

**MINUTES OF THE MEETING OF THE BOARD OF  
PAKURANGA COLLEGE HELD IN THE STAFFROOM ON  
MONDAY 21<sup>st</sup> August 2023 AT 7:00PM**

**Present:** N Troughear (Presiding Member), A Bannister, J Fletcher, P Schmidt, A Plom (Student Representative)  
B Payne (Staff Representative), M Williams (Principal)  
B Merchant (Associate Principal) in attendance

**MEETING OPENING / WELCOME**

N Troughear welcomed Board members. The meeting opened at 7.00pm.

The Board Members and Board Secretary said the Karakia.

**APOLOGIES**

M Turinsky, J Maclean, A Kefu (Co-Opt)

**CONFLICT OF INTEREST**

- 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

**Actions From Last Meeting**

**MATTERS FOR DECISION**

**MINUTES OF THE LAST MEETING**

**Motion:** "That the minutes of the meeting held on 19th June is a true and correct Record, subject to the wording being changed from A Plom to A Bannister."

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

**Carried**

**Matters Arising**

There were no matters arising from the last meeting on 19th June 2023

**Electronic Motions**

The following motions were passed electronically:

**Motion:** "That the Board approves the election of Mellissa Cockerell, Assistant to the AP and DP Team, as the Returning Officer for the student representative for the School Board elections."

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

**Carried** by a quorum of eight Board members

**Motion:** "That the Board approves the college not offering a full NCEA Level 1 programme from January 2024."

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

**Carried** by a quorum of eight Board members

N Troghear emailed Board members on 9<sup>th</sup> August 2023 to gain their support regarding setting up a sub-committee to look into a staff issue. Sub-committee members will be N Troghear, Presiding Member and A Bannister, Deputy Presiding Member.

**Motion:** "That the Board supports the motion to set up a sub-committee to investigate a staff issue."

**Moved by Chair:** N Troghear

**Carried** by a quorum of six Board members

Motion

"The Three electronic Motions be ratified"

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

**Carried**

## **MATTERS FOR DISCUSSION**

### **PROPERTY & FINANCE REPORT**

**Motion:** "That the Property & Finance Reports of 28<sup>th</sup> June 2023 and 2<sup>nd</sup> August 2023 be accepted."

**Moved:** P Schmidt/**Seconded:** M Williams

**Carried**

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### **PRINCIPAL'S REPORTS 24<sup>th</sup> July and 21<sup>st</sup> August**

The Reports were discussed and taken as read.

**Motion:** "That the Principal's reports from 24<sup>th</sup> July and 21<sup>st</sup> August 2023 be accepted."

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

**Carried**

### **Board Operations Policy - Code of Conduct Wording**

In light of the new legislation and regulations the Board discussed to review the code of conduct for Board members and update our Board Operations Policy.

**Motion:** "That the Board accepts the updated wording within the policy."

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

**Carried**

### **Ed and Training Act / Planning and Reporting Policy**

In preparation for implementing the new Planning and reporting guidelines the board completed a familiarisation activity looking at the changes in the Education and training Act, where the major changes are and how well the college is placed to respond to the changes.

<p>The Board completed an exercise identifying who our community is and how we could effectively engage/consult with each section of the community.</p> <p>The information will be collated and presented to the Board at the 18<sup>th</sup> September meeting.</p>											
<p><b>SUGGESTED ITEMS FOR 18<sup>th</sup> SEPTEMBER MEETING</b></p> <p>Trip to Waitangi dates. The Board and SLT will take a joint trip to Waitangi to strengthen how we are acknowledging Te Tiriti.</p> <p>A reminder about the 2023 Code Nights</p> <table> <tr> <td>Rugby</td><td>- 19<sup>th</sup> September</td></tr> <tr> <td>Football</td><td>- 20<sup>th</sup> September</td></tr> <tr> <td>Hockey</td><td>- 21<sup>st</sup> September</td></tr> <tr> <td>Basketball</td><td>- 10<sup>th</sup> October</td></tr> <tr> <td>Netball</td><td>- 11<sup>th</sup> October</td></tr> </table>	Rugby	- 19 <sup>th</sup> September	Football	- 20 <sup>th</sup> September	Hockey	- 21 <sup>st</sup> September	Basketball	- 10 <sup>th</sup> October	Netball	- 11 <sup>th</sup> October	
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<b>GENERAL BUSINESS</b>											
<p><b>MATTERS FOR NOTING</b></p> <p><b>CORRESPONDENCE</b></p> <p>NZQA MNA letter of 14<sup>th</sup> August 2023 (tabled)</p> <p>Email from caregiver of 17<sup>th</sup> August 2023 (tabled)</p>											
<p><b>IN COMMITTEE AT 8.32PM</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> N Troghear/ <b>Seconded:</b> M Williams</p> <p><b>Carried.</b></p> <p><b>OUT OF COMMITTEE AT 8:52PM</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 D Keswell's request for 18 days' leave to visit his very unwell father in South Africa.</p> <p>Due to the severity of the illness and the need to travel at short notice, Dean's leave started on 19<sup>th</sup> July and he will be away until 14<sup>th</sup> August. M Williams approved the leave in principle with seven days' paid leave and 11 days' unpaid leave.</p> <p><b>Moved:</b> N Troghear/Seconded: Jason Fletcher</p> <p><b>Carried</b></p>											
<p><b>AGENDA ITEMS FOR NEXT MEETING</b></p> <p>Nil</p>											
<p><b>MEETING CLOSE AND FAREWELL</b></p> <p>The Board said the Karakia</p>											

There being no further business the meeting was declared closed at 8.55PM.

Signed:



Date: 18<sup>th</sup> September 2023

*The next Board meeting will be held on Monday 18<sup>th</sup> September at 7.00pm*