

**MINUTES OF THE MEETING OF THE BOARD OF PAKURANGA COLLEGE
HELD IN THE BOARD ROOM ON MONDAY 25th NOVEMBER 2024 AT 7:00PM**

Present: N Troghear (Presiding Member)
P Schmidt (Parent Rep)
J Maclean (Parent Rep)
B Payne (Staff Rep)
A Plom (Student Rep)
B Merchant (Principal)

In Attendance: S Hewetson (Associate Principal)
C Dennis (Board Secretary)

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

MINUTES
<p>MEETING OPENING / WELCOME</p> <p>The meeting opened at 7:07pm. N. Troghear welcomed all Board members which was followed by the Karakia.</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.• 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 Monday 21st October 2024 as a true and accurate record.”

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

Policy Review

There were no policies to be reviewed at the November Board meeting.

MATTERS FOR DISCUSSION

Property & Finance Report

P Schmidt spoke to the property and finance report which was briefly discussed as there has not been any significant change since the last meeting.

B. Merchant provided an update on various projects, including the Rive Block, commercial kitchen upgrade, and entranceway improvements. Classroom upgrades will be phased over two to three years, and initial steps for the astro cover project are underway. Overall, the projects are progressing well, with some ahead of schedule. The predicted surplus will change as we have had some savings.

Motion:

“That the Property & Finance report of the meeting held on 30th October be accepted.”

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

Principal’s November 25th Report

Presented by B. Merchant, the Principals report for the November Board meeting included the following reporting areas: 2024 Senior Prizegiving; Latest and Final Predicted NCEA Results; NCEA Catch Up Programme; Uniform Update; 2025 Head Students; 2024 Health Consultation; 2024 Co-curricular Summary; 2024 Sport Participation Summary; Stand Downs and Suspensions; Current Building Projects; and an update on Personnel, Staffing and Recruitment.

Student Performance and Strategic Planning

During discussion some concerns were raised about student performance, particularly in external exams. Plans are in place to improve student performance through mentoring and curriculum focus. Strategic plans for next year include increased mentoring and curriculum development to address these issues.

Exam Participation

Discussion on the importance of students sitting for external exams to develop exam techniques and prepare for future academic or vocational challenges.

School Uniform Costs

Comparison of school uniform costs with other schools and considerations for introducing new uniform items, including a waterproof jacket and optional blazers.

Co-curricular Activities

Analysis of student participation in co-curricular activities, with a focus on increasing engagement and addressing the decline in certain year groups.

Sports Participation

Review of sports participation rates post-COVID, with a focus on increasing involvement through social sports and strategic budget allocation.

Motion: *“That the Principal’s report of 25th November be accepted by the Board.”*

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

Carried.

Review Annual Plan 2024

The team is asked to reflect on the year's achievements and challenges, acknowledging disruptions but recognizing progress. The school aims to continue using culturally responsive pedagogies, emphasizing strong relationships and high expectations.

Some time was spent in discussion around the balance between retaining students for longer-term benefits and the challenges of academic achievement. The number of year 12 students staying for year 13 has increased. While we are very proud of this, some students are still not achieving despite all the efforts. We are hopeful that with the increased resource on mentoring this will make a difference and a positive impact. Year 13 students should be returning with an ACADEMIC PURPOSE. Even if that purpose is to determine what their career path will be.

Strategic Plan 2025

Moving forward, the school will be focusing on simplifying its strategic plan. B. Merchant outlined the proposed strategic plan for 2025 and included the slides from the recent Teacher Only Day.

The meeting discussed strategies to enhance educational outcomes, focusing on assessment for learning, culturally responsive learning, and restorative practices. The faculty structures will be reorganized to include WSL's for Curriculum and Pastoral Support, aiming to improve mentoring and faculty goals.

A review of various school practices is planned, including the number of subjects offered, study periods, and staff morale. The reviews aim to assess the impact of current practices and make necessary changes. A Deputy Principal has been assigned to each individual review point to be completed by the end of Term 2, 2025. (This also came out the strategic weekend away with the Board and Senior Leadership Team earlier in the year.)

The school values are due for a review to ensure they remain relevant. The strategic plan will be revised to improve clarity and focus, with an emphasis on student-centric goals.

International Department – NZQA Annual Review

The International Department reported a successful year with increased student numbers, contributing to a surplus. B Merchant confirmed that the NZQA Annual Review has been completed and Pakuranga College is fully compliant with the code / regulations.

SUGGESTED ITEMS FOR THE NEXT MEETING

- Clive Daniels to present his plans for sports participation at an early board meeting next year.
- Board members to meet on Wednesday 4th December at 6pm to approve the budget, followed by the Board end of year dinner.

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.

- Letter dated 29/10/2024 from Silks Audit Chartered Accountants RE Audit Fee Proposal for the years ending 31 December 2024, 2025, and 2026: The proposal and fees require acceptance by the Board.

Motion:

"That the Board accept the proposal and fees from Silks Audit Chartered Accountants to carry out the audits of Pakuranga College for the three financial years ending 31 December 2024, 2025, and 2026."

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

Carried.

- Letter dated 11/11/2024 from New Appointments National Panel RE Appointment of Kahui Ako Across School Leader. Congratulations to Dave Corner who has been appointed as the next ASL.

IN COMMITTEE

Associate Principal, S Hewetson left the meeting as the Board moved into committee at 8:30pm.

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:** B Merchant

Carried.

IN COMMITTEE ITEMS TO BE RELEASED TO MAIN MINUTES

The following motions were passed:

Motion:

"That the Board approve Farisha Sahid's request for maternity leave from 21st March 2025 – 27 January 2026."

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

Carried.

Motion:

“That the Board approve Nicola Pietersen’s request for unpaid leave of 2 – 3 weeks in June 2025 to go travelling.”

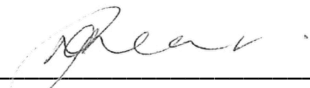
Moved: B Merchant / **Seconded:** N Troghear
Carried.

The Board moved out of Committee at 8:53pm.

MEETING CLOSURE

The meeting closed with Karakia at 8:55pm.

Signed:



N Troghear – Presiding Member

Date: 03/02/2025

(The next Board meeting will be held on Wednesday 4th December 2024 at 6:00pm – Budget Approval)