



MINUTES OF THE MEETING OF THE BOARD OF PAKURANGA COLLEGE

Meeting Information

- Date & Time: Monday 24th February 2025 at 7:00pm
 - Location: Pakuranga College Board Room
 - Present:
 - P. Schmidt (Parent Rep)
 - J. Maclean (Parent Rep)
 - M. Turinsky (Parent Rep)
 - K. Bigwood (Parent Rep)
 - A. Kefu (Parent Rep)
 - B. Merchant (Principal)
 - In Attendance:
 - S. Hewetson (Associate Principal)
 - C. Dennis (Board Secretary)
 - C. Daniels (Director of Sport at Pakuranga College)
 - Apologies:
 - N. Troghear (Presiding Member)
 - J. Fletcher (Parent Rep)
 - B. Payne (Staff Rep)
 - A. Plom (Student Rep)
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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, a Staff Representative on the school Board of 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 and his wife Jewel being an employee of the Sowers Trust.
- B. Merchant's declaration of a conflict of interest as a result of his wife being a Teacher (Head of Faculty – Science) at Pakuranga College.
- K. Bigwood's declaration of a conflict of interest as a result of her employment as a Deputy Principal at Kings College, and as a parent of an employee at Pakuranga College.

Meeting Opening / Welcome

The meeting opened at 7:02pm with Karakia led by B. Merchant.

P. Schmidt chaired the meeting in the absence of N. Troughear who had sent her apologies due to the recent passing of her mother.

P. Schmidt confirmed the apologies received from J. Fletcher, B. Payne and A. Plom who were unable to attend the meeting.

Meeting Notes

C. Daniels, Director of Sport attended the meeting to present on Sports participation at Pakuranga College, and how to enhance the School Sports Program.

A detailed discussion evolved. P. Schmidt requested a costing associated with the staffing suggestions / possible solutions detailing how many students the various options would benefit. C. Daniels will provide further information to the Board.

B. Merchant acknowledged Clive, Mat and Rene, thanking them for their hard work and commitment. Clive to email presentation to Candice to be shared with Board members.

Matters for Decision

Minutes of the last meeting

Board members reviewed the minutes of the previous meeting and there were no amendments to be made.

Motion:

"That the Board approves the minutes from the Board meeting of Monday 24th February 2025 as a true and accurate record."

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

Board Annual Work Plan

A Final Version of the Board Annual Work Plan was submitted to the Board for approval. The board reviewed the annual work plan, which now includes DP presentations and review points. The plan outlines the schedule for student management, health and safety, and legislative requirements.

Motion:

"That the final version of the Board Annual Work Plan 2025 be adopted."

The work plan was adopted unanimously.

Board Elections

The board discussed moving to electronic school elections, which are now approved by the Ministry and funded. This change aims to simplify and take the hassle out of the election process. The board approved the use of an external provider for electronic elections. P. Schmidt requested that the information provided at the Board meeting be emailed to the Board members.

Motion

"That the Board approve the appointment of an external provider to run the 2025 Triennial Elections which will be covered by the ministry funding allocated for this purpose."

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

Carried.

Strategic and Annual Plans

The strategic plan for 2025-2027 and the annual implementation plan were presented. These plans focus on raising achievement, lifting standards, and giving effect to Te Tiriti. The board endorsed the strategic and annual plans.

Motion *"That the 2025 - 2027 Strategic Plan be adopted."*

Moved: P Schmidt / **Seconded:** K Bigwood

Carried.

Motion *"That the 2025 Annual Implementation Plan be approved."*

Moved: P Schmidt / **Seconded:** K Bigwood

Carried.

Matters for Discussion

SAS Uniform Contracts

B. Merchant explained the expired contract with SAS and proposed a new three-year contract with an option to extend. P. Schmidt requested to review the contract and legal advice before finalizing and a decision will be made via email within a week.

Board Funded Projects

B Merchant outlined various projects including shade canopies, car park redevelopment, classroom refurbishments, and hall upgrades. Cost estimates and project priorities were

discussed. Projects will be prioritized and scoped further, with a focus on safety and aesthetics. The board will receive more detailed figures and timelines. P. Schmidt suggested that a “sensible order of works” be provided to the Board for consideration.

Principal’s February 24th Report

Presented by B. Merchant, the Principals report for the February 24th Board meeting included the following reporting areas: Start of the year; Teacher Only Day; Peer Support Camps; Year 9 Meet the Whanau Teacher Evenings; Attendance; Update on School Uniform Review; EOTC Term 1 Report and Review by EONZ; Scholarship Results 2024; Strategic Planning; Updated Student Numbers; Term 1 International Student Report; and an update on Personnel, Staffing and Recruitment.

- **Uniform Changes:**

The Board spent time in detailed discussion around the proposed uniform changes including changes to fabric, sock options, and the introduction of blazers. Feedback from students and parents was considered, and the need for further consultation on blazers was highlighted. The discussion covered the introduction of cultural attire like the lava lava, considering different cultural practices and preferences. Samples are being reviewed to accommodate various cultural ties. Samples and concepts are being developed, with a progress report expected by May 12th.

- **Strategic Planning:**

B. Merchant discussed the positive feedback received and the alignment of faculty goals with broader objectives, focusing on numeracy, literacy, and culturally responsive pedagogies.

- **Financial Update:**

B. Merchant reported a surplus of over a million dollars, exceeding previous predictions. Discussion on using reserves for projects with a focus on maintaining a minimum balance. The board is considering funding multiple projects with the surplus, ensuring financial stability.

- **International Students Report:**

P. Schmidt acknowledged David Dunlop for a great International Student Report.

- **Scholarship Results:**

The school has seen a significant increase in scholarship results, with 25 scholarships awarded compared to nine the previous year. Kathy Kang was recognized as an outstanding scholar.

Motion: *“That the Principal’s report of 24th February be accepted by the Board.”*

Moved: B Merchant / **Seconded:** J Maclean
Carried.

Correspondence

An official information request was received regarding student attendance and lateness. The school has partially fulfilled the request and indicated the intention to charge for additional data due to the administrative burden.

In Committee

Associate Principal, S Hewetson left the meeting as the Board moved into committee at 8:26pm.

Motion:

"That the Board go 'into committee' to discuss matters relating to staff 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: P Schmidt / **Seconded:** B Merchant
Carried.

In committee items to be released to main minutes

The following motions were passed:

Motion:

"That the Board approve Michaela Flemming's request for leave from 5 – 16 May 2025 for overseas travel."

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

The Board moved out of Committee at 8:33pm.

Meeting Closure

The meeting closed with Karakia and ended at 8:35pm.

Signed: _____



N Trougher – Presiding Member

Date: _____

24/03/2025

(The next Board meeting will be held on Monday 24th March at 7:00pm in the Board Room)