

**MINUTES OF THE MEETING OF THE BOARD OF
PAKURANGA COLLEGE HELD IN THE STAFFROOM ON
MONDAY 20th FEBRUARY 2023 AT 7:00PM**

Present: N Troghear (Chair), J MacLean, J Fletcher, P Schmidt, A Bannister, Aminiasi Kefu (Co-Opt), B Payne (Staff), M Williams (Principal), A Plom (Student Representative)

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| <p>MEETING OPENING / WELCOME N Troghear welcomed Board members. The meeting opened at 7.06pm The Board Members and Board Secretary said the Karakia</p> <p>APOLOGIES M Turinsky</p> | |
| <p>N Troghear vacated the Chair. J MacLean took over the Chair.</p> <p>ELECTION OF OFFICERS</p> <ul style="list-style-type: none"> - Election of Board Chair <ul style="list-style-type: none"> ➤ Nominations were called for from the chair ➤ N Troghear was nominated by M Williams and seconded by A Bannister ➤ No further nominations were received ➤ N Troghear was elected Board Chair <p>N Troghear took over chairing the meeting</p> - Election of Board Deputy Chair <ul style="list-style-type: none"> ➤ Nominations were called for Deputy Board Chair ➤ A Bannister was nominated by J Maclean and seconded by J Fletcher ➤ No further nominations were received ➤ A Bannister was elected Deputy Board Chair - Election of Property and Finance Sub-Committee Chair <ul style="list-style-type: none"> ➤ Nominations were called for Property and Finance Sub-Committee Chair ➤ P Schmidt was nominated by M Williams and seconded by A Bannister ➤ No further nominations were received ➤ P Schmidt was elected Property and Finance Sub-Committee ➤ Sub-Committee Members: J MacLean, J Fletcher and B Payne - Election of Health and Safety Sub-Committee Chair <ul style="list-style-type: none"> ➤ Nominations were called for Health and Safety Sub-Committee Chair ➤ P Schmidt was nominated by M Williams and seconded by A Bannister ➤ No further nominations were received ➤ P Schmidt was elected Health and Safety Sub-Committee Chair | |
| <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 and as a Staff Representative at Botany Downs Secondary College | |

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| <ul style="list-style-type: none"> • 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 being CEO of Young Life Trust • A Bannister's declaration of a conflict of interest as a result of his employment as a Deputy Principal at Howick College | |
| <p>DEPUTY PRINCIPAL PRESENTATIONS</p> <p>Pasifika Development Team – Clare Jennings-Tyrrell We are working more on a strengths-based approach in which there are five key strands.</p> <ol style="list-style-type: none"> 1. Community, Connection and Belonging – this will be achieved through development of cultural events and groups, meet and greet events, etc. 2. Pastoral Care and Support – developing our Pasifika Liaison and Support role to support academic goals and achievements and increase communications to Pasifika caregivers and students 3. Culture – celebrate, embrace and learn about Pasifika cultures 4. Success – improve congratulatory communications, awards, acknowledging involvement at the college through credits 5. Student Leadership – succession of leadership for Pasifika students and improving role modelling <p>Board member A Kefu thanked the Pasifika Development Team for their hard work and initiatives to improve outcomes for Pasifika students.</p> <p>Attendance Update – Kreasen Kandasamy Attendance rates dropped in 2022.</p> <ul style="list-style-type: none"> • Students are developing 'gaps' by not attending all classes during the school day • DP/Dean/Assistant Dean processes in Term 4, 2022 were drawn up to bolster and improve attendance and to monitor and dig deep into what was going on • Assistant Deans will have more time (an extra two hours per week) in 2023 to focus on attendance and will work on strategies to guide students back to college (post-COVID) • Common processes will be followed across the houses to improve accuracy and outcomes • A confirmed process should be ready by Week 7 of Term 1, 2023 • There are concerns that post-COVID attendance will be challenging as culturally many caregivers have changed their perceptions about attendance <p>Pedagogy and People 2023 – Kelly Bigwood We are setting our compass to the NorthEast by building high quality relationships for learning</p> <ul style="list-style-type: none"> • Russell Bishop advises it takes two years to reach quantifiable change for marginalised students | |

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| <ul style="list-style-type: none"> • We are gathering evidence in the classrooms to model coaching conversations to build capacity to get the evidence needed to unpack pedagogies • We are moving to a model of short cycles of inquiry and change • There will be moderating of the observation data – training the Coaches and the HoFs to be able to reliably record evidence of pedagogies used by teachers to be a more reflective ‘mirror’ on the teachers’ practices <p>Māori Development Team – Kelly Bigwood</p> <ul style="list-style-type: none"> • We are looking to reduce academic inequity • We are continuing to build and improve connection, belonging and community • We are building a bridge from where you started to where you want to be via the Whānau Tutor <p>Board member A Bannister asked as entry to Whānau Tutor is selective, what questions do students who want to join the Whānau Tutor get asked. K Bigwood responded that students are asked to explain their expectations for joining.</p> | |
| <p>MINUTES OF THE LAST MEETING</p> <p>N Troughear apologised that the 2023 meeting dates agreed on by the Board at the December 2022 meeting had been altered due to her commitments to the Botany Downs Secondary College as the Staff Representative.</p> <p>Motion: “That the minutes of the meeting held on 5th December 2022 is a true and correct record.”</p> <p>Moved: N Troughear/ Seconded: M Williams</p> <p>Carried</p> | |
| <p>MATTERS FOR DECISION</p> <p>POLICY REVIEW</p> <p>N Troughear and M Williams went over the roles and responsibilities of the Board members and stressed the importance of keeping communication channels open.</p> <p>It was agreed that the Presiding Member, N Troughear, and Board member, A Bannister will oversee the Principal’s appraisal in 2023.</p> <p>Board member J Fletcher asked for clarity regarding what sort of matters need to be declared to the Board. The Presiding Member, N Troughear, guided him back to the wording in the policy.</p> <p>Motion: “That the Board adopts the Operational Policies as presented”</p> <p>Moved: M Williams / Seconded: A Kefu</p> <p>Carried</p> <p>DELEGATION OF AUTHORITY</p> <p>Board member P Schmidt raised his concerns about the reasons for approving the Principal’s credit card expenses and suggested there should be an annual report to the Board and that the Chair of the Finance and Property Committee (P Schmidt) signs off on that. After discussion it was agreed that the Chair of the Finance and Property Committee would sign the credit card expenses along with the Presiding Member. The Board discussed changes to wording in the Board Delegations Summary as follows:</p> <p>NAG 3, section 1 Principal’s Appraisal: Additional wording: ...’will include a second Board member. A summary is presented to the Board.’</p> <p>NAG 4, section 1 The Board Subcommittee:</p> | |

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| <p>Removal of final part of last sentence. Sentence now reads ...'on matters of finance only when urgency is required.'</p> <p>NAG 4, section 2: Principal's Expenditure: Additional wording...'The Chair of the Finance and Property Committee is required to countersign the Principal's credit card expenditure.'</p> <p>Motion: "That the Board adopts the Delegation Policy subject to the amendment to the wording as outlined. Moved: N Troghear/ Seconded: P Schmidt Carried</p> <p>TIMETABLE POLICY M Williams explained the draft Timetable Policy is out with staff for discussion. It will be brought back to the Board for the 20th March meeting.</p> <p>BOARD ANNUAL WORK PLAN This is still being finalised and will be presented to the Board at the 3rd May Board meeting.</p> <p>MATTERS FOR DISCUSSION</p> <p>PRINCIPAL'S REPORT The Report was taken as read.</p> <ul style="list-style-type: none"> • M Williams talked about the discussions going on about the possibility of dropping Level 1 and the pros and cons of that to students and the need for community consultation. • Student representative, A Plom gave her perspective about how Level 1 is a positive thing for students as they get experience in NCEA exams and how assessment works. Staff representative B Payne asked if dropping Level 1 could lead to some students losing motivation in Year 11. • A decision about Level 1 will be made later this year by mid way through Term 2 at the latest. • Financially the school has survived very well • Associate Principal, B Merchant, gave an update on the Waikato Teacher Training programme and that we have seven trainees in 2023. • There are 63 participants across New Zealand <p>Motion: "That the Principal's Report be accepted." Moved: N Troghear/ Seconded: M Williams Carried</p> | |
| <p>GENERAL BUSINESS</p> <p>TRUST APPLICATIONS The Director of Sport has asked for support for the trust grant application.</p> <p>Motion: "That the Board approves an application to the Trillian Trust for \$25,000 for the purchase of sports equipment." Moved: M Williams/Seconded: J MacLean Carried</p> | |

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| <p>Motion: “That the Board approves an application to the Four Winds Foundation for \$25,000 for the purchase of sports equipment.”</p> <p>Moved: M Williams/Seconded: J MacLean</p> <p>Carried</p> <p>Motion: “That the Board approves an application to the Trillian Trust for \$30,000 for the purchase of sports uniforms.”</p> <p>Moved: M Williams/Seconded: J MacLean</p> <p>Carried</p> <p>Motion: “That the Board approves an application to the Four Winds Foundation for \$30,000 for the purchase of sports uniforms.”</p> <p>Moved: M Williams/Seconded: J MacLean</p> <p>Carried</p> | |
| <p>IN COMMITTEE AT 8:50PM</p> <p>Motion: “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>Moved: N Troughear / Seconded: M Williams</p> <p>Carried.</p> <p>8.58PM– Out of Committee</p> | |
| <p>IN COMMITTEE ITEMS TO BE RELEASED TO MAIN MINUTES</p> <p>The following motions were passed:</p> <p>“That the Board approves S Abitbol’s request for seven days’ leave. Two are to be discretionary paid leave and five are to be leave without pay.”</p> <p>“That the Board approves T Borren’s request for eight days’ leave. Four are to be discretionary paid leave and four are to be leave without pay.”</p> <p>“That the Board approves S Bryson’s request to extend her parental leave to Monday 17th July 2023 (beginning of Term 3).”</p> | |
| <p>AGENDA ITEMS FOR NEXT MEETING</p> <ul style="list-style-type: none"> • DP Presentations: Curriculum & Assessment and Student Engagement & Wellbeing (Pakuranga Way) • Achievement Data • 1st March Roll Return • Performance Management Report (2022) • Report on Appraisal of Non-Teaching Staff • Report on Stand Downs and Suspensions | |

There being no further business the meeting was declared closed at 9.00PM.

Signed:

A handwritten signature in black ink, appearing to read 'Pear'.

Date: 20th March 2023

The next Board meeting will be held on Monday 20th March at 7.00pm