and this will need to be reviewed.

Kate agreed that this needs to be looked at, especially around the hoodies. It could eliminate the time staff spend on policing hoodies.

Lawrence asked for more conversations around the actual uniform, not just hoodies. Mark suggested a wider review, consultation and discussion for 2026 around uniform.

Diane presented a mockup hoodie made by Argyle (who are our current uniform provider), the current Sports Hoodie that has been ordered for sports teams from this year, and the one from Kāpiti College. She said that both the Argyle and Sports hoodies are not a match for PC colours and neither is the logo and that, with the intent to have our branding consistent - colour, logo etc., this should be part of a wider review of uniform, incorporating lava lava, turbans etc.

After a lengthy discussion it was decided that the purchase of the proposed sports hoodies be put on hold. Then there is an opportunity to review the entire uniform, the design, colours and fabric with consultation and present to the board.

It was decided that plain black jacket, plain black or navy blue hoodie and school jacket can be worn during this winter while a full uniform review is started. But it needs to be enforced that it is only these items.

Brand guidelines are to include sports uniforms and hoodies with implementation during 2025.

Mark suggested that a review process consultation be available for the next open evening on 17 June.

h. Policies Update:

- (i) Cellphone and other personal digital devices policy.

It was **RESOLVED** that the cellphones and other personal digital devices policy be approved.

**Lawrence / Kate
Board Approved**

- (ii) Term 2, 2024 policies to be reviewed and comments back to Diane before 25 June 2024.

i. Property Committee:

The property committee draft minutes for 13 May 2024 which had been circulated were taken as read.

Lawrence highlighted that we are still waiting for the go ahead of the 10 classrooms and the 10YPP process.

Mark updated the board around the camera installation in the toilets to tidy up the behaviour in these areas. On the 23 February it was announced in the weekly wrap that there was a proposal to install cameras in the block toilets and amending some areas to ensure privacy which resulted in limited response from the community. Mark also put the communication in last week's newsletter with zero response. Therefore, he proposes that cameras and changes be made to block toilets. Mark will consult with the student council next week and then email the students of the changes. Camera operation signs will be displayed.

Risk assessment to be completed to ensure everything is covered. The cameras will be used for vandalism, assaults and the trigger of the smoke alarms.

Action 20250521-05

**Complete an updated risk assessment with regards to installation of
cameras into block toilets.
Diane**

j. Finance Committee:

The finance committee draft minutes for 14 May 2024 which had been circulated were taken as read.

An update was given on the staff entitlement and operations grant and the lower number of students on the 1 March roll, which had an impact on the staffing entitlement and therefore funding. Diane assured the board that this is carefully managed but notified the board due to the amount in this case.

Additional staffing was requested from the action point paper that Grant provided for counsellors, this will be discussed further under other business..

Request to approve the purchase of a replacement wood band saw was sought.

It is **RESOLVED** that the Board approve the spending of \$2,973.90 (GST inclusive) for the bandsaw as an additional capital item in 2024.

**Lawrence / Michelle
Board Approved**

Diane provided an update on the 31 May financial accounts audit, which she indicates has been prolonged this year. Two new reports were requested by the auditors which will be submitted this week. These were 1) Evaluation of students progress and achievement and 2) Giving effect to Te Tiriti o Waitangi.

5) Other Business:

a. Health & Safety Update

Was included in the principal's report and taken as read.

b. Reports for noting

Michelle provided an update on the proposed Goodspace initiative which the guidance team would use. Grant Shearer submitted a request based on the projected numbers of additional students with high needs that will require counsellor support; this would be at least one full time equivalent of additional counsellor time. They would also welcome additional youth worker time.

The board is unable to fund the request at this stage and suggested splitting half of one year group over two terms. Mark also noted that there is a lack of space for the counselling team to meet with young people.

It was suggested that a budget conversation be had first and Grant be advised that consideration about budget needs to occur. Also the practicability of work space availability to accommodate the extra workload.

Present to the next board meeting the request.

**Action 20240521-06
Present to the next board meeting the request after budget and
accommodation availability.
Diane & Mark**

24-7 Term 4 Report

24-7 Term 4 Report was provided for reference and noted.

Board report post ICEF (International Consultants for Education and Fairs) and ANZA (Australia New Zealand Agent) fair
Report was provided for reference and noted.

c. Compliance with Minimising Physical Restraint Policies - Check In

Report was provided for reference and noted. Discussion to continue around the requirement for teacher aides to complete the training.

d. Public Excluded Business

It was **RESOLVED** that, in terms of Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, the public be excluded from this part of the meeting in order to protect the personal privacy of natural persons.

Kate / Martin

The meeting went into public-excluded session at **9.05pm**.

The meeting returned from public-excluded session at **9.45pm**.

6) Closing:

We joined together in reciting the closing Karakia.

Meeting finished at 9.46pm.

Next Meeting: Board Meeting to be held on Tuesday 25 June 2024 at 5.30pm

Presiding Member: 

Date: 25/06/24

Michelle Mason