

**MINUTES OF THE MEETING OF THE BOARD OF PAKURANGA COLLEGE
HELD IN THE BOARDROOM ON MONDAY 17th JUNE 2024 AT 7:00PM**

Present: N Troghear (Presiding Member)
A Bannister (Parent Rep)
J Maclean (Parent Rep)
M Turinsky (Parent Rep)
J Fletcher (Parent Rep)
A Kefu (Parent Rep)
A Plom (Student Rep)
B Payne (Staff Rep)
B Merchant (Principal) in attendance
C Dennis (Board Secretary) in attendance

Apologies: P Schmidt (Parent Rep)

<p>MINUTES</p>
<p>MEETING OPENING / WELCOME</p> <p>The meeting opened at 7:00pm with the Karakia led by B. Merchant.</p> <p>N. Troghear welcomed all Board members present including Deputy Principal’s L Tomlinson, M Perkins and S Bryson in attendance.</p>
<p>CONFLICT OF INTEREST</p> <ul style="list-style-type: none">• N. Troghear’s declaration of a conflict of interest as a result of her employment as a Teacher at Botany Downs Secondary College, a Staff Representative on the school Board of Botany Downs Secondary College and as a parent of an employee at Pakuranga College.• J. MacLean’s declaration of a conflict of interest as a result of her employment as administration staff at Wakaaranga Primary School.• B. Payne’s declaration of a conflict of interest as a result of being a Trustee on the Sowers Trust Board.• M. Turinsky’s declaration of a conflict of interest as a result of being on the Howick Local Board and his wife Jewel being an employee of the Sowers Trust.• A. Bannister’s declaration of a conflict of interest as a result of his employment as a Deputy Principal at Howick College.
<p>PRESENTATIONS</p> <p>The Board received updates from members of the Senior Leadership Team in the following areas:</p> <ul style="list-style-type: none">➤ Curriculum update - presented by Deputy Principal, Lucy Tomlinson.➤ Student Engagement & Wellbeing update – presented by Acting DP, Michelle Perkins.➤ Pedagogy update – Presented by Acting DP, Sarah Bryson.

MATTERS FOR DECISION

Minutes of the last meeting:

Motion:

“That the Board approves the minutes from the Board meeting of Monday 13th May 2024 as a true and accurate record.”

Moved: J Maclean / **Seconded:** N Troughear

Carried.

Policy Review:

1. Child Protection Policy

At their recent visit the Education Review Office recommended that we implement a stand-alone Child Protection Policy. A draft version was tabled at the Board meeting. The Board spent time in discussion and agreed that further research was needed. A final draft will be tabled for approval at the August meeting.

2. Personnel Policy

This policy is due for review this month as part of the regular policy review cycle. There were only minor changes required in relation to the Principal performance management. The Board spent time discussing SLT mentoring and appraisals.

Motion: *“That the Board approves the Personnel Policy.”*

Moved: J Maclean / **Seconded:** N Troughear

Carried.

3. Pakuranga College Foundation Trust

This policy is due for review this month as part of the regular policy review cycle. N. Troughear provided a background of how this policy came about in 2021. No changes or additions have been made.

Motion: *“That the Board approves the Pakuranga College Foundation Trust Policy.”*

Moved: N Troughear / **Seconded:** A Bannister

Carried.

School Docs:

School Docs is becoming increasingly popular with surrounding secondary schools who have adopted this system. The Board agreed to explore this option further. More information to be presented at the next Board meeting.

Proposed Japan Trip 2025:

Permission was requested by Miss L. Cumberland (HOF – Languages) for approval from the Board to take a group of students studying Japanese in Year 11 and 12 to Japan on a school trip in 2025. The trip would take place during the April school holidays. The host school will be our sister school in Toyama Prefecture. The approval in principle is required for planning to commence but is subject to further approval from the Board once additional information has been presented.

Motion:

“That the Board approve in principle, the request for a 2025 Japan Trip, to allow for planning to commence.”

Moved: A Bannister / **Seconded:** J Maclean

Carried.

Proposed Italy Trip 2025:

Permission was requested from the Board to take a group of students studying Visual Art and Art History in Year 12 and Year 13 to Italy on a school trip in 2025. The trip would take place during the July school holidays. The approval in principle is required for planning to commence but is subject to further approval from the Board once additional information has been presented.

Motion:

“That the Board approve in principle, the request for a 2025 Italy Trip, to allow for planning to commence.”

Moved: A Bannister / **Seconded:** J Maclean

Carried.

2025 Prospectus and Donation Scheme:

B. Merchant provided the Board with a proof of the 2025 School Prospectus. The Board were pleased with the update, and it was agreed that we would OPT IN to the donation scheme once again for 2025.

Motion: *“That the 2025 Prospectus be approved.”*

Moved: A Bannister / **Seconded:** N Troghear

Carried.

Motion: *“The Board approves that Pakuranga College OPT IN to the Donations Scheme for 2025.”*

Moved: A Bannister / **Seconded:** N Troghear

Carried.

School Uniform:

It was brought to the Board’s attention that the school has received reports from parents that the current school jacket is not fit for purpose as it is not waterproof. The Sports Director has also reported the current lighter sports jacket and track pants, which are used for teams that represent the school at tournaments, is dated with the jacket also not waterproof and the trackpants being uncomfortable.

The school is working with SAS uniform supplier around options for a new uniform jacket that is waterproof and the lighter sports jacket, also waterproof with new track pants. There will be consistency with the logos on the jackets and a possibility of the school’s name to be printed in reflective material as an added safety feature. Samples are in process and pricing will be comparative to existing costs.

Year 13 mufti and the lavalava was also discussed. It was agreed that obtaining feedback through community consultation would be very valuable. Mr Merchant is working on a community survey and will present a draft to the Board once ready.

Motion: *“That the Board approve the addition of a new school jacket and new track pants.”*

Moved: A Bannister / **Seconded:** A Plom

Carried.

MATTERS FOR DISCUSSION

Property & Finance Report:

B. Merchant provided an update of the Property Report. The 10 YPP is still back and forth with the MOE. Heat pumps have been recommended but we have queried a few things. Addition to report is the cricket wicket – a current H&S issue. Rugby posts cannot be removed and are also a hazard.

A proposal was made to relocate the cricket wicket. If not replaced, no senior games will be possible in Term 4. The Board approved the request to proceed with moving the cricket wicket.

Motion:

“That the Property & Finance report of 5th June be accepted.”

Moved: N Troghear / **Seconded:** J Maclean

Carried.

Principal’s June 17th Report:

Presented by B. Merchant, the Principals report for the June Board meeting including the following reporting areas: ERO evaluation visit; Māori success and achievement; proposed SLT structure; NZQA Principal’s nominee and literacy and numeracy co-requisites; verbal report evenings; Guidance and Hauora report summary; stand downs and suspensions; Pasifika development update; 2025 curriculum plan; 2025 enrolments and prospectus and the donation scheme.

Questions were welcomed.

The Board discussed the ERO (unconfirmed) report which arrived late on Friday afternoon. The College has 10 days to respond. There are a couple things that SLT would like to challenge. The final confirmed ERO report should be ready for review at the next meeting.

With the appointment of a new permanent Principal, it was agreed that now would be a good time to review the Senior Leadership Team structure. A detailed discussion followed. B Merchant proposed two options to the Board and the preference was to go with Option 1 which includes a Principal, an Associate Principal and five Deputy Principals. The benefit of this option is that having roles outside of the structure allows for wider leadership opportunities and development for other staff. Option 1 is also cheaper than the second option presented.

B. Merchant to confirm the time frame for the recruitment of a new permanent Associate Principal and permanent Deputy Principal.

Motion: *“That the Board approve the appointment of a new permanent Associate Principal and permanent Deputy Principal, with the responsibilities of day relief, Principal’s nominee, student teachers and timetabling to fall outside of the structure.”*

Moved: N Troghear / **Seconded:** J Maclean

Carried.

Motion: *“That the Principal’s report be accepted by the Board.”*

Moved: N Troghear / **Seconded:** A Bannister

Carried.

GENERAL BUSINESS

N Troghear suggested a Board and SLT members retreat in Term 3 for the purpose of strategic planning. The importance of community consultation beforehand was raised and this idea was opened to the Board for suggestions and discussion. B. Merchant is working on a community survey to be sent out early in Term 3. Board Secretary to make enquiries for a suitable venue to host the event.

IN COMMITTEE ITEMS TO BE RELEASED TO MAIN MINUTES

The following motions were passed:

Motion:

"That the Board approve Abigail Marshall's request for unpaid leave of 10 days from 2nd December 2024 – 13th December 2024."

Motion:

"That the Board approve Kelly An's maternity leave request for 7 months from 27 September 2024 – 28th April 2025."

IN COMMITTEE

The Board went into committee at 9:25pm.

Motion:

"That the Board including Mr. B Merchant go 'into committee' to discuss matters relating to staff members and students and matters of a commercially sensitive nature, this being necessary to protect the privacy of the individuals under Section 9 of the Official Information Act 1982."

Moved: A Bannister / **Seconded:** J Maclean
Carried.

The Board moved out of Committee at 9:40pm.

MEETING CLOSURE

The meeting closed with Karakia at 9:42pm.

Signed:


N Troghear – Presiding Member

Date:

05/08/2024.

(The next Board meeting will be held on Monday 5th August 2024 at 7:00pm.)