

**MINUTES OF THE MEETING OF THE BOARD OF
PAKURANGA COLLEGE HELD IN THE BOARDROOM ON
MONDAY 5th February 2024 AT 7:00PM**

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

MEETING OPENING / WELCOME

The meeting opened at 7.10pm with the Karakia led by M. Williams.
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. Bannister's declaration of a conflict of interest as a result of his employment as a Deputy Principal at Howick College

ELECTION OF OFFICERS

The Presiding Member vacated the Chair.
J MacLean took over the Chair and called for nominations of the following:

- **Election of Board Chair / Presiding Member**
 - Nominations were called for from J. Maclean.
 - N. Troghear was nominated by M. Williams and seconded by M. Turinsky.
 - No further nominations were received; ballot not required.
 - N. Troghear accepted and was elected Presiding Member.

N. Troghear then took over chairing the meeting once again and continued with the election of officers.

- **Election of Board Deputy Chair**
 - Nominations were called for Deputy Board Chair.
 - A Bannister was nominated by N. Troughear and seconded by J. Maclean.
 - No further nominations were received; ballot not required.
 - A Bannister was elected Deputy Board Chair.

- **Election of Property & Finance, Health & Safety Sub-Committee Chair**
 - Nominations were called Property & Finance, Health & Safety Sub-Committee Chair.
 - P Schmidt was nominated by N. Troughear and seconded by M. Turinsky.
 - No further nominations were received; ballot not required.
 - P Schmidt was elected Property & Finance, Health & Safety Sub-Committee Chair.
 - Confirmed Sub-Committee Members: J MacLean, J Fletcher and B Payne.

MATTERS FOR DECISION

MINUTES OF THE LAST MEETING

Motion:

"That the minutes of the meeting held on 4th December 2023 are a true and correct record."

Moved: J. Schmidt / **Seconded:** M. Williams ... **Carried**

Matters Arising

The international student policies were discussed at the December 2023 Board meeting, and some clarification was sought. After receiving the requested information, the Board was happy to approve the International Student Policies.

Motion: "That the International Student Policies updated in Oct 2023 be approved by the Board."

Moved: M. Williams **Seconded:** P. Schmidt ... **Carried**

POLICY REVIEW

Board Operation Policies

These policies were reviewed and updated in Mid 2023. Board members spent time discussing the policies.

Board Delegation of Authority

Board delegations are approved annually. N. Troughear provided an overview of the policy and highlighted some of the changes.

Correction needed – NAGS to be removed.

Motion:

"That the Board adopts the Delegation of Authority Policy, subject to the corrections being made as mentioned above." **Moved:** N. Troughear **Seconded:** M. Williams ... **Carried**

Property and Finance Policy

The Property and Finance Policy was reviewed by the Principal with the Executive Officer and discussed with the Board. Minor amendments were made to reflect the recent changes in legislation. International Department staff travel guidelines have now been included in the supporting documentation.

Three typing errors were noted for correction.

Motion "That the Board approves the reviewed Property and Finance Policy, subject to the corrections mentioned above." **Moved:** P. Schmidt **Seconded:** J. Maclean

Cell Phone Policy

A draft policy was put out for consultation to the school community prior to school starting this year. Many parents were supportive of this initiative. The school has identified specific cases where some exceptions will need to be made. The draft policy has been amended to address the points raised without opening the floodgates for exemptions being issued.

The Board discussed the policy and agreed to add that cell phones may be used for payWave to pay for “school based” goods and services.

Motion *“That the Board approves the Cell phone policy, subject to the amendment above.”*

Moved: M. Williams **Seconded:** M. Turinsky... **Carried**

BOARD ANNUAL WORK PLAN

The 2024 Board Annual Work Plan was presented in draft for comment and suggestions.

The proposed dates for the 2024 Board meetings and Property & Finance meetings were approved, subject to the next February Board meeting and the March Board meeting being moved one day forward to Tuesday, instead of Monday.

Two policies which are overdue for renewal will be reviewed at the next Board meeting on 27th February.

UNIFORM AMENDMENT

The Board discussed the option of providing a long sleeve blouse for the girls as the school has received requests from both female students and whanau to have a long sleeve blouse included. The request was made primarily due to religious beliefs of the families which requires girls to have their arms covered.

The long sleeve blouse option will sit alongside the current uniform option for both juniors and seniors.

Motion *“That the Board approve the inclusion of a long sleeve blouse option in the girls uniform.”*

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

MATTERS FOR DISCUSSION

PRINCIPAL’S REPORT 5th FEBRUARY

The Principal’s report was discussed and questions were welcomed.

Motion: *“That the February 5th Principals Report be accepted.”*

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

SUGGESTED ITEMS FOR 27th FEBRUARY MEETING

Invitation to be extended to DP’s to attend the next meeting and present on their portfolios.

GENERAL BUSINESS

The Board thanked Mike for his work and service to the school over the past 14 years as he attended his last Board meeting.

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 8:31pm.

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:** J Maclean ... **Carried**

The Board moved out of Committee at 9:07pm.

IN COMMITTEE ITEMS TO BE RELEASED TO MAIN MINUTES

The following motions were passed:

"That the Board approve the 6 months maternity leave request for Clare Jennings-Tyrrell."

"That the Board approve the 12 months maternity leave request for Monique Barrow."

"That the Board approve the 12 months maternity leave request for Jessica Zhao."

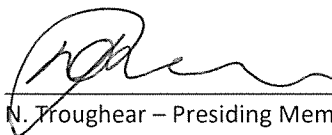
"That the Board approve the request for 10 days leave without pay for Farisha Sahid."

"That the Board approve the request for 5 days leave for Takamasa Hoshiyama, noting that the leave period may need to be extended as leave without pay. Any further leave subject to the Principal's discretion is also approved."

MEETING CLOSURE

The meeting closed at 9.10pm.

Signed:


N. Troghear – Presiding Member

Date:

27/02/2024

...The next Board meeting will be held on Tuesday 27th February 2024 at 7.00pm