

MINUTES OF THE MEETING OF THE BOARD OF PAKURANGA COLLEGE HELD IN THE BOARD ROOM ON MONDAY 3rd FEBRUARY AT 7:00PM

Present: N Troughear (Presiding Member)
P Schmidt (Parent Rep)
J Maclean (Parent Rep)
J Fletcher (Parent Rep)
M Turinsky (Parent Rep)
K Bigwood (Parent Rep)
A Kefu (Parent Rep)
B Payne (Staff Rep)
A Plom (Student Rep)
B Merchant (Principal)

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

Apologies: K Bigwood (Parent Rep)

MINUTES

MEETING OPENING / WELCOME

The meeting opened with Karakia at 7:08pm.

The board formally expressed condolences to Kelly Bigwood for the loss of her husband Steve, acknowledging his extraordinary character and discussing potential support for Kelly and her family.

CONFLICT OF INTEREST

- N. Troughear'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.

BOARD GOVERNANCE AND PLANNING FOR THE UPCOMING YEAR - ELECTION OF OFFICERS

The meeting began with the election of officers, including the chair and deputy chair. Nicola was nominated and accepted as the chair, while Phil was nominated and accepted as the deputy chair. The discussion also covered the roles of finance and property chair and health and safety committee, which is to remain the same, in that Phil will continue as the chair of finance and property.

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 25th November 2025 as a true and accurate record.”

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

Policy Review

The Board is required to approve the delegations annually. The board reviewed the delegations of authority policy, confirming the flow of authority from the Principal to the Associate Principal, and then to Deputy Principal, K Kandasamy. They also discussed the removal of the outdated finance administrator role and clarified the process for pupil stand-downs and exclusions / expulsions.

An amendment was made to the Delegation of Authority Policy on page 3, point 6 *Signing Authority*: The Finance Administrator was replaced with The Associate Principal, which would allow the Associate Principal authority to be second signature. This change was accepted by the Board.

Motion:

“That the Board accepts the amendment to the Delegation of Authority Policy providing the Associate Principal with authority to act as second signature.”

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

Board Annual Work Plan

A draft version of the 2025 Annual Work Plan was presented to the Board for suggestions.

The annual work plan was reviewed, highlighting the upcoming board elections in September and the need for strategic planning. The board discussed the inclusion of DP presentations on their portfolios and the importance of student health and safety legislative requirements with the upcoming EOTC audit.

A final version will be presented at the next meeting for approval by the Board.

MATTERS FOR DISCUSSION

Board Succession Planning

The board discussed succession planning for the upcoming elections, emphasizing the importance of maintaining stability and continuity. They considered co-opting new members to ensure a diverse range of

voices and experiences. M Turinsky indicated that he does not intend to stand again. N Troghear thanked him for his transparency and encouraged other members to chat to her if they were feeling uncertain.

N. Troghear reminded all Board members about the Code of Conduct that needs to be adhered to as a Board member which includes being of good character and respecting the confidentiality of the role. Board Secretary to circulate a copy of the Code of Conduct to all Board members.

The Board briefly discussed the possibility of hosting evenings to promote the upcoming Board elections. It was agreed that the triennial elections be set for September 10th and student representative elections set for September 4th.

Motion:

“That the Board approve the date of 4th September 2025 for Student Elections.”

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

Carried.

Motion:

“That the Board approve the date of 10th September for the Triennial Board Elections”

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

Carried.

Principal’s February 3rd Report

Presented by B. Merchant, the Principals report for the February 3rd Board meeting included the following reporting areas: Start of the year; Teacher Only Day; Peer Support Camps; Year 9 Meet the Whanau Teacher Evenings; Provisional NCEA Results 2024; NCEA Catch Up Programme; Strategic Planning; 2025 SLT Roles; Updated Student Numbers; International Students; and an update on Personnel, Staffing and Recruitment.

Time was spent in discussion and questions were welcomed. The Principal's Report highlighted the successful start of the year with full staffing and improved student results. Level 3 results have increased, reversing a three-year downward trend. The school is above national averages in several areas; however, challenges remain with male achievement and literacy, particularly for ESOL students.

Educational curriculum concerns

M Turinsky gave an example of issues in Portland schools not teaching basic curriculum due to political reasons, highlighting the importance of learning habits taught at home. N Troghear the importance of teacher accountability and creating engaging lessons, noting that students can sense when teachers are not prepared or respectful.

Funding and Infrastructure Projects

B Merchant outlined the allocation of five-year funding for school projects, focusing on classroom upgrades and roof replacements, with a significant portion of funds already allocated. Discussion on the feasibility and challenges of installing air conditioning in classrooms, considering costs, maintenance, and infrastructure upgrades. Challenges in engaging with local iwi for cultural projects, emphasizing the importance of building respectful relationships and understanding historical contexts.

Motion: *“That the Principal’s report of 3rd February be accepted by the Board.”*

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

Carried.

Deputy Principal Recruitment Process

Discussion on the recruitment process for a new Deputy Principal, with applications closing on 21st February and interviews scheduled for 1st March. Board members will be required for the interview panel. Jacqui, Phil and Nicola signaled their willingness to assist.

Strategic Plan 2025 – 2027

2025 – 2027 strategic plan focuses on raising achievement, lifting standards, and giving effect to Te Tiriti. The plan emphasizes clarity in teaching and learning, culturally responsive practices, and the importance of literacy and numeracy.

Staff wellbeing is a recurring concern, with mixed feedback on feeling valued. The school aims to identify real issues versus noise and improve staff satisfaction.

The review of the six-subject system is underway, with concerns about workload and its impact on student performance. The review will consider feedback from students, teachers, and parents.

The school values and learning habits need revisiting to ensure they are relevant and embedded. There is a movement towards more structured learning approaches. The new Strategic Plan Poster is currently at the Printers.

SUGGESTED ITEMS FOR THE NEXT MEETING

- Clive Daniels to present his plans for sports participation at the next meeting.
- Board members requested an update on the uniform review and consultation process.

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.

None.

IN COMMITTEE

Associate Principal, S Hewetson left the meeting as the Board moved into committee at 8:27pm.

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 Daniel Sharp's request for leave from 10th – 21st November 2025 for overseas travel."

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

Carried.

Motion:

"That the Board approve Gary Brinsden's request for leave of 11 days in Term 2 and 13 days in Term 3 for overseas travel."

Moved: P Schmidt / **Seconded:** M Turinsky

Carried.

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

MEETING CLOSURE

The meeting closed with Karakia and ended at 8:47pm.

Signed:


N Trougher – Presiding Member

Date:

07/03/2025

(The next Board meeting will be held on Monday 24th February at 7:00pm in the Board Room)