

**MINUTES OF THE MEETING OF THE BOARD OF  
PAKURANGA COLLEGE HELD IN THE BOARDROOM ON  
MONDAY 4<sup>th</sup> December 2023 AT 7:00PM**

**Present:** N. Troghear (Presiding Member)  
A. Bannister (Parent Rep)  
J. Fletcher (Parent Rep)  
A. Kefu (Parent Rep)  
J. Maclean (Parent Rep)  
M. Turinsky (Parent Rep)  
P. Schmidt (Parent Rep)  
M. Williams (Principal)  
B. Payne (Staff Rep)  
B. Merchant (Associate Principal) in attendance  
C. Dennis (Board Secretary) in attendance

**Guests:** K. Bigwood (Deputy Principal)  
L. Tomlinson (Deputy Principal)  
C. Jennings-Tyrrell (Deputy Principal)

**Apologies:** A. Plom (Student Rep)

#### **MEETING OPENING / WELCOME**

The meeting opened at 7.04pm with the Karakia.  
N. Troghear welcomed all Board members.

#### **CONFLICT OF INTEREST**

- 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
- 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

#### **MATTERS FOR DECISION**

##### **MINUTES OF THE LAST MEETING**

**Motion:**

"That the minutes of the meeting held on 30<sup>th</sup> October are a true and correct record." Subject to the correction of the date from 3<sup>rd</sup> December to 4<sup>th</sup> December.

**Moved:** N. Troghear / **Seconded:** P. Schmidt

**Carried**

##### **Matters Arising**

There were no matters arising from the last meeting on 30<sup>th</sup> October 2023.

## MATTERS FOR DISCUSSION

### PROPERTY & FINANCE REPORT

P. Schmidt spoke to the Finance report which reflected an increase in the OPS grant, International Student Fees, added interest, and saved money on staffing.

**Motion:** "That the Property & Finance Report of 29<sup>th</sup> November 2023 be accepted, and the motion ratified."

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

**Carried**

M. Williams provided an outline of the 2024 Draft Budget which included an overview of where all the big increases lie. Overall, we have been keeping good control of things across the board. Increased costs in cleaning, electricity and grounds contracts have impacted negatively, and there is an extra prediction on the property front. 2023 has been a transition phase with the change in the International Department staffing, and next year this will level out.

**Motion:** "That the Board approve the 2025 International fee schedule as proposed."

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

**Carried**

**Motion:** "That the Draft Budget for 2024 be approved."

**Moved:** M. Williams / **Seconded:** N. Troughear

**Carried**

### PRINCIPAL'S REPORT 4<sup>th</sup> DECEMBER

NCEA:

B. Merchant provided the latest NCEA update. The results are not amazing, but not embarrassing. Year 11 results are looking average, Year 12 are doing really well, and Year 13 rates have recovered. A great positive point is that our Kapa Haka students were able to earn credits. Due to a technical glitch with the Level 1 English exam, we will apply for a derived grade for all students as all were disadvantaged in some way or another.

Waitangi Trip:

Board members provided feedback and shared conversation around what had been seen and heard. All reported having a great experience. It was very beneficial for all. The Guide was fantastic, and the Board would like to consider repeating the trip again next year.

Strategic Plan:

Deputy Principals K. Bigwood, L. Tomlinson and C. Jennings-Tyrrell attended the meeting to present on their areas of responsibility across the school, which provided great insight for the Board. The analysis of variance will be very different for next year; this will be discussed in more detail at the next meeting.

Property Planning:

A summary of the financial plan for the proposed building work within the next 5 years was distributed to Board members and discussed. Any ideas / suggestions are welcomed. The summary included a breakdown of ministry funded work (through the 5YA funding) and board funded work. The development and various condition assessment reports for the 5-year property plan will dictate the next steps.

Staff Update:

Kelvin Goodall and Sunny Dama have resigned and will be leaving in December.

**Motion:** "That the December 4<sup>th</sup> Principals Report be accepted."

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

**Carried**

## SUGGESTED ITEMS FOR 5<sup>th</sup> FEBRUARY MEETING

- To confirm 2024 Board meeting dates.
- Consider the possibility of repeating the Waitangi Trip in Term 1 next year.

## GENERAL BUSINESS

Board members are invited to attend an end of year gathering on 14<sup>th</sup> December from 4pm onwards at Nicola's home. Invitation to be extended to Senior Leadership Team staff members.

## MATTERS FOR NOTING

### CORRESPONDENCE

All correspondence that is operational and can be done under the Principal's delegation is dealt with in that way. Other correspondence is dealt with by the Presiding Member and if the whole Board needs to know, then that correspondence is circulated. Bigger issues are reported on through the Board Operations.)

## IN COMMITTEE

The Board went into committee at 8:45pm.

### Motion:

"That the Board including Mr. B Merchant go 'into committee' to discuss matters relating to Members and students and matters 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 Troghear / **Seconded:** A Bannister

**Carried.**

The Board moved out of Committee at 9:20pm.

## IN COMMITTEE ITEMS TO BE RELEASED TO MAIN MINUTES

### The following motions were passed:

"That the Board approves the maternity leave request for Michaela Fleming – HPE Teacher, her last working day being 22<sup>nd</sup> March 2024."

"That the Board approves Deputy Principal, Kelly Bigwood's application for leave without pay for Term 1, 2024."

## MEETING CLOSURE

The meeting closed at 9.22pm.

Signed:

  
N. Troghear – Presiding Member

Date:

5/2/2024

*...The next Board meeting will be held on Monday 5<sup>th</sup> February 2024 at 7.00pm*