

# MINUTES OF THE MEETING OF THE BOARD OF PAKURANGA COLLEGE HELD IN THE BOARDROOM ON MONDAY 5<sup>th</sup> AUGUST 2024 AT 7:00PM

**Present:** N Troghear (Presiding Member)  
J Maclean (Parent Rep)  
P Schmidt (Parent Rep)  
A Plom (Student Rep)  
B Payne (Staff Rep)  
B Merchant (Principal) in attendance  
C Dennis (Board Secretary) in attendance

**Apologies:** A Kefu (Parent Rep)  
M Turinsky (Parent Rep)  
J Fletcher (Parent Rep)

## MINUTES

### MEETING OPENING / WELCOME

The meeting opened at 7:00pm with the Karakia.

N. Troghear welcomed all Board members present and acknowledged the recent resignation of Mr Adam Bannister, thanking him for his contribution to the Board and his commitment to our Kura over the past four years.

### CONFLICT OF INTEREST

- 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.

### MATTERS FOR DECISION

#### Minutes of the last meeting

**Motion:**

*"That the Board approves the minutes from the Board meeting of Monday 17<sup>th</sup> June 2024 as a true and accurate record."*

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

## Policy Review

### **Child Protection Policy**

At their recent visit the Education Review Office recommended that Pakuranga College implement a stand-alone Child Protection Policy. An initial draft version was tabled at the June Board meeting. After consultation with P. Schmidt and the school's designated child protection person referred to in the policy, further info was added, and edits were made. A final draft was tabled for approval by the Board.

**Motion:** "That the Board agrees to adopt the proposed (standalone) Child Protection Policy."

**Moved:** N Troghear / **Seconded:** B Merchant

Carried.

### Proposal – Pak College Entranceway

A proposal for the development of the entrance way to our Kura was emailed to all Board members on 8/07/2024 and discussed around the table at the meeting. Things such as rubbish/litter disposal, camera surveillance and lighting were considered. It was agreed that the cost would comfortably fit in this year's budget and approved to be put out to tender.

**Motion:** "That the Board approve the landscaping proposal for the development of the entrance way to Pakuranga College."

**Moved:** P Schmidt / **Seconded:** J Maclean

Carried.

### 10YPP Approval of Projects

B. Merchant provided a presentation outlining the 10YPP template with all the agreed projects from the recent planning meeting held with the Ministry. This was followed by a detailed discussion between Board members.

**Motion:** "That the Board approve the **2024/25** 10 Year Property Plan for Pakuranga College."

**Moved:** P Schmidt / **Seconded:** J Maclean

Carried.

### Upgrade of T1 to Commercial Kitchen

**Motion:** "That the motion for the approval of \$306k from reserves for the upgrade of T1 to Commercial Kitchen presented by email 25 June 2024 and approved by email by N Troghear, A Kefu, J MacLean, A Banister, A Plom, B Payne and P Schmidt be ratified."

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

Carried.

### PPTA Branch Resolution Concerning Charter Schools

B. Merchant provided some insight and explained more about what it means to be a Charter School. In response to the governments "Education and Training Amendment Bill" which proposes a mechanism that allows for state schools to be converted to a charter school by their Board, or through the direction of the Associate Minister of Education, if the minister deems a school to be underperforming or due to other government priorities, the Board agreed that Pakuranga College would not seek to become a Charter School.

**Motion:** "The Pakuranga College Board resolve that with the current information available to us, Pakuranga College will not seek to become a Charter School."

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

Carried.

### **Trust Funding Application**

A request was received from Sports Director, Clive Daniels to apply for funding from the Four Winds Foundation to purchase a school van.

**Motion:** *“The Pakuranga College Board approve an application to Four Winds Foundation for \$60,000 to purchase a school van/minibus.*

**Moved:** N Troghear / **Seconded:** P Schmidt  
Carried.

### **MATTERS FOR DISCUSSION**

#### **Property & Finance Report**

P. Schmidt spoke to the Property Report. There has not been much change since the last report. The College is still sitting in a healthy surplus and receiving good interest rates on savings. Pleased to note that we have exceeded our international student numbers target.

**Motion:**

*“That the Property & Finance report of 31<sup>st</sup> July be accepted.”*

**Moved:** J Maclean / **Seconded:** P Schmidt  
Carried.

#### **Principal’s August 5<sup>th</sup> Report**

Presented by B. Merchant, the Principals report for the August Board meeting included the following reporting areas: Teacher Only Day; 2025 Enrolments; 2024 Attendance Report; Term 3 EOTC Report; Predicted NCEA Results; Māori Development Update; International Students Report; Upcoming Student Elections; Charter Schools; ERO School Evaluation Report; Pak College Entrance Way Project and Support Staff Appraisals.

Questions were welcomed.

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

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

### **GENERAL BUSINESS**

None.

### **CORRESPONDENCE**

*All correspondence that is operational and can be done under the Principal’s delegation is dealt with in that way. Other correspondence is dealt with by the Presiding Member and if the whole Board needs to know, then that correspondence is circulated. Bigger issues are reported on through the Board Operations.*

- **2023 Audit Management Letter received on 30/05:**

The audit of the financial statements for the year ended 31 December 2023 has been successfully completed. The Board acknowledged the Business Manager, Carol Stephenson for her diligence and hard work.

## IN COMMITTEE

The Board went into committee at 8:23pm.

**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:** N Troghear / **Seconded:** B Merchant

Carried.

The Board moved out of Committee at 8:45pm.

## IN COMMITTEE ITEMS TO BE RELEASED TO MAIN MINUTES

The following motions were passed:

**Motion:**

"That the Board approve Martin McCormack's request for 8 weeks leave to return home to Scotland for a family emergency."

**Moved:** B Merchant / **Seconded:** S Schmidt

Carried.

**Motion:**

"That the Board approve Darren Jardine's request for 2 weeks leave to return home to Ireland for a family emergency."

**Moved:** B Merchant / **Seconded:** S Schmidt

Carried.

**Motion:**

"That the Board approve the extension of refreshment leave for Olivia Sanders until the end of 2025."

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

Carried.

**Motion:**

"That the Board approve Daisy Xu's request for leave from 1<sup>st</sup> – 15<sup>th</sup> December to participate in this year's Chinese Immersion Programme being held in Beijing."

**Moved:** B Merchant / **Seconded:** J Maclean

Carried.

## MEETING CLOSURE

The meeting closed with Karakia at 8:48pm.

Signed:

  
N Troghear – Presiding Member

Date:

23/08/2024

(The next Board meeting will be held on Monday 9<sup>th</sup> September 2024 at 7:00pm.)