

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
PAKURANGA COLLEGE HELD IN THE BOARDROOM ON
MONDAY 17 MAY 2021 AT 7:00PM**

PRESENT: N Troughear (Chair), J MacLean, P Sagato-Brown, J Fletcher, P Schmidt, A Bannister (Coopt), B Payne (Staff Trustee), M Williams (Principal), M Turinsky (Coopt), K Bhajiwalla (Student Trustee), A Kefu.

AGENDA	ACTION
<p>MEETING OPENING / WELCOME</p> <ul style="list-style-type: none"> ▪ N Troughear welcomed Board members. 	
<p>CONFLICT OF INTEREST</p> <ul style="list-style-type: none"> • N Troughear’s declaration of a conflict of interest as a result of her employment as a Teacher at Botany Downs Secondary College. • B Payne’s declaration of a conflict of interest as a result of being a Trustee on the Sowers Trust Board. • J MacLean’s declaration of a conflict of interest as a result of her employment at Wakaaranga Primary School. • A Bannister’s declaration of a conflict of interest as a result of being a Deputy Principal at Howick College. • M Turinsky’s declaration of a conflict of interest as a result of being on the Howick Local Board and being CEO of Young Life Trust. 	
<p>MINUTES OF THE LAST MEETING</p> <p>Motion: “That the Minutes of the meeting held on 22 March 2021 is a true and correct record.”</p> <p>Moved: M Williams / Seconded: N Troughear</p> <p>Carried.</p>	
<p>BOARD OF TRUSTEES VACANCY</p> <p>With the resignation of Mrs Bigwood, there is a vacancy. The Board must decide how to fill a vacancy for an elected trustee (known as a casual vacancy) within eight weeks.</p>	

A vacancy must be filled by holding a by-election. The by-election shall follow the procedure set out in the Returning Officer's Handbook 2016-2019 or A board must not fill a casual vacancy for an elected parent/staff/student representative by co-option. The term of the office for the person elected or selected will be for the remainder of the vacating trustee's term of office. If there is a decision to hold a by-election it must appoint a returning officer and set an election date. The election date must be at least six weeks away and the latest be the 15th Friday after the vacancy occurred. If, within eight weeks of the vacancy occurring, a board has decided to fill it by selecting someone.

We have advertised a casual vacancy notice in the Times Newspapers on Tuesday 11 May. Assuming we do not get a request for an election, we can proceed to select a replacement Board member at the next Board Meeting.

DEPUTY PRINCIPAL PRESENTATION

WELLBEING AND ENGAGEMENT – L BARTON AND K KANDASAMY

Pakuranga Way

To provide equitable opportunities for every student in a safe, inclusive student learning environment. To provide an environment which builds and strengthens the well-being of staff and students. **Apply the Wellbeing Model - Te Whare Tapa Wha**

Purpose/Goal: To educate and upskill staff to cultivate positive patterns of thinking and feeling (NZIWR, p.212).

Proactive Programmes - Purpose/Goal: To proactively support the wellbeing and pastoral care of students.

Pak Way (PB4L) - Purpose/Goal: Implementation of the next stage of PB4L.

Staff Wellbeing is also part of the programme. Recently all staff have taken the VIA Character Strengths Survey which lets each person get to know their greatest strengths. To help be happier and more confident, strengthen relationships, accomplish goals, and manage problems and stress. Staff Wellbeing is part of the PLG sessions on Friday mornings.

MATTERS FOR DISCUSSION

PROPERTY AND FINANCE REPORT

There was no Property and Finance Subcommittee Meeting as scheduled on Wednesday 28 April due to the unavailability of members. There was nothing critical to do so everything can be done at the next Subcommittee Meeting on Wednesday 26 May.

RSM Auditor's Letter of Financial Statements for the Year Ended 31 December 2020

The Annual Report has been completed and signed off by the Chair (as per delegation). It has been submitted to the MoE and published on the website. A copy of the Annual Report was included in the Board Pack for the BoT.

P Schmidt asked whether a sample list could be provided from the Auditors of the lines that they audit from each area. Executive Officer asked to contact Auditors for an answer.

PRINCIPAL'S REPORT

Report was taken as read.

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

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

Carried.

POLICY REVIEW - NAG 3 – PERSONNEL

Subcommittee selected to review this policy are M Williams, J MacLean, and P Schmidt.

The purpose of the policy review is to see if the policy is still 'fit for purpose'. There are three key aspects to this:

- a) Does it still reflect current practice? If not, does practice have to 'get back in line' or does policy have to evolve?
- b) Does the policy still meet the legislative requirements? The ERO checklist and guidelines are very useful for checking this.
- c) Does it still reflect the BoT's intentions?

Further discussion at the meeting.

NZSTA CONFERENCE

N Troghear reported back to the Board about the NZSTA Conference she attended on Friday 16 to Sunday 18 April 2021 in Rotorua.

Key points were:

- NCEA Review changes
Leadership of the Teaching Profession (The Teaching Council)
- Governing the Good – effective governance to be a good employer
- Effective Internal Evaluation
- Keynote speakers discussed wellbeing and mental health issues, focusing on feeling safe at school and belonging.

It was also discussed that for next year's conference two delegates from the Board should attend so they can cover more seminars and workshops over the duration of the conference.

GENERAL BUSINESS

APPLICATIONS FOR FUNDING

At the meeting of the Board of Trustees of Pakuranga College on Monday 17 May 2021 it was resolved that requests be made to:

- Trillian Trust for funding for \$30,000 for sports uniforms and \$25,000 for sports equipment.
- Four Winds Foundation for funding for \$30,000 for sports uniforms and \$25,000 for sports equipment.
- NZCT for funding for \$15,000 for accommodation for the national tournament and \$2,500 for turf hire costs.

Motion: "That the BoT approves the above applications for funding."

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

Carried.

PAKURANGA COLLEGE FOUNDATION CHARITABLE TRUST

Work in progress; the Trustees have signed the Trust Deed and we are working on applying to the Charities Commission and Companies Office to register the Trust. Further information will be provided at the next Board Meeting with a copy of the Deed of Trustee for Board members.

SCHOOL UNIFORM

M Williams commented that he would like to have a subcommittee involved in looking at the school uniform, particularly school shoes. J MacLean indicated that she would like to investigate this further and report back at next meeting.

CORRESPONDENCE

An email was received from an Investment Adviser at Forsyth Barr who has recently been engaged by a large Auckland high school to investigate investment alternatives for funds that they have been holding on term deposit. This has taken them to the point where they are now moving through the process of getting the appropriate approval of the Ministry of Education for this change and are offering their services to Pakuranga College for the same.

M Williams will investigate further and report back at next meeting.

IN COMMITTEE AT 8:34PM

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:** M Williams

Carried.

8:59PM– Out of Committee

AGENDA ITEMS FOR NEXT MEETING

- NAG 3 – Personnel Policy
- NAG 5 – Health and Safety
- 1st June Roll Return
- Stand Down and Suspension Report
- Deputy Principals' Presentation – Teaching and Learning

There being no further business the meeting was declared closed at 9:00PM.

Signed: _____



Date: 21/06/21.

The next Board of Trustees Meeting will be held on Monday 21 June at 7:00PM