

**MINUTES OF THE MEETING OF THE BOARD OF PAKURANGA COLLEGE
HELD IN THE BOARD ROOM ON MONDAY 21ST OCTOBER 2024 AT 7:00PM**

Present: N Troghear (Presiding Member)
P Schmidt (Parent Rep)
M Turinsky (Parent Rep)
J Fletcher (Parent Rep)
J Maclean (Parent Rep)
K Bigwood (Parent Rep)
B Payne (Staff Rep)
A Plom (Student Rep)
B Merchant (Principal)
S Hewetson (Associate Principal) in attendance
C Dennis (Board Secretary) in attendance

Apologies: A Kefu (Parent Rep) – attending the Pasifika Success Night

MINUTES

MEETING OPENING / WELCOME

The meeting opened at 7:08pm with the Karakia led by B. Merchant.

N. Troghear welcomed all Board members and Associate Principal, Sharon Hewetson.

CONFLICT OF INTEREST

The Board reviewed the Conflicts of Interest to ensure that all was relevant and up to date.

- 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.
- 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.
- B. Merchant’s declaration of a conflict of interest as a result of his wife being a Teacher (Head of Faculty – Science) at Pakuranga College.
- K. Bigwood’s declaration of a conflict of interest as a result of her employment as a Deputy Principal at Kings College, and as a parent of an employee at Pakuranga College.

MATTERS FOR DECISION

Minutes of the last meeting

Board members reviewed the minutes of the previous meeting and there were no amendments to be made.

Motion:

“That the Board approves the minutes from the Board meeting of Wednesday 11th September 2024 as a true and accurate record.”

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

Policy Review

The Delegation of Authority policy was last reviewed in February 2024, but required an update due to the recent appointment of Billy Merchant as the new Principal and Sharon Hewetson as the new Associate Principal. No other changes were made to the policy.

Motion:

“That the Board approves the amendment of the Delegation of Authority policy to include B Merchant as the Principal and S Hewetson as the Associate Principal.”

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

Appointment of a Deputy Presiding Member

With the recent resignation of Adam Banister, the Board agreed that a new Deputy Presiding Member needed to be appointed.

Nominations were called for from the Presiding Member. P. Schmidt was nominated. No further nominations were received. P. Schmidt was elected Deputy Presiding Member.

Motion:

“That the Board approve the appointment of Philip Schmidt as the next Deputy Presiding Member of the Pakuranga College Board.”

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

2026 International Student Fees

The proposed international fees for 2026 have been increased by \$500 for a full year; \$250 for a semester and \$100 for one term. The increase will help to absorb the NZQA fee of \$383.00 while still keeping Pakuranga College very competitive with other schools.

Motion:

“That the Board approves the proposed 2026 Int. Student Fees included in the October Principals Report.”

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

2026 Proposed Year 13 Uniform Changes

B Merchant spoke to the proposed uniform changes which have been postponed to 2026 instead of 2025. The process includes consultation (surveys have already sent out) and focus groups, with ideas to be presented at the start of Term 1.

This pause has provided an opportunity to consult on existing uniform items; to ascertain how our uniform prices compare with other secondary schools and to ensure that we are providing value to our community.

It came through very clearly in the survey results that our Year 13 students want to be different. Financial implications are being considered.

It was agreed that the Board would be kept up to date with the progress.

Motion:

"That the Board is fully supportive of the proposed changes to the Year 13 Uniform in 2026."

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

Carried.

2025 Kaitiaki Māori Position

B. Merchant spoke to the proposed introduction of a new Kaitiaki Māori Position in 2025. Detailed information including a job description was provided in the Board Report. The Senior Leadership Team is very excited about the introduction of this new role.

Motion:

"That the Board approves the creation of a new internal position at the College, Te Ao Māori Kaitiaki, commencing 28/01/2025."

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

Carried.

2025 Board Meeting Dates

The proposed dates were reviewed and agreed.

Motion:

"That the Board approves the suggested 2025 Board Meeting and Property and Finance Meeting Dates."

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

Carried.

MATTERS FOR DISCUSSION

Property & Finance Report

Presented by P Schmidt and discussed around the table.

Motion:

"That the Property & Finance report of 26th September be accepted."

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

Carried.

Principal's October 21st Report

Presented by B. Merchant, the Principals report for the October Board meeting included the following reporting areas: Predicted NCEA Results; Leavers Data; 2025 Term Dates; Student Election Results; 2025 Student Leaders; 2024 Attendance Report Update; EOTC Report for Term 3 & 4; 2024 Winter Sports Review; International Students Report; and an update on Personnel, Staffing and Recruitment.

A very sincere and robust discussion was had around the predicted NCEA results which everyone agreed are rather concerning. The Board took time to ask questions; to understand and to discuss what could be done differently to improve these outcomes for our kura, and to ensure that we are not unintentionally disadvantaging the students who need our help the most.

The Board is genuine about their intention to invest more in student outcomes and to do what is needed to get the results up. B Merchant to consult with the Senior Leadership Team and provide feedback to the Board.

Motion: *“That the Principal’s report of 21st October be accepted by the Board.”*

Moved: B Merchant / **Seconded:** A Plom
Carried.

Update – Student Elections

Nominations opened on 28th August and closed on 3rd September. 7 nominations were received. Voting took place electronically. On 23rd September Abby Plom was announced as our successful candidate for 2024-2025 with 273 votes. The Board congratulated Abby and spoke about how valuable it is to have the continuity of her representation for students.

Feedback RE Board and SLT Strategic Planning Retreat

N Troghear asked all Board members to share one point or key learning area taken away from the recent Board and Senior Leadership Team strategic weekend held in August.

- Everyone agreed that it was very productive and that a lot more was achieved by having an over night experience.
- It was very beneficial to have the new Deputy Principal and new Associate Principal present with the rest of the Senior Leadership Team. Connections between the SLT and Board Members was a valuable outcome.
- It was good for the Board to see the impact of some of their past decisions.
- “Accountability” came through very strongly from all and in all areas.
- “Excellence” and “partnership”
- The recent survey revealed that staff, parents and students all seem to be on the same page.

N Troghear thanked everyone for giving up their time and for their dedication to Pakuranga College.

Board Continuity Planning

With Board elections coming up in September next year, N Troghear requested that members start thinking about their intentions.

Future Building Projects

Some time was spent in discussion over the future building projects that are needed around the school.

- A significant amount of money will be spent this year and next year to revamp classrooms; this is already underway.
 - The wharenuī will take time as this requires lots of iwi consultation.
 - The Hall is tired and needs a new roof.
 - Music block classrooms require attention.
- Among other ideas and suggestions. These are just some of the options that are being explored.

B Merchant to prepare a list of projects; the order in which they should be progressed and rough costings for further consideration.

The Board would also like to look at how to improve sports participation and what would be required to make the necessary improvements.

End of Year Staff Acknowledgement

Board members discussed what could be done to show staff appreciation and to ensure that our staff feel valued. A list of what is currently being done had been prepared by the Business Manager. After considering a few ideas, the Board agreed that the end of year Christmas Lunch would be paid for in full, and to start providing staff jackets to all staff members.

Motion:

“In recognition of what the staff do for Pakuranga College, the Board agreed that the end of year Christmas lunch would be fully paid for, and that staff jackets would be provided to all staff members.”

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

SUGGESTED ITEMS FOR THE NEXT MEETING

None.

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.

IN COMMITTEE

S Hewetson left the meeting as the Board moved into committee at 8:40pm.

Motion:

“That the Board 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 Troughear / **Seconded:** J Maclean
Carried.


There were no in committee items to be released to the main minutes.

The Board moved out of Committee at 9:04pm.

MEETING CLOSURE

The meeting closed with Karakia at 9:05pm.

Signed:


N Troghear – Presiding Member

Date: 25th November 2024

(The next Board meeting will be held on Monday 25th November 2024 at 7:00pm.)