

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
PAKURANGA COLLEGE HELD IN THE BOARDROOM
ON MONDAY 11 JUNE 2018 AT 7:00PM**

Present: N Troghear (*Chair*), T Middleton, K Bigwood, P Sagato-Brown,
M Sahar (*Student Trustee*), B Payne (*Staff Trustee*), M Williams (*Principal*)

Apologies: B Main, C Astill

In Attendance: S Madden (*Board Secretary*), T Borren (HoF Mathematics),
V Scott (HoF English)

A G E N D A	A C T I O N
<p>MEETING OPENING / WELCOME</p> <p>N Troghear welcomed Board members.</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 was carried over from the last meeting. • K Bigwood’s declaration of a conflict of interest as a result of her employment as a Deputy Principal at Macleans College. 	
<p>MINUTES OF THE LAST MEETING</p> <p>Motion: “That the Minutes’ of the meeting held on 7 May and 14 May 2018 are a true and correct record.”</p> <p>Moved: M Williams / Seconded: N Troghear</p> <p>Carried.</p>	
<p>HEAD OF FACULTY PRESENTATIONS (7:00pm to 7:30pm)</p> <p>MATHEMATICS FACULTY – T BORREN</p> <ul style="list-style-type: none"> • Considering the turnover of staff, almost 50%, through 2016 and early in 2017, the faculty has built an outstanding culture, that is led well, and is supported well by the SLT. 	

- Minimal disruption of teaching staff has meant only positive things for the learning experiences, and academic outcomes, of our students. Considering the teacher shortage in Mathematics in Auckland currently, this is extremely pleasing.
- Another major focus of the faculty for 2017, that supported the school-wide focus, was to improve the academic outcomes of Level 1 students.
- This resulted in our highest ever Numeracy pass rate for Level 1 (94.1%). Another outstanding result was 100% of Maori and Pasifika students gained Level 1 Numeracy. There was significant improvement in all key metrics for 16+ credits, 12+ credits and M & E endorsements.

Key changes:

- Statistics in Level 2 and Level 3 is valued as an academic pathway equal to Calculus.
- An appropriate pathway in Level 2 (12MTU) and Level 3 (13MTU) was created for students for whom Mathematics was still important, but was accessible for students who found the content hard.
- Flexibility was built into the Level 1 program (11MTA and 11MTB) so that students could still access all Level 2 pathways, rather than students' pathways being fixed permanently based on yr10 results.
- A new "practical" mathematics course created in yr11 for students who intended to take on a trade in the future.

A number of aspects were raised during the review with focus on the following areas in the junior program for 2018:

- The use of written assessments to support easTTle
- The teaching approach for Algebra
- Use of project or alternative means of assessment
- Change from two Level 1 internals to one in year 10
- Increase the use of engaging e-learning tools (such as sphero robots and 3D printing)
- To address the learning needs of students who seem to be entering college far below the level expected intermediates / primary schools.

ENGLISH AND MEDIA STUDIES FACULTY – V SCOTT

- In 2017, the faculty focus was on improving the achievement and learning outcomes for year 11 students, particularly those students who have struggled with their literacy.
- This has significantly raised the percentage of students gaining 16+ credits in 11ENL. 90% of students achieved 16+ credits, which is a 33% rise from 2016 data.
- This was a key goal for our faculty and involved making structural changes and persistence from the teachers.
- 2017 data showed that while 11ENL students were performing well in internal standards, their external results were still well below the rest of the cohort.
- Year 9 and 10 programmes are being adapted to scaffold students in learning these skills for external standards, namely literary essays and Unfamiliar Texts.
- We continue to monitor and track student data from year 9 and 10 through to NCEA to better anticipate their learning needs. School wide inquiry foci are also honing our attention to the literacy needs of these students.
- There has been a dramatic improvement in the achievement of lower literacy learners, students achieving merits and excellences have remained relatively static at around 40% for external standards.

<ul style="list-style-type: none"> • Although this far surpasses the performance of other decile 7 schools, we aim to increase the academic achievement of our higher performing students by around 10%. • We have committed to improving outcomes for our priority learners, including boys, Maori and Pasifika. This begins in the year 9 and 10 English programmes. 	
<p>MATTERS FOR DECISION</p> <p>DP APPOINTMENT COMMITTEE</p> <p>The delegation has it as the Principal and one or two Board members.</p> <p>Motion: “That the DP Appointment Committee be N Troughear and K Bigwood and M Williams.”</p> <p>Moved: M Williams / Seconded: T Middleton</p> <p>Carried.</p> <p>There will also be an Acting DP appointed this week to help with the overflow / cover for five weeks until a permanent DP is appointed in Term 3.</p>	
<p>MATTERS FOR DISCUSSION</p> <p>PROPERTY AND FINANCE REPORT</p> <p>Minutes from the last Property and Finance Meeting were discussed.</p> <ul style="list-style-type: none"> • A copy of the Annual Report and Management Letter from the Auditors was also tabled at the meeting • Move to Xero Accounting package • The Annual Report is now available on the school website • The new building project plan has been approved and is progressing ahead • Also progressing is the car park project, science block, rooves in the tech block and awaiting Council consent for the deck and Archgola (hopefully to start in the Christmas holidays) • The gym flooded again, an engineer will be in to investigate on Tuesday 12 June <p>Motion: “That the Board accepts the Finance and Property Sub-Committee Minutes and ratifies the motions passed at that meeting”.</p> <p>Moved: M Williams / Seconded: B Payne</p> <p>Carried.</p> <p>PRINCIPAL’S REPORT</p> <p>M Williams discussed the Education Review Office External Evaluation Report which had been sent out as a draft. It will be several more weeks before a final report is provided.</p>	

Question was asked in regards to the Verbal Report Evenings and whether these are held too late in the year and should be earlier? M Williams to go back to the Assessment Reporting Committee to ask.

M Williams

Communities of Learning

The Principal's report contained an update on the CoL. This included a report from M Davison on the work of the across-school teachers.

It was also discussed from a document from T Middleton that he would like clarification of the expectations of the roles of the BoT. He considers there to be no structure, responsibility or authority for the BoT CoL other than to appoint the CoL Lead Principal and assist with the appointment of the cross-CoL positions. M Williams advised that the Principal in charge of the CoL has been working with the Expert Partner and the Change Manager appointed from the MoE to assist with change and be there as a support role. There is no governance structure as there is with a school BoT.

Further information will be provided by M Williams as well as a timeline / update in regards to the appointment of the new CoL Principal.

Motion: "That the Principal's Report be accepted.

Moved: M Williams / **Seconded:** N Troghear

Carried.

POLICY REVIEW – NAG 3 - PERSONNEL

N Troghear and K Bigwood met with M Williams to discuss and review the policy. Several minor amendments were made including the supporting documentation information.

Motion: That the updated Personnel Policy be adopted."

Moved: M Williams / **Seconded:** T Middleton

Carried.

IN COMMITTEE AT 9:25PM

Motion: "That the Board and S Madden go 'Into Committee' to discuss matters relating to staff members and students, this being necessary to protect the privacy of the individuals under Section 9 of the Official Information Act 1982."

Moved: N Troghear / **Seconded:** K Bigwood

Carried.

9:40PM – Out of Committee

GENERAL BUSINESS

- Funding Application made to NZCT for funding for \$20,000 for Transport and Accommodation for a National Tournament.
- Funding Application made to Infinity Foundation for funding for \$10,000 for Transport and Accommodation for a National Tournament.

Motion: "The Board of Trustees resolved that a request be made to NZCT for funding for \$20,000 and Infinity Foundation for funding for \$10,000 for Transport and Accommodation for a National Tournament be approved."

Moved: M Williams / **Seconded:** N Troughear
Carried.

- EOTC Approval for girls Basketball trip to the Gold Coast.

AGENDA ITEMS FOR NEXT MEETING

- Management Plan Update
- Attendance
- Student Support and Health
- CoL Update

There being no further business the meeting was declared closed at 9:45PM.

Signed:  Date: 30/07/2018

***The next Board of Trustees Meeting will be held in the Boardroom on
Monday 30 July at 7:00PM***