

**MINUTES OF THE MEETING OF  
THE PAKURANGA COLLEGE BOARD  
HELD IN THE BOARD ROOM ON  
MONDAY 7<sup>th</sup> November 2022 AT 7:00PM**

**Present:** N Troghear, A Bannister, J Fletcher, J MacLean, P Schmidt, M Turinsky, M Williams (Principal), B Payne (Staff Rep) – via Zoom, A Plom (Student Member)

**Apologies:**

**MEETING OPENING / WELCOME**

- M Williams welcomed Board members, opened with Karakia and asked J Maclean to chair the first part of the meeting.

**APOLOGIES:**

**J MacLean** stepped in as acting chair

**Called for nomination for the role of Chair/Presiding member**

- N Troghear nominated by M Turinsky (accepted)/ seconded by A Bannister
- No further nominations received
- **N Troghear declared Chair/Presiding member**

**N Troghear** took over chairing the meeting

**Called for nominations for Deputy Chair/Deputy Presiding Member**

- A Bannister nominated by M Turinsky (accepted)/ seconded by J Maclean
- No further nominations received
- **A Bannister declared Deputy Chair/Deputy Presiding Member**

**Called for nomination for Chair of Finance and Property Sub-Committee**

- P Schmidt nominated by N Troghear (accepted)/seconded by J Maclean
- No further nominations received
- **P Schmidt declared Chair of the Finance and Property Sub-Committee**

Finance and Property Sub-Committee members: J Maclean, B Payne, J Fletcher

**Called for nomination for Chair of Health and Safety Sub-Committee**

- **J Maclean** nominated by N Troghear (accepted)/seconded by M Turinsky
- No further nominations received

<p>• <b>J Maclean declared Chair of the Health and Safety Sub-Committee</b></p> <p>N Troghear welcomed A Plom – new Student Member – to the Board.</p>	
<p><b>CO-OPTION</b></p> <p>The Board has the ability to co-opt Board Members if it feels they need particular skills. Mr Williams suggested that the Board co-opt Mr Aminiasi Kefu.</p> <p><b>Motion:</b> “That the Board co-opts Mr Aminiasi Kefu for the full term of the current Board.”  <b>Moved:</b> N Troghear/<b>Seconded:</b> M Turinsky  <b>Carried</b></p> <p>A Kefu not in attendance but had indicated his willingness to be co-opted.</p>	
<p><b>BOARD OPERATIONAL POLICIES</b></p> <p>N Troghear went through:</p> <ul style="list-style-type: none"> <li>• The role of the Board members</li> <li>• The role of the Chair/Presiding member</li> <li>• Board meeting procedures</li> <li>• Conflict of interest</li> <li>• Board sub-committees</li> </ul> <p><b>Questions and Discussion</b></p> <p><b>Motion:</b> “That the Board approves the Board Operational Policies, subject to updating the wording from <i>Chair to Presiding Member/Board Chair</i> and all members agree to abide by the code of conduct.”  <b>Moved:</b> M Williams/<b>Seconded:</b> M Turinsky  <b>Carried unanimously</b></p>	
<p><b>CONFLICT OF INTEREST</b></p> <ul style="list-style-type: none"> <li>• N Troghear’s declaration of a conflict of interest as a result of her employment as a Teacher at Botany Downs Secondary College and is the Board Staff Member</li> <li>• J MacLean’s declaration of a conflict of interest as a result of her employment as administration staff at Wakaaranga Primary School</li> <li>• B Payne’s declaration of a conflict of interest as a result of being a Trustee on the Sowers Trust Board</li> <li>• 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</li> <li>• A Bannister’s declaration of a conflict of interest as a result of his employment as a Deputy Principal at Howick College</li> </ul>	

## SCHEDULING BOARD MEETINGS

The Board does not have to continue to hold its meetings on Monday evenings at 7pm - they can be held at any time convenient to the Board Members. Also, the Board needs to consider how often it wishes to meet.

A discussion of suitable times and how often they wished to meet.

It was agreed that Board meetings will be held on Mondays at 7pm, two meetings per term at approximate six-week intervals. M Williams and N Troghear will finalise the schedule of meetings for 2023.

The Board suggested that upcoming school events and activities are included within the Board papers for each meeting.

### Sub-Committees Schedule.

#### a. Finance and Property

Ideally meeting monthly, in the last week to allow time to close the 20<sup>th</sup> of the month accounts, process and report.

It was agreed that the Board Finance and Property Sub-Committee meetings will be held at 7.30am monthly in the last week of the month.

### Discipline meetings

The Discipline Meetings can be at any time that suits the Board members. We need to agree some days and times that generally suit Board members. Please give this some thought **before** the meeting.

Board Member	Days & Times Available
N Troghear	Afterschool
A Bannister	Afterschool
P Schmidt	Afterschool
J MacLean	Afterschool
J Fletcher	Afterschool
M Turinsky	Afterschool

NB. Several Board members have sports practices on Tuesday and Thursdays.

## DELEGATIONS

N Troghear went through the Delegations.

Questions and discussion

**Motion:** "That the board approves the delegations subject to the change in wording from *positions of 3 MUs and above* to *appointment of Head of Faculty*."

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

## MATTERS FOR DECISION

**Board Minutes 12<sup>th</sup> September 2022**

**Motion:** "That the Minutes of the meeting held on 12<sup>th</sup> September 2022 is a true and correct record".

**Moved:** N Troghear/**Seconded:** A Bannister

**Carried**

**MATTERS ARISING**

Nil

**MATTERS FOR DISCUSSION****PROPERTY AND FINANCE REPORTS****Property & Finance Subcommittee**

P Schmidt and M Williams spoke to the Finance and Property sub-committee reports. Key points were that the financial projects are indicating that we will be much better off than budgeted. The latest report forecast is for approximately a \$300,000 deficit (cf budgeted \$900,000 deficit) as was reported in the September meeting.

Astro turf - contract signed. Start late February 2023. TBC

Mr Williams outlined the proposal to spend \$400,000 of reserves on the upgrade of the Rae and Rive blocks

To replace all the windows (except stair well windows) will cost approx. \$1.2M best tender price was very close to QS price estimate. We have \$800K from MoE 5YA. To do the remaining \$400K worth at a later date will cost more with extra establishment costs, loss of some of the bulk price of joinery discount, etc.

We have the reserves so it makes sense to get it all done at once. We can then work our way through the rooms doing the internal refurbishment.

The Finance Sub-Committee has recommended doing all of the work at once.

**Motion:** "That the Board accepts the minutes of the Property & Finance sub-committee Meetings of 1<sup>st</sup> September 2022, 28<sup>th</sup> September 2022 and 2<sup>nd</sup> November 2022 and ratifies the motions passed at that meetings."

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

**Carried**

**Motion:** "That the Board agrees to approve additional funding of up to \$400,000 from reserves to increase the total available Rae and Rive Block upgrades project budget."

**Moved:** M Williams/**Seconded:** J Maclean

**Carried**

**PRINCIPAL'S REPORT**

The Report was taken as read.

Main highlights were about data and NCEA and the Leavers Data.

<p>There was discussion around the challenges of the year, the risk of students not attending externals.</p> <p>The Board expressed their appreciation of the work still being done to get students across the line.</p> <p><b>Motion:</b> "That the Principal's Report be accepted."</p> <p><b>Moved:</b> M Williams/<b>Seconded:</b> M Turinsky</p> <p><b>Carried</b></p> <p><b>POLICY REVIEWS</b></p> <p><b>NAG 5 – Health and Safety</b></p> <p>The procedures that underpin the NAG 5 Health and Safety policy have been reviewed by the Senior Leadership Team to reflect changes in legislation and process.</p> <p><b>Motion:</b> "That the Board endorses the NAG 5 – Health and Safety Procedures."</p> <p><b>Moved:</b> J Maclean/<b>Seconded:</b> N Troghear</p> <p><b>Carried</b></p>	
<p><b>IN COMMITTEE AT 8.40PM</b></p> <p><b>Motion:</b> "That the Board and L Goodall go 'into committee' to discuss matters relating to Members and students and matter of a commercially-sensitive nature, this being Necessary to protect the privacy of the individuals under Section 9 of the Official Information Act 1982."</p> <p><b>Moved:</b> M Williams / <b>Seconded:</b> N Troghear</p> <p><b>Carried</b></p> <p><b>8:49PM – Out of Committee</b></p>	
<p><b>IN COMMITTEE ITEMS TO BE RELEASED TO MAIN MINUTES</b></p> <p><b>The following motions were passed:</b></p> <p>"That the Board approves V Milosevic's request for two weeks leave. Two days are to be discretionary paid leave and eight are to be leave without pay."</p>	
<p><b>AGENDA ITEMS FOR NEXT MEETING</b></p> <ul style="list-style-type: none"> <li>• Investigate a Board trip to Waitangi in 2023.</li> <li>• Strategic Planning – date has been confirmed as Saturday 19<sup>th</sup> November 2022 from 9am to 12pm, followed by lunch.</li> </ul>	

There being no further business the meeting was declared closed at 8:55PM.

Signed: \_\_\_\_\_



Date: 5/12/22.

**The next Pakuranga College Board meeting will be held on Monday 5<sup>th</sup> December at 7.00pm**