

**MINUTES OF THE MEETING OF THE BOARD OF
PAKURANGA COLLEGE HELD IN THE STAFFROOM ON
WEDNESDAY 22nd MAY 2023 AT 7:00PM**

Present: N Troughear (Presiding Member), A Bannister, J MacLean, P Schmidt, B Payne (Staff Representative), M Williams (Principal), A Plom (Student Representative)

<p>MEETING OPENING / WELCOME N Troughear welcomed Board members. The meeting opened at 7.00pm The Board Members and Board Secretary said the Karakia</p> <p>APOLOGIES J Fletcher, M Turinsky, A Kefu (Co-Opt)</p>	
<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 and as a Staff Representative at 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, a Youth Worker at Botany College and CEO Emeritus 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 Curriculum Refresh & Literacy Project – Lucy Tomlinson</p> <p>Changes to NCEA timeline:</p> <ul style="list-style-type: none"> NEW NCEA Level 2 & 3 now delayed until 2026/2027 Te Mātaiaho and curriculum refocus currently still set to be in place for 2027. Literacy and Numeracy pre-requisite begins 2024. This can be achieved through the Literacy and Numeracy tests which occur twice a year and for 2024 & 2025 there is a second option where current Achievement standards in English and Maths will be rolled over. Standard numbers to be finalised later this term. NEW NCEA Level 1 still goes ahead in 2024. Concerns about this timeline are: <ul style="list-style-type: none"> NCEA website subject materials, including course outlines and assessment activities have not been finalised and may not be until January 2024. 2023 NCEA pilot schools getting materials late, which indicates many changes. Implications for our course design are that we must focus on the 'knowns' which are at Level 1 Literacy and Numeracy and Big Ideas and Significant learning rather than assessment. <p>Literacy:</p> <ul style="list-style-type: none"> Literacy Plans across Year 9 core Teachers have started. Specific skill gaps identified and targeted through a literacy strategy that all core teachers teach across different subject 	

<p>areas. Year 10 starts next week. Option areas are all focused on vocabulary list construction and teaching strategies for vocabulary. Benefits of the Literacy Plans are:</p> <ul style="list-style-type: none"> ○ Rich conversations teachers have had about students, being data driven rather than behavioural concerns. ○ Teachers gaining a better insight to their learners needs and what teaching and learning strategy will progress students. ○ Students will be exposed to the same learning strategy across different subject contexts providing essential repetition of skills and connections across learning areas. <ul style="list-style-type: none"> • Literacy Team leading work to facilitate Literacy Plans <ul style="list-style-type: none"> ○ Next steps are to identify & define instructional verbs, such as Describe and Explain, in each subject area. • The Reading Plus programme is being used in English classrooms. This is not yet consistent across classes. • Literacy specialist has been appointed and will start Term 3. They will teach the Literacy classes at Year 9 and 10. We have rewritten the teaching and learning programme and are also investigating Structured Literacy with Lis Lewis from Sunny Hills (Kahui Ako) as a potential programme targeting students who have very low reading results. This programme may develop into small group tuition rather than a timetabled class. <p>NZ Refresh and NCEA Changes</p> <ul style="list-style-type: none"> • Learning Habits new design presented to staff with request for feedback. • Preparations for Teacher only Days in Term 3 and 4 underway <p>Mana ōrite mō te mātauranga Māori</p> <ul style="list-style-type: none"> • Engaged with Pita Turei, (Ngai Tai Ki Tamaki, Ngāti Pāoa, Ngā Rauru Kiitahi) Storyteller/creative collaborative practitioner. He is currently working with Te Putahi o Tamaki Puhoro Charitable Trust on mātauranga Māori in Science. Pita is not representing Nga Tai rather helping us explore our understanding that mātauranga Māori is multi-faceted and a definition cannot be boxed but is a journey of understanding. • The intention was to focus on mātauranga Māori for the Teacher only Day in term 2, however, pivot in focus to meet current needs of establishing classroom and school restorative environment. 	
<p>MATTERS FOR DECISION</p> <p>MINUTES OF THE LAST MEETING</p> <p>Motion: “That the minutes of the meeting held on 3rd May 2023 is a true and correct record.”</p> <p>Moved: J Maclean/ Seconded: N Troughear</p> <p>Carried</p> <p style="text-align: center;">_____</p> <p>There were no matters arising from the last meeting on 3rd May 2023.</p> <p style="text-align: center;">_____</p> <p>There was a question asked about the number of students involved in the Māori and Pasifika mentoring programmes.</p> <p>Māori Mentoring: 49 Students - Michael Long is working with two houses and Mauri Hohepa is working with the other four.</p> <p>Pasifika Mentoring: 52 Students</p>	

MATTERS FOR DISCUSSION

PROPERTY & FINANCE REPORT

Rae and Rive Block Window Replacement

The upgrades are looking good. The project is about 3/4 completed.

The downstairs in Rive block which is the extra part the school is funding (as opposed to through the SYA) is delayed due to lead time with the joinery, probably not until end of term.

The large windows at the ends of the rooms will need to be replaced. A price is being quoted for on this and will be reported back on via the Property and Finance Team.

Classroom Upgrades

These will be done, as per the usual works programme.

Astro Turf

This is progressing well but rain is delaying the project.

Haque Building Courtyard

The drainage engineer has been in. We are waiting for his proposal.

Bike Compound

We are having a lot of bikes being stolen from the campus. We will need to urgently upgrade the bike compound.

2022 Budget to Actual reconciliation

A short document was shared with the Board members outlining the key elements of the review and the important aspects that contributed to the improved financial position. The finance sub-committee will be reviewing the report in more detail at the next sub-committee meeting.

Annual Accounts

The Annual Report has been completed and signed off by the Presiding Member (as per delegation). It has been submitted to the MoE and published on the school website. A copy of the Annual Report was tabled.

Motion: "That the Property & Finance Report of 3rd May 2023 be accepted."

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

Carried

PRINCIPAL'S REPORT

The Report was taken as read.

Thanks to P Schmidt for attending the recent BP Business Challenge on Friday 12th May and for acting as one of the judges.

There was a discussion about the comparative data and the work that the college is doing to unpack reasons behind the drop in Level 1 and endorsements.

B Merchant went through the reports on the drop in results and endorsements.

Discussion on NCEA Level 1

A clarity of rationale is needed and the steps needed to be taken in consultation were agreed:

- Internal (staff)
- Community
- Students

The Principal is to bring proposal to next Board meeting.

The importance of not just following others and being clear about the Pakuranga College model.

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

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

Carried

Operations Policy

We have tidied up some of the wording in the finance and property area to be clear about what reports go to the whole board.

Motion: "That the Board ratifies the Operations Policy."

Moved: M Williams/**Seconded:** A Plom

Carried

Presentation on the Education and Training Act 2020

- Primary objective is Te Tiriti o Waitangi
- Planning and Reporting Policy
- Next steps:
 - Te Tiriti o Waitangi – N Troghear to continue investigating a trip to Waitangi
 - How to consult with the community
- M Williams to start reworking the Planning and Reporting Policy

SUGGESTED ITEMS FOR 19th JUNE MEETING

- Discipline Meetings/Training has been transferred to this meeting.
- The Treaty of Waitangi and giving effect to the Treaty

GENERAL BUSINESS

Trip to Japan – request from Head of Languages Faculty to resume our reciprocal trips to Toyama Kokusai Daigaku High School (We have been doing these since 2014). The trip would be for students studying Japanese for two weeks in April 2024. (They will visit us this year).

Motion: "That the Board approves in principle the Japanese trip for two weeks in April 2024 to visit Toyama Kokusai Daigaku High School."

Moved: M Williams/**Seconded:** A Plom

Carried

Discipline Meetings Brainstorming of what is working well and what could be strengthened. Key points: The Board discussed what they felt was working well and what we could be doing better in disciplinary meetings. The discussion focused on the role of the various parties, in particular the Board and the points made will be used to help clarify what can be done better in the future. The discussions will be continued at the next meeting on 19 th June.	
MATTERS FOR NOTING CORRESPONDENCE An email from a concerned parent was shared with the Board and M Williams explained that he had included the information from the email in the bi-monthly newsletter on 18 th May regarding petitions to stop vaping products from being sold in dairies and convenience stores.	
IN COMMITTEE AT 9:23PM 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." Moved: N Troughear/ Seconded: M Williams Carried. 9:28PM– Out of Committee	
IN COMMITTEE ITEMS TO BE RELEASED TO MAIN MINUTES The following motions were passed: "That the Board approves Lisa Merchant's request for study leave in 2024, dependent on the outcome of her application for a study grant."	
AGENDA ITEMS FOR NEXT MEETING <ul style="list-style-type: none"> • DP Presentations: Engagement and Wellbeing and Pasifika Development Update • Policy Review: Planning and Reporting Policy • Policy Review: Curriculum and Assessment Policy • Which groups to consult with now? 	
MEETING CLOSE AND FAREWELL B Merchant said the Karakia	

There being no further business the meeting was declared closed at 9:35PM.

Signed:



The next Board meeting will be held on Monday 19th June at 7.00pm

Date: 19th June 2023