

Minutes of the Paraparaumu College Board
Held in the Conference Room: Te Manawa on Tuesday 26 March 2024 at 5.30 pm

Present: Mrs Michelle Mason - Presiding Member; Mr Greg Selby; Mr Lawrence Kirby;
Ms Kate Cormack - Staff Representative; Mr Craig Steed - Principal; Mr Mani
Desai - Student Representative

In Attendance: Ms Diane Bradley - Board Secretary; Zoe Pearson

1) Welcome and Karakia:

We joined together in reciting the Karakia.

Grant Shearer presented to the board around Goodspace which is a digital wellbeing screening survey. It is a wellbeing platform for the ākonga at college. The presentation is to seek endorsement and support from the board. Grant noted there are 100 new referrals so far this year, in addition to those carried over from previous years. He is hoping this new initiative will help identify those that need the counsellor's time as priority and also identify those that don't come forward in seeking help. This also aligns with the college priorities around wellbeing. Grant sees this initially as a trial and then rolling out half a year group at a time during tūhono time. Families will receive communication about this prior to the survey being sent out. Grant noted that the survey does ask some sensitive questions and all the responses are stored confidentially. Grant felt this was the right thing to do for the college and is aware of the workload for his team.

Lawrence asked who owns the information collected, how is it stored and what are the security arrangements for the information? Grant will find out this information and report back.

Action Plan

What does Goodspace do with the data collected, how it is stored and secured.

Grant Shearer

Lawrence reiterated that we need good policies to support this initiative and the communication to our community must be clear. He also asked if we are able to resource this initiative appropriately. An option could be for the board to provide extra resources until the end of the year when the trial will be reviewed after surveying two year groups.

Action Plan

Align the Goodspace initiative with the college strategic plan to ensure staffing resources also align and are budgeted.

Craig Steed

It was **RESOLVED** that the board agreed in principle to the roll out of the digital wellbeing screening survey but with more information around capacity and resources to be provided.

**Michelle / Kate
Board Approved**

Mental Health & Wellbeing | Goodspace Schools | New Zealand

2) Administration:

a. Apologies

It was noted that Paula Helms is on leave.

**Lawrence / Kate
Board Approved**

b. Conflict of Interest

Nil

c. Minutes:

It was **RESOLVED** that the minutes of the meeting held on 20 February 2024 be accepted as a true and correct record of the meeting.

**Lawrence / Kate
Board Approved**

d. Matters Arising and Action Points:

Action point schedule was reviewed and updated.

- 2024 review and confirmation of Delegations was noted.
- 2024 review and confirmation of Committee Terms of Reference was noted.
- Cameras in the student bathrooms will be discussed later in the meeting.

e. Correspondence:

All other correspondence noted.

f. Ratify motions passed via email:

None

3) Strategic:

a. Strategic Plan 2024 - 2025

Noted

4) Monitoring:

a. Wellbeing:

Kate advised that staff wellbeing is a mixed bag and everyone is feeling it hard with the extra student numbers. Increase in behaviour management around the juniors is also currently needed. People are looking forward to Easter and term break as staff are feeling jaded in places. Kate noted that Craig is working on the cellphone management and the student behaviour around this change and how that will impact staff. Noted again the increase in student numbers and what support will be in place to support staff.

It was acknowledged about the support the senior deans are providing the new deans into the role.

b. Planning Calendar:

Planning calendar for 2024 was provided for reference and noted.

c. Attendance Report:

Reports provided for reference and noted.

d. Achievement:

Summary of annual reports was presented by Craig for the board to review and note. In response to Lawrence who asked if resubmission affects our achievement levels, Craig noted at this time of change there was also the

introduction of the learning recognition credits which is hard to compare. Overall level 1 endorsements were higher last year.

The provisional 2023 school leaver qualification report was provided for reference and noted.

e. Principal's Report:

Craig noted the forecast student numbers for 2025 and that there are only 10 places for out of zone in year 9s. Lawrence commented about the process and had feedback about how it worked.

The Principal's report for 23 March 2024 which had been circulated was taken as read.

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

**Michelle / Greg
Board Approved**

f. Student Report:

Manit highlighted summer sports week and Klara's poem which is going to be published in the New Zealand journal of sociology. The new cellphone policy has mostly seen compliance but some students have mentioned that surely it won't be monitored during interval and lunchtime.

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

**Lawrence / Craig
Board Approved**

g. Policies Update:

- (i) Assurance of policies for term 1, 2024 was recommended for the board.

It was **RESOLVED** that the board note the contents, review the topics that have actions and agree to accept the changes.

**Lawrence / Craig
Board Approved**

- (ii) Term 1, 2024 policies to be reviewed and comments back to Diane before 26 March 2024.

h. Property Committee:

The property committee draft minutes for 18 March 2024 which had been circulated were taken as read.

Lawrence talked about the interim solution to allow camera installation in student toilets and recommendations.

- Partitions between current cubicles raised 600mm (ABCD block) 900mm (F block) to allow cameras mounted near the top of the wall, but no view of students within a cubicle even if they were to stand on a toilet.
- Where practical, and easily implemented, partition urinals so that there is no view from cameras. Remove remaining urinals and cap off.
- Install cameras (cabling, licenses, POE devices) near the top of toilet walls with view of common areas but cannot see anything within a cubicle when door shut, and minimal visibility inside cubicle when door open.

It was **RESOLVED** that the Board approve \$13,000 including GST from board funds to complete this work.

**Greg / Michelle
Board Approved**

Lawrence advised that the Ministry led projects are currently under review.

i. Finance Committee:

The finance committee draft minutes for 19 March 2024 which had been circulated were taken as read.

It is **RESOLVED** that the Board approve \$3,249 excl GST as additional security expense not previously budgeted.

**Greg / Michelle
Board Approved**

It is **RESOLVED** that the Board approve for Michelle Mason and Mark Robinson to be account owners of the BNZ and ASB Paraparaumu College bank accounts.

**Lawrence / Manit
Board Approved**

It is **RESOLVED** that the Board approve to issue Mark Robinson with a BNZ visa with a credit limit of \$10,000.

**Kate / Michelle
Board Approved**

The impact of 1 March roll return on staffing entitlement and operations grant was discussed.

It is **RESOLVED** that the Board note the budget impact of the 1 March roll return and the additional funding that will likely be needed to be found from existing budgets to cover the shortfall in funding for the number of teachers employed.

**Lawrence / Manit
Board Approved**

5) Other Business:

a. Health & Safety Update

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

b. Reports for noting

2023 Sport Dashboard and CSW census 2023 was provided for reference and noted.

c. Compliance with Minimising Physical Restraint Policies - Check In

Action Plan
Obtain an update from Tim Seymour around implementation.
Craig Steed

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 / Greg

The meeting went into public-excluded session at **7.44pm**.

The meeting returned from public-excluded session at **8.27pm**.

6) Closing:

We joined together in reciting the closing Karakia.

Meeting finished at 8.28pm.

Next Meeting: Board Meeting to be held on Tuesday 21 May 2024 at 5.30pm

Presiding Member: 

Date: 21/05/24

Michelle Mason

