

**MINUTES OF THE MEETING OF THE BOARD OF
PAKURANGA COLLEGE HELD IN THE BOARDROOM ON
MONDAY 27th February 2024 AT 7:00PM**

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

MEETING OPENING / WELCOME

The meeting opened at 7.05pm with the Karakia led by B. Merchant.
N. Troughear welcomed all Board members and passed on the apologies of those who could not make it.

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, a Staff Representative on the school Board of Botany Downs Secondary College and as a parent of an employee at Pakuranga 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

MATTERS FOR DECISION

MINUTES OF THE LAST MEETING

Motion:

"That the minutes of the meeting held on 5th February 2024 are a true and correct record."

Moved: J. Maclean / **Seconded:** N. Troughear... **Carried**

Matters Arising

None

POLICY REVIEW

Planning and Reporting Policy

There were no significant changes made to this policy other than the removal of NAGS and *Board of Trustees*.

Motion:

"That the Board approves the Planning and Reporting Policy until the next review date in February 2026."

Moved: N. Troughear **Seconded:** J. Schmidt ... **Carried**

Curriculum and Assessment Policy

The board discussed the Curriculum and Assessment policy and there were no changes required.

Motion:

"That the Board approves the Curriculum and Assessment Policy."

Moved: N. Troughear **Seconded:** P. Schmidt

Timetable Policy

The Timetable policy is currently out for consultation with staff members and Mr. Merchant will update the Board at the next meeting.

CCTV Policy

This is a new addition to the school policies. A CCTV policy is required as per privacy regulations. The school is required to disclose what the recordings are used for and who it's shared with. Only permitted to store recordings for a maximum of 60 days before footage is removed. The Board discussed this policy and some suggestions were made by P. Schmidt. The Board will revisit this policy at the next Board meeting.

BOARD ANNUAL WORK PLAN

The 2024 Board Annual Work Plan was presented in draft for comment and suggestions at the previous Board meeting. A final version was now presented and approved by the Board. Achievement Data and Analysis of Variance will be discussed at the March meeting with the aim to be completed by end May.

Motion *"That the Board approve the Annual Work Plan 2024."*

Moved: N. Troughear **Seconded:** J. Maclean ... **Carried**

STRATEGIC PLAN

The Strategic plan was reviewed and discussed by the Board. It needs to be uploaded to MOE by 1st March and published on school website. This plan will now run for 2 years until the next Board election, thereafter it will follow a 3 year cycle.

Motion *"That the Board approve the Strategic Plan."*

Moved: A. Bannister **Seconded:** J. Maclean ... **Carried**

ANNUAL IMPLEMENTATION PLAN

Billy provided an overview of the Annual Implementation Plan which was followed by an in depth discussion by the Board.

Motion *"That the Annual Implementation Plan be approved by the Board."*

Moved: N. Troughear **Seconded:** A. Bannister ... **Carried**

MATTERS FOR DISCUSSION

PRINCIPAL'S REPORT 27th FEBRUARY

The Acting Principal's report was discussed, and questions were welcomed.

Motion: "That the February 27th Acting Principals Report be accepted."

Moved: N. Troughear / **Seconded:** J. Maclean ... *Carried*

PAC UPDATE

A detailed discussion took place around the Proposal for the Performing Arts Centre and the Board were provided with a presentation on screen. Consideration needs to be given to the areas that would be out of action for 2 years including the car park; hall for assemblies; hall as exam venue, to name a few.

Motion: The Board agreed to defer the PAC project until a new Principal has been appointed.

Moved: P. Schmidt / **Seconded:** A. Bannister... *Carried*

SUGGESTED ITEMS FOR 26th MARCH MEETING

None.

GENERAL BUSINESS

None.

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 8:27pm.

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."

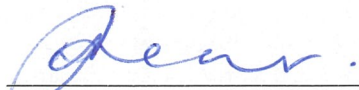
Moved: N Troughear / **Seconded:** A Bannister... *Carried*

The Board moved out of Committee at 9:04pm.

MEETING CLOSURE

The meeting closed at 9.05pm.

Signed:


N. Troughear – Presiding Member

Date:

03/05/2024

...The next Board meeting will be held on Tuesday 26th March 2024 at 7.00pm