

**MINUTES OF THE MEETING OF THE BOARD OF
PAKURANGA COLLEGE HELD IN THE STAFFROOM ON
WEDNESDAY 3RD MAY 2023 AT 7:00PM**

Present: N Trougher (Presiding Member), J MacLean, M Turinsky, A Kefu (Co-Opt), M Williams (Principal), A Plom (Student Representative)

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| <p>MEETING OPENING / WELCOME N Trougher welcomed Board members. The meeting opened at 7.51pm The Board Members and Board Secretary said the Karakia</p> <p>APOLOGIES A Bannister, J Fletcher, P Schmidt, B Payne (Staff Representative)</p> | |
| <p>CONFLICT OF INTEREST</p> <ul style="list-style-type: none"> • N Trougher'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</p> <p>Pedagogy & People – Kelly Bigwood (presented by M Williams on behalf of K Bigwood)</p> <p>This was an update on what has been going on with the development of Pakuranga College's teaching staff. The college is working with Core Ed to get high quality data to enable the leadership team to gather evidence on the pedagogy of all teachers. This will enable the data to be moderated to enable consistency of every teacher's pedagogy.</p> <p>Pakuranga College already has a really strong professional learning model and practice in place. According to Russell Bishop's work, it is usually a journey of approximately two years to close the gap for Māori and Pasifika students. Pakuranga College may be a bit quicker than that.</p> <p>The Senior Leadership Team at the college is heavily involved with the process and not just leading but being part of the process. There is a lot of positive engagement from staff but it is a challenge for teachers and Heads of Faculty because it is challenging what have become the 'norms' and it is digging deep into what teacher pedagogy is eliciting from the students that is being observed and moderated.</p> | |

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| <p>Māori Development – Kelly Bigwood (presented by M Williams on behalf of K Bigwood)</p> <p>This was an updated on what has been going on with the Māori Development Team. There is lots of excellent work being done by the team and there has been a focus on putting into place two Māori Liaison and Support staff: M Long and M Hohepa and this is providing more focus on tracking and supporting Māori students. The regular Pōwhiri to welcome new staff and students into the college is developing the concept of whānau. Kapa Haka and Whānau Tutor are all up and running and there is lots going on in these areas to support and grow our Māori students.</p> <p>N Troghear asked how many students were now involved in the mentoring programme. K Bigwood</p> <p>ASSOCIATE PRINCIPAL PRESENTATION</p> <p>Faculty Review Process – B Merchant</p> <p>All teachers review their own class's achievement data. The review process is to look at trends and what do those trends mean.</p> <p>The review now poses the question 'Now what?' to the teacher and the Head of Faculty so that they can implement necessary changes for the following year's teaching. Goals can be set, strategies and initiatives can be implemented. B Merchant compares Pakuranga College against other Decile 7 schools' results to see how we are tracking.</p> <p>This is a targeted approach. The Deputy Principals and Associate Principal review their portfolio areas with their Heads of Faculty.</p> <p>The Principal then reviews each faculty review with the Head of Faculty and the DP/AP in charge of that learning area. Goals are agreed and set. The reviews drive high quality and meaningful reflection.</p> <p>N Troghear commented that this allows for an honest process.</p> | |
| <p>MATTERS FOR DECISION</p> <p>MINUTES OF THE LAST MEETING</p> <p>Motion: "That the minutes of the meeting held on 20th March 2023 is a true and correct record."</p> <p>Moved: J Maclean/ Seconded: M Williams Carried</p> <p>There were no matters arising from the last meeting on 20th March 2023.</p> | |

MATTERS FOR DISCUSSION

PROPERTY & FINANCE REPORT

The audit is confirmed for 2022 and there is a \$100,000 plus surplus.

This year (2023) is looking good.

- The International Department is really helping to boost the college's finances.
- \$99,000 so far in 2023 has been accrued in interest.

Rae and Rive Block Window Replacement

The upgrades are looking good. The project is about 2/3 completed.

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. About one week's work is left to get the turf laid.

Haque Building Courtyard

This has been approved. The plan for the courtyard is being adjusted.

Litigation Update

Gymnasium: the roof will be redone in the summer of 2023/2024.

Turf: this is now sitting in the background due to costs of pursuing it.

Motion: "That the Property & Finance Report of 29th March 2023 be accepted."

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

Carried

PRINCIPAL'S REPORT

The Report was taken as read.

M Williams talked to the Board about the Group Conferences and numbers being a bit down on 2022.

Background stories – M Williams went through these. There is an increase in the amount of unknown student destinations. The Deputy Principals, Associate Principal and the Deans have done this exercise. There has been a lot of time and resource put into these students. There is real value in this being done.

M Williams has invited ongoing questions from any Board member who wants to know more about the background stories.

Concerns about attendance is ongoing. There is lots of work being done to try and tackle this. Year 13 study leave is not causing too many issues with attendance. Daily attendance monitoring is being done by the Assistant Deans and they have been given an increased time allowance for this work.

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| <p>A Plom, Student Representative, noted that she has observed a greater presence of Deans in her own Tutor following up with students.</p> <p>Motion: “That the Principal’s Report be accepted.” Moved: M Williams / Seconded: N Troghear Carried</p> <p>2023 BOARD ANNUAL WORK PLAN M Williams explained that this is the final version but that some changes will occur organically through the year but it gives a framework for the Board to work from. Motion: “That the 2023 Board Annual Work Plan – Final Version be adopted.” Moved: N Troghear/Seconded: M Williams Carried</p> <p>Timetable Policy Following consultation with the college staff, this policy is now updated. Motion: “That the Board ratifies the Timetable Policy.” Moved: M Williams/Seconded: N Troghear Carried</p> <p>Physical Restraint Policy M Williams explained this is an update to the Health and Safety Policy and that has now been renamed the Student Management and Health and Safety Policy. All teachers and front facing support staff must be trained. Which front facing support staff are to be trained will be confirmed by M Williams in due course. Deputy Principal, K Kandasamy is working on the processes of how the college goes about implementing the policy. Motion: “That the Board ratifies the Physical Restraint Policy.” Moved: M Williams/Seconded: N Troghear Carried</p> <p>Board Chair Report N Troghear reported back that all local Board Chairs met in March to talk about issues and board matters. Issues discussed were the principal professional growth cycle and the community engagement and consultation. N Troghear asked Board members to contact her with any topics the Board would like to have tabled for future meetings. All attending school Board members asked about ways to engage with their community. Howick College will host the next Board Chair meeting. N Troghear will report back again after that.</p> | |
| <p>SUGGESTED ITEMS FOR 22nd MAY MEETING</p> <ul style="list-style-type: none"> • Discipline Meetings/Training has been transferred to this meeting. • The Treaty of Waitangi and giving effect to the Treaty. | |
| <p>GENERAL BUSINESS</p> <p>Application for Funding C Daniels, Director of Sport, requested an extraordinary motion for funding for turf lighting.</p> | |

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| <p>Extraordinary in-Meeting Motion: Motion: "That the Board approves application for funding for \$50,000 to NZCT for installing turf lighting." Moved: N Troughear/Seconded: J Maclean Carried Motion: "That the Board approves application for funding for \$50,000 to Youthtown for installing turf lighting." Moved: N Troughear/Seconded: J Maclean Carried</p> | |
| <p>CORRESPONDENCE</p> <p>N Troughear has been in receipt of relevant emails relating to the events that occurred at the college on the afternoon of Thursday 6th April.</p> | |
| <p>IN COMMITTEE AT 9:03PM</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." Moved: N Troughear/ Seconded: M Williams Carried.</p> <p>9:04PM– Out of Committee</p> | |
| <p>AGENDA ITEMS FOR NEXT MEETING</p> <ul style="list-style-type: none"> • DP Presentations: NZ Curriculum Refresh and Literacy Project Updates • Policy Review: Operations Policy update, Planning and Reporting Policy, Curriculum and Assessment Policy | |
| <p>MEETING CLOSE AND FARWELL B Merchant said the Karakia</p> | |

There being no further business the meeting was declared closed at 9:05PM.

Signed:



Date: 22nd May 2023

The next Board meeting will be held on Monday 22nd May at 7.00pm